

**Network Technology Advisory Committee**

**Meeting Agenda**

**Date: Wednesday, May 22, 2013**

**Time: 6—8 p.m.**

**Meeting Room Location:**

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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. | Better understanding of committee structure and resources. | 15 min. |
| 1. Director/division chair Report - Robert Hughes  * Update for Computer Support Certificate of Proficiency * Update on activities of Penguin Help Desk, EmpowerUp & CTEC 104 Customer Service class * CTEC 280 MTA for Windows OS Fundamentals scheduled for fall 2013 * Update on IT Baccalaureate State Initiative Developments | Committee has been updated on progress and developments in CTEC | 30 min. |
| 1. Director/division chair Report - Dwight Hughes  * NTEC staffing changes & recruitment of new instructors * NTEC report on student internships, graduation class size | Committee has been updated on progress and developments in NTEC | 30 min. |
| 1. Work Plan-Committee Chair and Program Director/Division Chair | Implement strategies as outlined in work plan. If necessary, identify work groups. | 30 min. |
| 1. Old Business-Follow-up- Committee Chair |  | 10 min. |
| 1. New Business-Committee Chair  * Discussion of changes to NTEC degrees | 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. |