

**Mechatronics Advisory Committee**

**Meeting Agenda**

**Date: Tuesday, October 14, 2014**

**Time: 6:00—8:00 p.m.**

**Meeting Location: Columbia Tech Center, Room 206**

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| **Agenda Item** | **Expected Outcome** | **Time** |
| 1. Call Meeting to Order – Committee Chair | N/A |  |
| 1. Welcome and Introductions – Committee Chair | New members/guests introduced | 5 min. |
| 1. Approval of Minutes from Last Meeting – Chair  * **May 6, 2014—Vote.** | Corrections indicated and/or approval of minutes as written. | 5 min. |
| 1. Office of Instruction Updates- Advisory Committee Business-  * **Perkins & Worker Retraining Grant awards 2014-15** * **Credit for Prior Learning—program launch** * **Updated Advisory Committee Handbook** * **Committee rosters** * **Advisory Committee Recognition event – Weds., March 18, 2014, 7:30 a.m. – 9:00 a.m. Regional economist Scott Bailey will be guest speaker** |  | 15 min. |
| 1. Director/division chair Report  * **Update committee on CPT training** * **Update committee on graduate job placement** | Inform committee members of current events in the program. | 20 min. |
| 1. Work Plan-Committee Chair and Program Director/Division Chair | Go through the work plan and Implement strategies as outlined. If necessary, identify work groups. | 30 min. |
| 1. Old Business-Follow-up- Committee Chair |  | 10 min. |
| 1. New Business-Committee Chair | New business items are addressed by the committee. | 20 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. |