

**Fitness Trainer Advisory Committee**

**Meeting Agenda**

**Date: Tuesday, August 4, 2015**

**Time: 2:30 p.m.—4:00 p.m.**

**Meeting Location: O’Connell Sports Center, room TBA (I’ll take care of this)**

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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  * **April 15, 2015** | Corrections indicated and/or approval of minutes as written. | 5 min. |
| 1. Office of Instruction Updates- Advisory Committee Business-Cathy Sherick  * **Office of Instruction Updates** |  | 10 min. |
| 1. Director/division chair Report  * **Marketing: New brochures & YouTube video out.** * **Professional Interview Boot camp-report** * **Tryathlon-report.** * **New *NASM Certificate of Academic Distinction Credential* starting 8/1/15.** |  | 30 min. |
| 1. Work Plan-Committee Chair and Program Director/Division Chair  * **Create 2015-16 Work Plan- *DRAFT provided*** * **1-year Certificate of Proficiency** * **Special populations lab class** * **Fall Open House planning** * **Internship fair-set date** * **Triathlon-Discuss options** | Implement strategies as outlined in work plan. If necessary, identify work groups. | 40 min. |
| 1. Old Business-Follow-up- Committee Chair |  | 10 min. |
| 1. New Business | 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. |