

**Automotive Tech Advisory Committee**

**Meeting Agenda**

**Wednesday 5th October 2016**

**Time: 6:00 p.m.**

**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 | New members/guests introduced | 5 min. |
| 1. Approval of Minutes from Last Meeting – Chair  * **April 13th, 2016** | Corrections indicated and/or approval of minutes as written. | 5 min. |
| 1. Office of Instruction Updates- Advisory Committee Business- Cathy Sherick |  | 15 min. |
| 1. Director/division chair Report | -Academic Plan Update  -Department update  -Outcome/Assessment Report | 15 min. |
| 1. Work Plan-Committee Chair and Program Director/Division Chair | -Review Work Plan for 16-17 year  -Curriculum update for new CBE program and discussion  -Equipment Plan  -Recruitment of new members | 40 min. |
| 1. Old Business-Follow-up- Committee Chair |  | 10 min. |
| 1. New Business | 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. |