

**Business Administration Advisory Committee**

**Meeting Agenda**

**Date: Tuesday, April 21, 2015**

**Time: 4:30—6:30 p.m.**

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

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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
* **January 20, 2015**
 | Corrections indicated and/or approval of minutes as written. | 5 min. |
| 1. Office of Instruction Updates- Advisory Committee Business-
* **Advisory Breakfast recap**
* **Fall Training**
* **Clark College Strategic Plan**
 |  | 10 min. |
| 1. Director/division chair Report
 |  | 15 min. |
| 1. Work Plan-Committee Chair and Program Director/Division Chair
* **BAS update**
* **K-12 update**
* **Vision 20/20-review list to implement in fall**
* **Endowment – update**
* **Student club – funding**
 | Implement strategies as outlined in work plan. If necessary, identify work groups. | 40 min. |
| 1. Old Business-Follow-up- Committee Chair
* **Standardize number of students for each course**
* **Non-profit business course - progress**
* **Marijuana business course – progress**
 |  | 10 min. |
| 1. New Business
 | New business items are addressed by the committee. | 20 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 – Committee Chair – ***2nd Tuesday after quarters begin***.
 | **Oct. 6, 2015****Jan. 19, 2016****April 19, 2016** | 5 min. |