Committee: **Mechatronics Technology**

Location: **CTC 202**

Date: **Tuesday, April 24th, 2018**

Time: **6:00PM**

Location:

The Meeting Agenda integrates the discussion topics with the Academic Plan. Please use the Work Plan boxes on the right hand side to take notes and record any assigned actions that arise from the meeting.

**Work Plan Action Items**



Item: Review minutes

Action: Vote on minutes and agenda

Item: Determine courses and sequence

Action: Give overview of combined courses, new courses and topics relegated to history.

Item: Call for new business

Action:

Item: Update committee members

Action:

## Meeting Guidelines!

* The meeting is run by the committee Chair or Vice Chair
* The meeting will be more effective if the committee is engaged and participates in discussion
* Motions must be proposed, seconded and voted on: you can vote in favor, oppose or abstain.
* Please respect the schedules of members and keep to time

Item: Identify the certificates

Action: Build the sequence of courses to address certificates.