

**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.
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| 1. Approval of Minutes from Last Meeting - Chair
 | Corrections indicated and/or approval of minutes as written. | 1. min.
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| 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.
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| 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/endorsementVote/endorsementVote/endorsementDiscussion/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. |