

 **Mechatronics Advisory Committee**

**Meeting Agenda**

**Date: Tuesday, May 14, 2013**

**Time: 6—8 p.m.**

**Meeting Room Location: CTC room 208**

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| **Agenda Item** | **Expected Outcome** | **Time** |
| 1. Call Meeting to Order – Committee Chair
 | N/A | 5 min. |
| 1. Welcome and Introductions – Committee Chair
 | New members/guests introduced | 5 min. |
| 1. Approval of Minutes from Last Meeting - Chair
 | Corrections indicated and/or approval of minutes as written. | 5 min. |
| 1. Office of Instruction Updates- Advisory Committee Business-Dedra Daehn
* Advisory Committee Member Recognition Reception June 6, 2013 \*Come & Go\* 5:30—7:30 p.m.
 |  | 15 min. |
| 1. Director/division chair Report
 |  | 10 min. |
| 1. Work Plan-Committee Chair and Program Director/Division Chair
 | Implement strategies as outlined in work plan. If necessary, identify work groups. | 40 min. |
| 1. Old Business-Follow-up- Committee Chair
 |  | 10 min. |
| 1. New Business-Committee Chair
	1. New advising document – Chris
	2. New program layout – Chris
	3. Staffing for next year - Chris
 | New business items are addressed by the committee. | 20 min. |
| 1. Summary of follow-up action items and adjournment – Committee Chair
 | Summary of follow-up actions communicated to the committee. | 5 min. |
| 1. Establish next meeting date – Committee Chair
 | Meeting date established. | 5 min. |