  
**Business Administration Advisory Committee**

**Meeting Agenda**

**Date: Tuesday, Feb. 12, 2013**

**Time: 5—7 p.m.**

**Meeting Room Location: Scarpelli Hall, Room 14**

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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/New Members Elected | 5 min. |
| 1. Approval of Minutes from Last Meeting - Chair | Corrections indicated and/or approval of minutes as written. | 5 min. |
| Office of Instruction Updates- Advisory Committee Business-Dedra Daehn   * Virtual Notebook |  | 15 min. |
| 1. Vision 2020- Blake Bowers |  | 10 min. |
| 1. Director/division chair report |  | 10 min. |
| 1. Work Plan-Committee Chair and Program Director/Division Chair  * Examine feasibility of offering a BAS in Applied Management update * Offering an Int’l Business Degree * Need the help of the Advisory Board to conduct a survey of local businesses. * Investigate the feasibility of providing a Small Business Institute at Clark College * Review Accounting Certificate * Monitor and provide input to Management Program Review * Develop Marketing Plan for new offerings | * Implement strategies as outlined in work plan. If necessary, identify work groups. * Examine potential curriculum offerings and opportunities and impacts of offering a BAS in Applied Management. * A research workgroup comprised of Blake, Michelle, Lucia and Mark will gather information and provide update to the advisory committee * Provide update on input on marketing strategies for the eCommerce course. Identify ways to focus on the business and marketing aspects of the course – | 40 min. |
| 1. Old Business-Follow-up- Committee Chair |  | 10 min. |
| 1. New Business-Committee Chair  * Assignment of BAS Needs Assessment | New business items are addressed by the committee. | 15 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. |