

**Computer Support & IT Advisory Committee**

**Meeting Agenda**

**Thursday, September 2016**

**8.30am-10.00am**

**Meeting Location: GHL 205**

|  |  |  |
| --- | --- | --- |
| **Agenda Item** | **Expected Outcome** | **Time** |
| 1. Call Meeting to Order – Committee Chair
 | N/A |  |
| 1. Welcome and Introductions – Committee Chair
 | New members/guests introduced | 5 min. |
| 1. Approval of Minutes from Last Meeting – Chair
* April 21, 2015. Vote**.**
 | Corrections indicated and/or approval of minutes as written. | 5 min. |
| 1. Approval of Committee Bylaws
 | Review of Bylaws and vote on contents; in particular agreement on quorum arrangements | 5 min |
| 1. Office of Instruction Updates- Cathy Sherick
 |  | 15 min. |
| 1. Director/division chair Report
* Update on new Courses offered in 2017-18
* Microsoft Cert Discussions with BTEC
* Enrollment and other developments
 |  | 15 min. |
| 1. Work Plan-Committee Chair and Program Director/Division Chair
 | Implement strategies as outlined in work plan. If necessary, identify work groups. | 40 min. |
| 1. Old Business-Follow-up- Committee Chair
 |  | 10 min. |
| 1. New Business
* Converting Computer Support AAS to AAT
* Preview of IT Skills Professional CA development
* CTEC 104 as a Human Relations Requirement
 | New business items are addressed by the committee. | 20 min. |
| 1. Summary of follow-up action items – Committee Chair
 | Summary of follow-up actions communicated to the committee. | 5 min. |
| 1. Establish next meeting date and adjournment – Committee Chair
 | Meeting date established. | 5 min. |