

**Professional Baking Advisory Committee**

**Meeting Agenda**

**Date: Tuesday, February 4, 2014**

**Time: 2:30 pm**

**Meeting Location: Chocolate Lab**

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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  * **October 1, 2013** | Corrections indicated and/or approval of minutes as written. | 5 min. |
| 1. Office of Instruction Updates- Advisory Committee Business-Dedra Daehn |  | 5 min. |
| 1. Director/division chair Report  * **Continued student success in the workplace** * **Chocolate lecture & “bean to bar” manufacture in the classroom** * **Refrigerated display case** |  | 30 min. |
| 1. **Qualifications for Baking & Culinary instructor positions-Genevieve Howard** |  | 10 min. |
| 1. Work Plan-Committee Chair and Program Director/Division Chair | Implement strategies as outlined in work plan. If necessary, identify work groups. | 25 min. |
| 1. Old Business-Follow-up- Committee Chair |  | 10 min. |
| 1. New Business-Committee Chair  * **Anderson funds- Reversible dough sheeter** | New business items are addressed by the committee. | 15 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. |