

**HiTECC Advisory Committee**

**Meeting Agenda**

**Date: Wednesday, September 9, 2015**

**Time: 8:00 am**

**Meeting Location: Joan Stout Hall, Room 112**

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| **Agenda Item** | **Expected Outcome** | **Time** |
| 1. Call Meeting to Order – Committee Chair | N/A |  |
| 1. Welcome and Introductions – Committee Chair  * **Introduce Michaela – Recruiter** | New members/guests introduced | 5 min. |
| 1. Approval of Minutes from Last Meeting – Chair  * **June 10, 2015** | Corrections indicated and/or approval of minutes as written. | 5 min. |
| 1. Director/division chair Report  * **Update on Start time – *Genevieve*** * **Update on Instructor Hire – *Genevieve*** |  | 10 min. |
| 1. Work Plan  * **Review of course discussion** * **Internship Course Update – Curriculum Subcommittee** * **Equipment list update – Curriculum Subcommittee/Access to manufacturers’ info systems** | Implement strategies as outlined in work plan. If necessary, identify work groups. | 20 min. |
| 1. Old Business-Follow-up-*Teresa Cole, Jason Crone, Michaela Loveridge*  * **Marketing Plan** | Discussion of Recruiting and Marketing Plan needs. | 15 min. |
| 1. New Business | New business items are addressed by the committee. | 10 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. |