

**Diesel Technology Advisory Committee**

**Meeting Agenda**

**Date: Tuesday, March 1, 2016**

**Time: Noon—1:30 p.m.**

**Meeting Location: Penguin Union Building, Room 258-C**

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| **Agenda Item** | **Expected Outcome** | **Time** |
| 1. Call Meeting to Order – Committee Chair  * **Approval of the meeting agenda** | Additional agenda items considered | 5 min. |
| 1. Welcome and Introductions – Committee Chair | New members/guests introduced | 5 min. |
| 1. Approval of Minutes from Last Meeting – Chair  * **October 27, 2015. Vote.** | Corrections indicated and/or approval of minutes as written. | 15 min. |
| 1. Office of Instruction Updates |  | 5 min. |
| 1. Director/Division Chair Report  * **Enrollment numbers** * **Conferences/trade shows** * **Recruitment activities** |  | 10 min. |
| 1. Work Plan-Committee Chair and Program Director/Division Chair  * **Software management programs-CW3 software** * **Classroom presentations by industry partners** * **Space allocation options** | Implement strategies as outlined in work plan. If necessary, identify work groups. | 20 min. |
| 1. Old Business-Follow-up- Committee Chair  * **Student Resumes** * **Mock interviews** |  | 15 min. |
| 1. New Business-Committee Chair  * **BAS (Bachelor of Applied Science) in Diesel Technology) Discussion and possible vote.** | New business items are addressed by the committee. | 10 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. |