

**Toyota T-TEN Advisory Committee**

**MEETING AGENDA**

**Tuesday, May 17th, 2016**

**2.00pm-4.00pm**

**Meeting Location: Joan Stout Hall, room 112**

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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  * **December 15th, 2015** | Corrections indicated and/or approval of minutes as written. | 5 min. |
| 1. Division Chair/Dept. Head Report- Tonia Haney  * Update Roster / Dealer Contact * New Member recruitment (50/50) * Elect new Chair / Vice Chair * Work Plan creation/approval * Clark Updates (new instructor) |  | 15 min. |
| 1. Recruitment Report  * Dealer Involvement in recruiting  1. Internship Report – Jason Crone  * ASE completion * Student Progression / Pathway |  | 15 min. |
| 1. Old Business-Follow-up |  | 20 min. |
| 1. New Business | 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—  Fall 2016 | 5 min. |