

**Culinary Arts Advisory Committee**

**Meeting Agenda**

**Date: Monday, October 7, 2013 Time: 2:30—4:30 p.m.**

**Meeting Location: Gaiser Hall Dining Room**

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| **Agenda Item** | **Expected Outcome** | **Time** |
| 1. Call Meeting to Order – Committee Chair
 | 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
* **Advisory Committee Chair training – Monday, Oct. 21, 2013 \* 6-8 p.m.**
* **2013-14 Perkins**
* **2013-14 Worker Retraining**
* **Credit for Prior Learning**
 |  | 15 min. |
| 1. Director/division chair Report
 |  | 10 min. |
| 1. Culinary Task Force Update-Genevieve Howard
 |  | 10 min. |
| 1. Work Plan-Committee Chair and Program Director/Division Chair
* **Equipment needs**
	+ **Large-Ovens, grills, smokers, refridgeration, etc.**
	+ **Small-Mixers, food processors, pasta equipment, etc.**
	+ **Small wares-** **From pots and pans to cooking/serving utensils.**
	+ **Catering**
 | 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-Committee Chair
* **Election of Vice Chair**
 | New business items are addressed by the committee. | 10 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. |