

**Business Technology Advisory Committee**

**Meeting Agenda**

**Date: Thursday, April 24, 2014**

**Time: 4:00 pm**

**Meeting Location: Scarpelli Hall, Room 103**

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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
* **October 14, 2013**
 | Corrections indicated and/or approval of minutes as written. | 5 min. |
| 1. Office of Instruction Updates- Advisory Committee Business-
* **Adjunct Faculty Member Update**
* **Committee membership**
 |  | 15 min. |
| 1. Director/division chair Report
* **Suggested modification to our Administrative Assistant degree**
* **Questions about Access or database expertise needs**
* **Software updates/questions**
* **Professional Self Development issues (current two-credit BTEC 147 and a possible new three-credit BTEC 148)**
 |  | 25 min. |
| 1. Work Plan-Committee Chair and Program Director/Division Chair
 | Implement strategies as outlined in work plan. If necessary, identify work groups. Update work plan as needed. | 30 min. |
| 1. Old Business-Follow-up- Committee Chair
 |  | 10 min. |
| 1. New Business-Committee Chair
 | New business items are addressed by the committee. | 20 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. |