

**NTEC/CTEC Joint Advisory Committee**

**Meeting Agenda**

**Date: October 22, 2012**

**Time: 6:00-8:00 p.m.**

**Meeting Room Location: JSH-234**

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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 | 1. min. |
| 1. Approval of Minutes from Last Meeting - Chair | Corrections indicated and/or approval of minutes as written. | 1. min. |
| 1. Office of Instruction Updates- Advisory Committee Business-Dedra Daehn  * New agenda format and purpose * New member training * Review of committee membership * Perkins and Worker Retraining Funding Update |  | 1. min. |
| 1. Old Business-Follow-up- Committee Chair | Housekeeping items addressed | 5 min. |
| 1. New Business – Committee Chair  * Degree – Business Technology Specialist (BTS AAT) - Chris Wilkins, Robert Hughes and Adam Coleman * Revised update for the Computer Support Specialist AAS and Computer Support Specialist Certificate of Achievement – Robert Hughes * Update on Help Desk and Customer Service courses – Robert Hughes and Adam Coleman * Discuss new directions for Microsoft degree program | Vote/endorsement  Vote/endorsement  Vote/endorsement  Discussion/advisory input | 10 min.  10 min.  5 min.  30 min. |

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| **Agenda Item** | **Expected Outcome** | **Time** |
| 1. Work Plan – Committee Chair  * NTEC Report - Overviews and updates (hybrid online courses, network security courses, new datacenter course in server virtualization) – Dwight Hughes * Work plan goals for 2012-13 | Revision of 2012-13 workplan | 30 min. |
| 1. Summary of follow-up action items and adjournment – Committee Chair | Summary of follow-up actions communicated to the committee. | 5 min. |
| VIX. Establish next meeting date – Committee Chair | Meeting date established. | 5 min. |