

**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. |