

**Business Administration Advisory Committee**

**Meeting Agenda**

**Date: Tuesday, October 8, 2013**

**Time: 4:30—6:30 p.m.**

**Meeting Location: Gaiser Hall, Room 213 (second floor)**

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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    * **Election of Vice Chair** | New members/guests introduced Complete elections, verify the roster and confirm quorum | 5 min. |
| 1. Approval of Minutes from Last Meeting – Chair  * **May 21, 2013** | Corrections indicated and/or approval of minutes as written. | 5 min. |
| 1. Office of Instruction Updates- Advisory Committee Business-Dedra Daehn  * **Advisory Committee Chair training – Monday, Oct. 21, 2013 \* 6-8 p.m.** * **2013-14 Perkins** * **2013-14 Worker Retraining** * **Credit for Prior Learning** |  | 15 min. |
| 1. Director/division chair Report |  | 10 min. |
| 1. Work Plan-Committee Chair and Program Director/Division Chair  * **BAS follow up** * **International Business** * **Review of programs and degrees** * **Marketing for new offerings** * **Vision 2020** * **2013/14 Work Plan** | Implement strategies as outlined in work plan. If necessary, identify work groups.   * **Vote on moving forward with pursuing BAS items A& B** * **Vote on adding International Business to curriculum** * **Vote on Review of degrees.** * **Discuss plan for marketing International Business** * **What changes need to be made to keep with industry standards - what does the program look like in 2020 – committee to come back with actions next meeting** * **Discuss and approve 2013/14 Work Plan** | 40 min. |
| 1. Old Business-Follow-up- Committee Chair |  | 10 min. |
| 1. New Business-Committee Chair  * **Need new committee members** | New business items are addressed by the committee.  Invite potential new employee members to next meeting | 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 | Meeting date established. | 5 min. |