

**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. |