

**HiTECC Advisory Committee**

**Meeting Agenda**

**Friday May 27th, 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  * **April 8, 2015. Vote.** | Corrections indicated and/or approval of minutes as written. | 5 min. |
| 1. Director/Division Chair/Department Head Report |  | 10 min. |
| 1. Work Plan-Committee Chair and Department Head  * **Update on Instructor Hire** * **Update on Curriculum development efforts** * **Equipment Plan (Honda required tools)** * **Committee review of A6 and A5 Task lists** | Implement strategies as outlined in work plan. If necessary, identify work groups. | 40 min. |
| 1. Old Business Follow-up  * **Recruiting and Placement update** |  | 10 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. |