

**Mechatronics Advisory Committee**

**Meeting Agenda**

**Date: Tuesday, May 6, 2014**

**Time: 6:00 pm**

**Meeting Location: Columbia Tech Center (CTC), 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  * **October 22, 2013** | Corrections indicated and/or approval of minutes as written. | 5 min. |
| 1. Office of Instruction Updates- Advisory Committee Business-  * **Adjunct faculty member update** * **Committee membership** * **Vendor representation** |  | 15 min. |
| 1. Director/division chair Report    * **Update on Industrial Maintenance Program**    * **Enrollment/graduation update**    * **CPT Training/validation** |  | 15 min. |
| 1. Work Plan-Committee Chair and Program Director/Division Chair    * **Review work plan, update as needed** | Implement strategies as outlined in work plan. If necessary, identify work groups. | 40 min. |
| 1. Old Business-Follow-up- Committee Chair    * **No specific old business on agenda, open discussion as necessary** |  | 10 min. |
| 1. New Business-Committee Chair    * **Foundation requests for new equipment** | 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. |