

**Addiction Counselor Education Advisory Committee**

**Meeting Agenda**

**Friday, September 25, 2015**

**11:30 am—1:30 pm**

**Penguin Union Building, Room 258-B**

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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  * **July 24, 2015** | Corrections indicated and/or approval of minutes as written. | 5 min. |
| 1. Office of Instruction updates-Cathy Sherick  * **Ethics training/General updates** |  | 15 min. |
| 1. Director/division chair Report-Jim Jensen |  | 10 min. |
| 1. Work Plan-Committee Chair and Program Director/Division Chair | Implement strategies as outlined in work plan. If necessary, identify work groups. | 30 min. |
| 1. Old Business-Follow-up- Committee Chair  * **Substance abuse and retention** |  | 20 min. |
| 1. New Business  * **Effect of budget cuts on ACED** | New business items are addressed by the committee. | 10 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. |