

**HiTECC Advisory Committee**

**Meeting Agenda**

**Friday May 27th, 2016**

**8:00—9:30 a.m.**

**Joan Stout Hall, room 112**

|  |  |  |
| --- | --- | --- |
| **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. |