

**Fitness Trainer Advisory Committee**

**Meeting Agenda**

**Date: Wednesday, November 5, 2014**

**Time: 2—3:30 p.m.**

**Meeting Location: O’Connell Sports Center, Room 204**

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| **Agenda Item** | **Expected Outcome** | **Time** |
| 1. Call Meeting to Order – Vice Chair, Deanna Turner | N/A |  |
| 1. Welcome and Introductions – Committee Chair | New members/guests introduced | 5 min. |
| 1. Approval of Minutes from Last Meeting – Chair  * **August 6, 2014** | Corrections indicated and/or approval of minutes as written. | 5 min. |
| 1. Office of Instruction Updates- Advisory Committee Business-  * **Perkins & Worker Retraining Grant awards 2014-15** * **Credit for Prior Learning—program launch** * **Committee website/Updated Advisory Committee Handbook/Chair & Vice Chair contact info** * **Committee roster** * **Review of Bylaws/Quorum** * **Advisory Committee Recognition event – Weds., March 18, 2015, 7:30 a.m. – 9:00 a.m. Regional economist Scott Bailey will be guest speaker** |  | 10 min. |
| 1. Director/division chair Report |  | 15 min. |
| 1. Work Plan-Committee Chair and Program Director/Division Chair  * **Specialty Areas**: Status report on catalogue changes for increasing specialty area credits in AAS degree, and approval process for Corrective Exercise Cert of Completion * **Internship:** Set date for internship fair 2015. * **Try-Athlon:** Discuss steps to take before spring meeting. * **Connect with industry partners**: Debrief about Meet & Greet held Oct. 17. | 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-Committee Chair  * **Election of Committee chair & vice chair** | New business items are addressed by the committee. | 20 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. |