

**Web Design and Development Advisory Committee**

**Meeting Agenda**

**Thursday, November 3**

**6:00pm -7:50 pm**

**Meeting Location:**

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| **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
* Enrollment and other developments
* Review and update on Spring quarter meeting approved items for 2017 catalog
* Update on External Hosting Activities for class staging. (w/ Fellene Gaylord, CTEC adjunct)
 |  | 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
* Web and Graphic Design catalog updates
* Student Success story Christine Watkins
* Discussion of need for new members and revisiting our work plan
 | New business items are addressed by the committee. | 20 min. |
| 1. Summary of follow-up action items – Committee Chair
* Elections for Committee Chair/Vice 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. |