

**Business Administration Advisory Committee**

**Meeting Agenda**

**Date: Tuesday, January 28, 2014**

**Time: 4:30 pm**

**Meeting Location: Penguin Union Building, Room 258C**

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| **Agenda Item** | **Expected Outcome** | **Time** |
| 1. Call Meeting to Order – Committee Chair | N/A | 5 min. |
| 1. Welcome and Introductions – Committee Chair | New members/guests introduced | 5 min. |
| 1. Approval of Minutes from Last Meeting – Chair  * **October 8, 2013** | Corrections indicated and/or approval of minutes as written. | 5 min. |
| 1. Office of Instruction Updates- Advisory Committee Business-Dedra Daehn |  | 15 min. |
| 1. Director/Division Chair Report |  | 10 min. |
| 1. Work Plan-Committee Chair and Program Director/Division Chair  * **Certificate and degrees proposal** * **BAS Update** * **2013/14 Work Plan** * **International Business Degree** * **Vision 2020 & Strategic Planning** | Implement strategies as outlined in work plan. If necessary, identify work groups.   * Vote on proposal from Professor Hamideh regarding certificates and degrees * Update on the BAS, Professor Patti Serrano * Discuss and approve 2013/14 Work Plan * Review plan from Professor Hamideh for vote in spring * Share Vision 2020 ideas on what changes need to be made to keep with industry standards – what does the program look like in 2020. Ideas gathered for future meeting - no discussion at this meeting | 40 min. |
| 1. Old Business-Follow-up- Committee Chair | Recruitment of new members –Appoint/Welcome interested guests as members. | 10 min. |
| 1. New Business-Committee Chair | New business items are addressed by the committee. | 20 min. |
| 1. Summary of follow-up action items and adjournment – Committee Chair | Summary of follow-up actions communicated to the committee. | 5 min. |
| 1. Establish next meeting date – Committee Chair | The meeting date has been established –  Tuesday, April 22, 2014. | 5 min. |