

**Business Administration Advisory Committee**

**Meeting Agenda**

**Date: Tuesday, April 22, 2014**

**Time: 4:30 – 6:30 p.m.**

**Meeting Location: Penguin Union Building (PUB) 258C**

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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 | 5 min. |
| 1. Approval of Minutes from Last Meeting – Chair  * **January 28, 2014** | Corrections indicated and/or approval of minutes as written. | 5 min. |
| 1. Office of Instruction Updates- Advisory Committee Business  * **Adjunct faculty member update** * **Committee membership** * **Vendor representation** |  | 15 min. |
| 1. Director/division chair Report |  | 10 min. |
| 1. Work Plan-Committee Chair and Program Director/Division Chair  * **BAS update** * **Endowment** * **Vision 20/20 – list ideas** | Implement strategies as outlined in work plan. If necessary, identify work groups. | 40 min. |
| 1. Old Business-Follow-up- Committee Chair | Recruitment of new members | 10 min. |
| 1. New Business-Committee Chair | 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 | Meeting date established. | 5 min. |