

 **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. |