

**Fitness Trainer Advisory Committee**

**Meeting Agenda**

**Date:** **Wednesday, April 16, 2014**

**Time: 3 pm**

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

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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 **October 30, 2013** Minutes– Chair | Corrections indicated and/or approval of minutes as written. | 5 min. |
| 1. Office of Instruction Updates- Advisory Committee Business  * **Adjunct Faculty Member Update** |  | 10 min. |
| 1. Director/division chair Report    1. **Vision & Purpose Statement Approval**    2. **Program Outcomes assessment update** |  | 15 min. |
| 1. Work Plan-Committee Chair and Program Director/Division Chair    1. **Technology application progress**    2. **Yoga Certificate progress**    3. **Situational Role Playing-report from instructors**    4. **Professional Interview Bootcamp-plan dates in June**    5. **Internships improvements-report on internship fair & discuss strengths/improvements for fair & internship experience**    6. **Explore lab for FT 261-report (Lisa)**    7. **Triathlon-Report on preparation (Dave Hart, Mike Arnold, Garet Studer)** | 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 Committee Chair |  | 20 min. |
| 1. Summary of follow-up action– Committee Chair | Summary of follow-up actions | 5 min. |
| 1. Establish next meeting date, items and adjournment – Committee Chair | Meeting date established. | 5 min. |