

**Business Administration Advisory Committee**

**Meeting Agenda**

**Date: Tuesday, November 6, 2012**

**Time: 4:30 – 6:30 pm**

**Meeting Room Location: SHL 0014**

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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
 | Corrections indicated and/or approval of minutes as written. | 5 min. |
| 1. Office of Instruction Updates- Advisory Committee Business-Dedra Daehn
 |  | 15 min. |
| 1. Director/division chair Report – Adnan Hamideh
 |  | 10 min. |
| 1. Work Plan-Committee Chair and Program Director/Division Chair
* Examine skills and knowledge needed to be taught in business degrees (presentations about new suggested courses)
* Examine feasibility of offering a BAS in Applied Management
* Investigate the feasibility of providing a Small Business Institute at Clark College
 | Seek input from advisory committee on skills and knowledge need for business degree review.Examine potential curriculum offerings and opportunities and impacts of offering a BAS in Applied Management.A research group comprised of Patti, Michelle, and Mark will gather information and provide to the committee. | 40 min. |
| 1. Old Business-Follow-up- Committee Chair
 |  | 10 min. |
| 1. New Business-Committee Chair
 | 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. |