

**BMED Advisory Committee**

**Meeting Agenda**

**Date: Tuesday May, 27th 2014 Time: 5:30—7:30 p.m.**

**Meeting Location: Scarpelli Hall, Room 217**

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| **Agenda Item** | **Expected Outcome** | **Time** |
| 1. Call Meeting to Order – Jessica Pittman, Committee Chair |  |  |
| 1. Welcome and Introductions – Committee Chair | Introduce new Chair and Vice Chair, new members & guests | 5 min. |
| 1. Approval of Minutes – Committee Chair  * **November 4th 2013** | Corrections and/or approval of minutes as written. **Vote** | 5 min. |
| 1. Office of Instruction Updates-Genevieve Howard  * **Foundation Funds** |  | 5 min. |
| 1. Director/division chair Report-Sunnie  * **Status of BMED** |  | 10 min. |
| 1. Work Plan-Committee Chair and Program Director/Division Chair  * **Committee member status**   + **8 members; 5 employee/3 employer** * **Review of bylaws-quorum & attendance requirements?** | Implement strategies as outlined in work plan. If necessary, identify work groups.  **Discussion & Vote** | 20 min. |
| 1. Old Business-Follow-up- Committee Chair  * **Proposed program changes-Sunnie, Trish, Ericha** * **Directed Practice/Practicum** * **AHIMA Virtual Lab-Funding/funding** | **Vote**  **Vote** | 30 min. |
| 1. New Business-Committee Chair  * **CAHEEP/MAERB Visit (Barbara)** * **Common Core- Sunnie (Medical, BTEC)** * **Updates for program changes (A&P, HIP, Communications course)** * **Advisory three times a year?** | **Vote**  **Vote** | 35 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. |