

**Addiction Counselor Education Advisory Committee**

**Meeting Agenda**

**Date: Friday, January 17, 2014**

**Time: 1 pm**

**Meeting Location: Hanna Hall, Room 120**

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| **Agenda Item** | **Expected Outcome** | **Time** |
| 1. Call Meeting to Order – Committee Chair | N/A | 5 min. |
| 1. Welcome and Introductions – Committee Chair | New members/guests introduced | 5 min. |
| 1. Approval of Minutes from Last Meeting – Chair  * **October 4, 2013** | Corrections indicated and/or approval of minutes as written. | 5 min. |
| 1. Office of Instruction Updates- Advisory Committee Business-Dedra Daehn  * **Advisory Committee Chair Training – Tuesday, January 21, 2014 \* 6-8 p.m.** |  | 15 min. |
| 1. Director/division chair Report  * **Bellevue update** * **Program Presentation to Trustees 1/22/14** * **NASAC update** * **Program review** * **Status of Retention Coordinator-Miles Jackson** |  | 30 min. |
| 1. Work Plan-Committee Chair and Program Director/Division Chair | Implement strategies as outlined in work plan. If necessary, identify work groups. | 20 min. |
| 1. Old Business-Follow-up- Committee Chair  * **Follow up on sessions w/Board of Trustees** |  | 20 min. |
| 1. New Business-Committee Chair  * **Daybreak members** | New business items are addressed by the committee. | 10 min. |
| 1. Summary of follow-up action items and adjournment – Committee Chair | Summary of follow-up actions communicated to the committee. | 5 min. |
| 1. Establish next meeting date – Committee Chair | Meeting date established. | 5 min. |