**Business Administration Program Advisory Committee Work Plan**

**2013-14**

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| **Annual Goal Area** | **Strategies** | **Timeline** | **Advisory Committee Member Participation** |
| **CURRICULUM**  **Goal(s):** |  |  |  |
| 1. Examine skills and knowledge needed to be taught in business degrees. 2. Examine the feasibility of offering a BAS in Applied Management. | Seek input from advisory committee on skills and knowledge needed for business degree review.  Examine potential curriculum offerings as well as opportunities and impacts of offering a BAS in Applied Management. | Dec. 2013  Dec. 2013 | All  All |
| 1. Update on BAS (Forms C & D) | Updated on progress in preparation of C& D BAS degree for Business Management. | June 14 | All |
| **INSTRUCTIONAL QUALITY & EFFECTIVENESS**  **Goal(s):** |  |  |  |
| 1. Review Business Admin. Degrees | Provide input for course updates for the year  Evaluate program review findings and recommendations. | June 2014 | Pat Serrano  Prof. Hamideh  All committee members |
| **PUBLIC RELATIONS**  **Goal(s)** |  |  |  |
| 1. Marketing and Outreach | Discuss best procedures to inform Advising Committee and community on updates and changes to programs and degrees | June 2014 | All |
| **OTHER:**  **Goals(s):**   1. Engage in Vision 20/20 & Strategic Planning discussions for the Business Administration Program | Discuss at every meeting to include items on a list to be formally reviewed in Spring and approved in Fall. | June 2014  Fall 2014 | Blake Bowers & All |