



## Mechatronics Advisory Committee

### Meeting Agenda

Date: Tuesday, October 20, 2015

Time: 6:00—8:00 p.m.

Meeting Location: Columbia Tech Center, Room 202

Agenda Item	Expected Outcome	Time
I. Call Meeting to Order – Committee Chair	N/A	
II. Welcome and Introductions – Committee Chair	New members/guests introduced	5 min.
III. Approval of Minutes from Last Meeting – Chair <ul style="list-style-type: none"> <li>• <b>February 10, 2015</b></li> </ul>	Corrections indicated and/or approval of minutes as written.	5 min.
IV. Office of Instruction Updates- Advisory Committee Business- <ul style="list-style-type: none"> <li>• <b>Ethics training</b></li> <li>• <b>OOI updates</b></li> </ul>		15 min.
V. Director/division chair/Dept. Head report <ul style="list-style-type: none"> <li>• <b>Propose New Business course MTX 111</b></li> <li>• <b>Propose course changes/eliminations to both AAT degree tracks</b></li> <li>• <b>Additional Mechanical trainer purchase request</b></li> </ul>		40 min.
VI. Work Plan-Committee Chair and Program Director/Division Chair	Implement strategies as outlined in work plan. If necessary, identify work groups.	15 min.
VII. Old Business-Follow-up- Committee Chair <ul style="list-style-type: none"> <li>• <b>NSF Grant update</b></li> </ul>		10 min.
VIII. New Business <ul style="list-style-type: none"> <li>• <b>Linear Internship</b></li> </ul>	New business items are addressed by the committee.	20 min.
IX. Summary of follow-up action items – Committee Chair	Summary of follow-up actions communicated to the committee.	5 min.
X. Establish next meeting date and adjournment – Committee Chair	Meeting date established.	5 min.