

**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. |