

**Culinary Arts Advisory Committee**

**Meeting Agenda**

**Date: Wednesday, April 23, 2014**

**Time: 2:30 pm**

**Meeting Location: Gaiser Dining Room**

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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
* **January 15, 2014**
 | Corrections indicated and/or approval of minutes as written. | 5 min. |
| 1. Office of Instruction Updates- Advisory Committee Business-
* **Adjunct faculty member update**
* **Review of Committee Bylaws**
	+ **Quorum requirements**
 |  | 15 min. |
| 1. Director/division chair Report
 |  | 10 min. |
| 1. Dean Genevieve Howard
* **Applied general math & English courses**
* **Remodel update**
 |  | 15 min.  |
| 1. Work Plan-Committee Chair and Program Director/Division Chair
* **Review new facility design (if available)**
 | Implement strategies as outlined in work plan. If necessary, identify work groups. | 25 min. |
| 1. Old Business-Follow-up- Committee Chair
 |  | 10 min. |
| 1. New Business-Committee Chair
* **Election of Officers**
 | New business items are addressed by the committee. | 10 min. |
| 1. Reports from industry-committee members
 |  | 15 |
| 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. |