



Fitness Trainer Advisory Committee

<https://www.clark.edu/advisory/ft/>

MEETING MINUTES

Date: **August 6, 2014** Time: **3:00 p.m.** Location: **OSC 204**

- **Members Present:** Denise Croucher, Lacamas Swim and Sport; David L. Hart, Vancouver Parks & Rec; Bill Victor, Victor Fitness Systems; Deanna Turner, independent Fitness Trainer/Group Fitness; Reynard Carrie, Smart Fitness Pros
- **Members Absent:** Adam Neiffer, CrossFit Ft. Vancouver
- **Clark College Faculty & Staff Present:** Lisa Borho, Program Coordinator; Instructors Heidi Marshall, Garrett Hoyt, Bob Maves, Steve DaMassa, Academic Services Director, Dedra Daehn and Advisory Committee Coordinator, Andreana DiGiorgio

Topic	Discussion	Action
Call the meeting to order	The meeting was called to order at 3:03 p.m. by Committee Chair, Denise Croucher.	
Approval of minutes	<i>A motion was made to approve the April 16, 2014 meeting minutes. The motion was seconded and unanimously carried.</i>	Minutes from 4-6-14 were approved.
Office of Instruction update	<p>Perkins & Worker Retraining Grant awards 2014-15. Dedra Daehn told the committee that \$608K in Federal funding has been awarded to support Career Tech Ed (CTE) programs. CTE faculty has already been awarded \$32K. The Worker Retraining dollars go to support faculty salaries and financial aid and advising. She said there would be no equipment dollars from Perkins this year. If there is a special circumstance, please contact Dedra and she'll see what she can do.</p> <p>Credit for Prior Learning—program launch. The college will be evaluating students that have prior certificates and see if they can achieve current course outcomes they will be awarded credit for certain classes. In the past, Clark has had a program where students could challenge a course but they had to pay for the class even if they “tested out.” Now they will be charged a flat fee to either challenge or can take advantage of the credit for prior learning program.</p> <p>Updated Advisory Committee Handbook. Dedra is in the process of updating the handbook and the updated version will be on the website soon. Some changes will be highlighted. She reminded the committee that the handbook is a good resource for committee members who want to brush up on member responsibilities, voting, serving as chair, etc.</p> <p>Committee rosters. This year something that the committees should be working towards is having a quorum present at every meeting. There has been an increase in meetings not meeting quorum and having to handle votes electronically. Email votes on any item should be minimized. She said the state could come in and audit committee records there could be a potential issue in this area. The purpose of committees getting together is to have a quorum so that voting on issues can take place and business can move forward. The goal for this year and into the future is that at a least two meetings per year have a quorum present and if a quorum cannot be made,</p>	

	<p>the committee should look at rescheduling the meeting. A discussion about quorum took place.</p> <p>Save the Date—Advisory Committee Recognition event – Wednesday, March 18, 2015, 7:30 a.m.–9:00 a.m. Regional economist, Scott Bailey, will be guest speaker. Invitations will go out after the first of the year.</p>	
Program coordinator report	<p>Outcomes assessment work. Lisa told the committee at the end of each year an outcomes assessment is done to make sure the students are on track and have all the skills they need to graduate. They take practice tests, do fitness and exercise technique testing, their resumes are reviewed, and they do mock-interviews with fitness professionals. among other things. She said students did really well this year, and that the changes we have been making to curriculum are working.</p> <p>2013-14 Triathlon. Lisa thanked David Hart for coordinating the triathlon along with the help of Garet Studer and Mike Arnold. David said it all went well. Opening it up to more people helped make it a success. This event will be held at same place from here on out. This year there are plans to expand it even more.</p> <p>Fall enrollments. Enrollment is soft so far. Lisa said she needs ideas for better marketing to our community. She has a meeting scheduled with the Marketing Department to ramp up the program to the public. Lisa asked if the members had any ideas. Denise suggested advertising in local fitness gyms. Her thought was people who work out may be more apt to want to become a trainer. Denise also suggested advertising on local fitness center websites and have a link to Clark's Fitness Trainer website. Heidi suggested advertising in the Marshall Center newsletter and social media.</p> <p>Report results for NASM-CPT exam. Lisa reported that only a couple of students had taken the test so far. Of those two, both had passed.</p> <p>Miscellaneous. Lisa reported that mock-interview boot camp went well and students felt a little more comfortable after going through it. The jobs outlook in the Vancouver is looking good with wages going up. The average pay per hour is at \$20.00; about \$40K per year.</p>	
Work Plan	<p>The work plan was discussed. For a complete 2014-15 copy of the work plan, go to https://www.clark.edu/advisory/ft/. Highlights of work plan updates are as follows:</p> <p>Curriculum Goals:</p> <ol style="list-style-type: none"> 1. Develop areas of specialization to enhance employability of Fitness Trainer students when they graduate and provide specialization opportunities for area fitness professional. <ol style="list-style-type: none"> a. Provide input into the courses leading to a Certificate of Completion in Corrective Exercise. <i>Progress: Advisory committee discussed what curriculum should be included in a new Corrective Exercise Certificate of Completion. Lisa presented some potential classes to include in the certificate. The courses decided on were: FT 150, 152, 162 and 250. There was a motion to approve this series of courses, the motion was seconded and unanimously approved by the committee. Lisa will prepare documents and submit to IPT this fall.</i> b. Explore options for future directions in specialization (e.g. aqua exercise, seniors, coaching, etc.) <i>Progress: Advisory committee discussed options and a motion was made to increase the specialization credits students can earn within the AAS degree from 2-4 to 2-10. This will allow students to pursue more</i> 	Work plan reviewed and changes made to progress and timelines.

	<p><i>options. The motion was seconded and unanimously approved by the committee.</i></p> <p>Marketing & Public Relations:</p> <ol style="list-style-type: none"> 1. Explore ways to connect with industry partners re: curriculum. <ol style="list-style-type: none"> a. Hold a meet and greet activity to introduce local fitness leaders to the Clark College program. b. Set a date for event for fall 2014. <i>Meeting date has been set for October 17, 1:30—3:00 p.m.</i> c. Organize activities. <i>Discussed general make-up of event. Lisa to follow up with agenda and ask for help from the committee to get the word out of event.</i> 	
New Business	<p>Election of officers. <i>After a discussion of chair and vice chair duties and term, a motion was made to elect Bill Victor and Deanna Turner for chair and vice chair respectively. The motion was seconded and the committee approved the appointments unanimously.</i> This will be a 2-year term with a re-election in spring of 2016.</p>	Chair & Vice Chair elected.
Next Meeting	The next meeting date was scheduled for Wednesday, November 5, 2014 at 2:00 p.m.	Andreana to send Save the Date to the committee.
Adjournment	Meeting was adjourned at 4:30 p.m.	

Prepared and submitted by Andreana DiGiorgio