

**Business Medical Office Advisory Committee**

**Meeting Agenda**

**Date: Thursday, Nov. 8, 2012**

**Time: 6-8 pm**

**Meeting Room Location: Scarpelli Hall, Room 0014**

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| **Agenda Item** | **Expected Outcome** | **Time** |
| 1. Call Meeting to Order – Sunnie Elhart, BMED Department Head | 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 | Committee attendance & roster corrections | 5min. |
| 1. Director/division chair Report | Election of Chair & Vice Chair | 10 min. |
| 1. Work Plan-Committee Chair and Program Director/Division Chair  * Review 2012-13 Work Plan | Implement strategies as outlined in work plan. If necessary, identify work groups. | 40 min. |
| 1. Old Business-Follow-up- Sunnie Elhart |  | 10 min. |
| 1. New Business-Committee Chair  * Course Action Requests: BMED 250, BMED 116/117, BMED 160 * BMED Curricular changes * ICD-10 Implementation process, Shoreline articulation * CCW, I-BEST, and Vision 2020 | 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 – Sunnie Elhart | Meeting date established. | 5 min. |