

**Business Administration Advisory Committee**

**Meeting Agenda**

**Date: Tuesday 19th April 2016, 4.30pm-6.30pm**

**Time: 4:30—6:30 p.m.**

**Meeting Location: Penguin Union Building, Room 258-B**

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| **Agenda Item** | **Expected Outcome** | **Time** |
| 1. Call Meeting to Order – Committee Chair
 | N/A |  |
| 1. Welcome and Introductions – Committee Chair
 | New members/guests introduced | 5 min. |
| 1. Approval of Minutes from Last Meeting – Chair
* **October 6, 2015**
 | Corrections indicated and/or approval of minutes as written. | 5 min. |
| 1. Office of Instruction Updates
 |  | 15 min. |
| 1. Director/division chair Report
 |  | 20 min. |
| 1. Interim Dean of Business and Health Science
 | Overview of academic plan and 6 outcomes from the plan to assist in developing the 2016/2017 Work Plan | 10 min. |
| 1. Work Plan-Committee Chair and Program Director/Division Chair
* **BASAM Program update**
* **Marketing & Outreach**
* **Student club**
* **Endowment**
 | Implement strategies as outlined in work plan. If necessary, identify work groups. | 30 min. |
| 1. Old Business-Follow-up- Committee Chair
* **Steve Walsh Sabbatical update -** *Business Students’ Smooth Transfer to Four-year Universities*
 |  | 10 min. |
| 1. New Business 2016/2017 Work Plan
 | New business items are addressed by the committee. | 15 min. |
| 1. Summary of follow-up action items – Committee Chair
 | Summary of follow-up actions communicated to the committee. | 5 min. |
| 1. Establish next meeting date and adjournment –

***2nd Tuesday after each quarter begin*s.** |  | 5 min. |