

**Professional Baking Advisory Committee**

**Meeting Agenda**

**Date: Tuesday, October 1, 2013**

**Time: 2:30 – 4:30 p.m.**

**Meeting Location: Chocolate Lab – Gaiser Hall**

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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
* **April 9, 2013 minutes**
 | Corrections indicated and/or approval of minutes as written. | 5 min. |
| 1. Office of Instruction Updates- Advisory Committee Business-Dedra Daehn
* **Advisory Committee Chair training – Monday, Oct. 21, 2013 \* 6-8 p.m.**
* **2013-14 Perkins**
* **2013-14 Worker Retraining**
* **Credit for Prior Learning**
 |  | 15 min. |
| 1. Director/division chair Report
* **Freezer failure**
* **Installation of new spiral bread mixer**
* **Future equipment purchases**
* **Mirolo Chocolatier**
* **Student employment**
* **Program enrollment**
 |  | 20 min. |
| 1. Work Plan-Committee Chair and Program Director/Division Chair
 | Implement strategies as outlined in work plan. If necessary, identify work groups. | 20 min. |
| 1. Old Business-Follow-up- Committee Chair
 |  | 10 min. |
| 1. New Business-Committee Chair
* **Future of the Program-Lisa**
* **Committee membership**
 | 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. |