

**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. |