

**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 | Announcements  Program 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. |