
**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. |