

**Clark College T-Ten Advisory Committee**

**Meeting Agenda**

**Date: February 27, 2014**

**Time: 2:30—3:00 pm**

**Meeting Location: Henry’s Tavern,**

**10 NW 12th Ave. Portland, OR 97209**

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| **Agenda Item** | **Expected Outcome** | **Time** |
| 1. Call Meeting to Order
 | N/A | 2 min. |
| 1. Welcome and Introductions
 | New members/guests introduced | 2 min. |
| 1. Approval of Minutes from Last Meeting
* **June 6, 2013**
 | Corrections indicated and/or approval of minutes as written. | 2 min. |
| 1. Advisory Committee Business Discussion
* **Future elections of officers**
 | Discuss function and purpose of the committee.Discuss roles and responsibilities of officers. | 5 min. |
| 1. Director/division chair Report
* **Program status updates-Toyota Certification**
	+ **Program launch**
	+ **Plan steps and launch advisory**
* **Discuss student enrollment**
 | Create work plan if needed  | 5min. |
| 1. New Business
 | New business items are addressed by the committee. | 5 min. |
| 1. Summary of follow-up action items and adjournment
 | Summary of follow-up actions communicated to the committee. | 5 min. |
| 1. Establish next meeting date
 | Meeting date established. | 5 min. |