

**Professional Baking Advisory Committee**

**Meeting Agenda**

**Date: Tuesday, November 18, 2014**

**Time: 2:30 p.m.**

**Meeting Location: Baking Chocolate Lab**

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| **Agenda Item** | **Expected Outcome** | **Time** |
| 1. Call Meeting to Order – Committee Chair | N/A |  |
| 1. Welcome and Introductions – Committee Chair | New members/guests introduced | 5 min. |
| 1. Approval of Minutes from Last Meeting – Chair    * **February 4, 2014** | Corrections indicated and/or approval of minutes as written. | 5 min. |
| 1. Director/division chair Report-Alison Dolder    * **Program update**    * **Outcomes & Assessment**    * **Remodel** |  | 15 min. |
| 1. Work Plan-Committee Chair and Program Director/Division Chair | Implement strategies as outlined in work plan. If necessary, identify work groups. | 40 min. |
| 1. Office of Instruction Updates- Advisory Committee Business-    * **Perkins & Worker Retraining Grant awards 2014-15**    * **Credit for Prior Learning—program launch**    * **New look to websites/Updated Committee Handbook**    * **Committee roster**    * **Advisory Committee Recognition event – Weds., March 18, 2015, 7:30 a.m. – 9:00 a.m. Regional economist Scott Bailey will be guest speaker** |  | 15 min. |
| 1. Old Business-Follow-up |  | 10 min. |
| 1. New Business    * **Expanded food offerings**    * **Review Committee Bylaws/quorum/member attendance**    * **Election of Officers** | New business items are addressed by the committee. | 20 min. |
| 1. Summary of follow-up action items – Committee Chair | Summary of follow-up actions communicated to the committee. | 5 min. |
| 1. Establish next meeting date and adjournment – Committee Chair | Meeting date established. | 5 min. |