**Business Technology-Medical Office**

**Advisory Committee**

**Meeting Agenda**

**Date: Wednesday November 4th**

**Time: 5:30 p.m.**

**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/OOI updates** |  | 15 min. |
| 1. Director/division chair Report  * **Updates** * **Curricular changes. Vote.** * **PNAV** * **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, donations needed. Vote.** * **Curricula for MA. Vote.** | Two votes. | 30 min. |
| 1. Old Business-Follow-up- Committee Chair  * **Election of Officers. Vote.** * **Bylaws - quorum & attendance. Vote.** | Officer election  Bylaws for quorum vote | 15 min. |
| 1. New Business  * **Job diversity on committee community member** | New business items are addressed by the committee. | 15 min. |