

**Web Design & Development Advisory Committee**

**Meeting Agenda**

**Date: Monday, October 19, 2015**

**Time: 6:00 p.m.**

**Meeting Location: Joan Stout Hall, Room 248**

|  |  |  |
| --- | --- | --- |
| **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  * **May 4, 2015** | Corrections indicated and/or approval of minutes as written. | 5 min. |
| 1. Office of Instruction Updates- Advisory Committee Business-Cathy Sherick  * **Ethics training/General OOI updates** |  | 15 min. |
| 1. Director/division chair Report  * **Enrollment, Program Goals for 2015-16** |  | 15 min. |
| 1. Work Plan-Committee Chair and Program Director/Division Chair  * **Updating the current plan for 2015-16** | Implement strategies as outlined in work plan. If necessary, identify work groups. | 30 min. |
| 1. Old Business-Follow-up- Committee Chair |  | 20 min. |
| 1. New Business  * **WDD AAT Curriculum Changes for 2016-17** | New business items are addressed by the committee. | 15 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. |