

**Computer Support & IT Advisory Committee**

**Meeting Agenda**

**Thursday, September 2016**

**8.30am-10.00am**

**Meeting Location: GHL 205**

|  |  |  |
| --- | --- | --- |
| **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  * April 21, 2015. Vote**.** | Corrections indicated and/or approval of minutes as written. | 5 min. |
| 1. Approval of Committee Bylaws | Review of Bylaws and vote on contents; in particular agreement on quorum arrangements | 5 min |
| 1. Office of Instruction Updates- Cathy Sherick |  | 15 min. |
| 1. Director/division chair Report  * Update on new Courses offered in 2017-18 * Microsoft Cert Discussions with BTEC * Enrollment and other developments |  | 15 min. |
| 1. Work Plan-Committee Chair and Program Director/Division Chair | 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  * Converting Computer Support AAS to AAT * Preview of IT Skills Professional CA development * CTEC 104 as a Human Relations Requirement | 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. |