

**Business Technology-Medical Office**

 **Advisory Committee**

**Meeting Agenda**

**Date: Tuesday, June 9, 2015**

**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
* **February 19, 2015**
 | Corrections indicated and/or approval of minutes as written. | 5 min. |
| 1. Office of Instruction Updates- Advisory Committee Business-
* **Committee roster**
* **Advisory Breakfast recap**
* **Fall chair/vice chair training**
* **Clark College Strategic Plan**
* **Review Committee Bylaws-quorum & attendance**
 |  | 15 min. |
| 1. Director/division chair Report
 |  | 10 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**
 | Implement strategies as outlined in work plan. If necessary, identify work groups. | 40 min. |
| 1. Old Business-Follow-up- Committee Chair
 |  | 10 min. |
| 1. New Business
* **Job diversity on committee**
 | New business items are addressed by the committee. | 15 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 and adjournment – Committee Chair
 | Meeting date established. | 5 min. |