

**HiTECC Advisory Committee**

**Meeting Agenda**

**Friday September 23rd, 2016**

**8:00—9:30 a.m.**

**Joan Stout Hall, room 112**

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| **Agenda Item** | **Expected Outcome** | **Time** |
| 1. Call Meeting to Order – Committee Chair
 | N/A |  |
| 1. Welcome and Introductions
 | New members/guests introduced | 5 min. |
| 1. Office of Instruction Updates – Cathy Sherick
 |  | 5 min |
| 1. Approval of Minutes from Last Meeting – Chair
* **September 23, 2016. Vote.**
 | Corrections indicated and/or approval of minutes as written. | 5 min. |
| 1. Director/Division Chair/Department Head Report
 | AnnouncementsProgram report | 10 min. |
| 1. Work Plan-Committee Chair and Department Head
* **Review Draft and Vote**
 | Discuss strategies as outlined in proposed work plan. If necessary, identify work groups. | 15 min. |
| 1. Recruitment Plan – Committee Chair and Program Specialist
* **Review Plan and Vote**
 | Implement strategies as outlined in work plan. If necessary, identify work groups. | 15 min. |
| 1. Old Business Follow-up
* **A5 and A6 Skills List**
* **Tool List Input**
* **10,000 credit Issue**
 | Report on follow-up items from last meeting.  | 15 min. |
| 1. New Business
 | 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. |