

**Business Technology-Medical Office Advisory Committee**

**Meeting Agenda**

**Thursday, October 9, 2014 at 5:30 pm**

**Meeting Location: Scarpelli Hall, room 0022**

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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  * **May 27, 2014- Vote needed** | Corrections indicated and/or approval of minutes as written. | 5 min. |
| 1. Office of Instruction Updates- Advisory Committee Business-Dedra Daehn  * **Perkins & Worker Retraining Grant awards 2014-15** * **Credit for Prior Learning—program launch** * **Updated Advisory Committee Handbook** * **Committee rosters** * **Advisory Committee Recognition event – Weds., March 18, 2015, 7:30 a.m. – 9:00 a.m. Regional economist Scott Bailey will be guest speaker** |  | 15 min. |
| 1. Director/Division Chair report |  | 15 min. |
| 1. Work Plan-Committee Chair and Program Director/Division Chair | Implement strategies as outlined in work plan. If necessary, identify work groups. | 25 min. |
| 1. Old Business-Follow-up- Committee Chair  * **CAHEEP visit update** |  | 20 min. |
| 1. New Business-Committee Chair  * **Fee increase: BMED 163, 164 & 165. Vote needed** * **New program-Vote needed** * **New program outcomes** * **Review bylaws-quorum & attendance requirements. Possible vote needed** * **Election of Officers-Vote needed** | New business items are addressed by the committee. | 25 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(s) and adjournment – Committee Chair | Meeting date established. | 5 min. |