

**Culinary Arts Advisory Committee**

**Meeting Agenda**

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

**Time: 2:30 pm**

**Meeting Location: Gaiser Dining Room**

|  |  |  |
| --- | --- | --- |
| **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. |