**Business Technology-Medical Office**

 **Advisory Committee**

**Meeting Agenda**

**Wednesday November 4, 2015**

**5:30 – 7:00 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
* **June 9th, 2015. Vote.**
 | Corrections indicated and/or approval of minutes as written. | 5 min. |
| 1. Office of Instruction Updates- Advisory Committee Business-
* **Ethics training/general updates**
 |  | 15 min. |
| 1. Director/division chair Report
* **Updates**
* **Curricular changes**
* **Patient Navigator**
* **HIIM Accreditation-Trish**
 | Vote on curricular changes | 15 min. |
| 1. Work Plan-Committee Chair and Program Director/Division Chair
* **MAERB update-Barbara**
* **Accreditation visit-8/20/15-Barbara**
* **Equipment list - prioritize items, donations needed**
* **Vote on curricula for MA**
 | Discuss current programs | 30 min. |
| 1. Old Business-Follow-up- Committee Chair
* **Election of Officers**
* **Review Bylaws**
 | Officer election-VoteBylaws-Vote | 15 min. |
| 1. New Business
* **Job diversity on committee community member**
 | New business items are addressed by the committee. | 15 min. |