

# Advisory Committee Meeting Minutes Pharmacy Technician

CHAIRPERSON: Gary Schultz, Pharm D		
MEETING DATE: September 22, 2011	MEETING TIME: 7:15 am	MEETING PLACE: CCC 203
RECORDER: Tammy Salazar, CPhT		PREVIOUS MEETING: March 2, 2011

## MEMBERS PRESENT:

## OTHERS PRESENT:

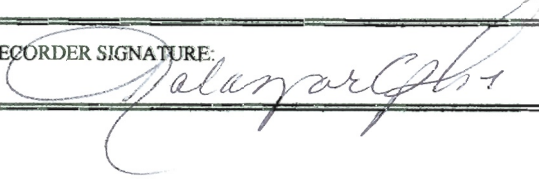
Name and Title	Members not present Name and Title	Name and Title
Shari Zaloski, RPh Lisa Pickett, CPhT Julie Van Pelt, CPhT Tammy Salazar, CPhT Missy Owen, CPhT Gary Schultz, Pharm D Coby Gardner, Pharm D	Iris Pencheck, RPh Chuck Weaver, RPh Missy Owen, CPhT La Cher Ingram, CPhT Kyle Fournier, CPhT Stephenie Foote, CPhT Sandra Michael, Pharm D Rebecca Alexander, RPh Pat Pelz, RPh Sherrie Reddick, CPhT	Katrina Brasuell, CPhT Pharmacy Technician Coordinator/Instructor Gary Don Harkey, Dean of Instructional Services Shana Munson, Associate Dean, Career & Technical Education Sharon Winn, Associate to the Dean of Instructional Services

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome and Introductions	Action	Ms. Brasuell
Purpose of Advisory Committee	Action	Sharon Winn, Asst. to Dean of Instructional Services
Election of Chair and Recorder	Action	Ms. Brasuell
Approval of minutes	Action	Chair, Gary Schultz
Old Business:	None	Chair, Gary Schultz
Continuing Business:	None	Chair, Gary Schultz
New Business:		Chair, Gary Schultz
Program statistics: Graduates, majors, enrolment, admission requirements	Information	Ms. Brasuell
Review goals and objectives, program outcomes (syllabi)	Discussion, Action	Ms. Brasuell
ASHP accreditation survey	Information	Ms. Brasuell
Experiential training sites	Discussion, Action	Ms. Brasuell
Program revisions and curriculum/course review	Discussion, Action	Ms. Brasuell
Evaluation of facilities, equipment, technology	Discussion, Action	Ms. Brasuell
Advice on selection and acquisition of new equipment and technology	Discussion, Action	Ms. Brasuell
Adjourn	Action	Chair, Gary Schultz

# MINUTES

Key Discussion Points	Discussion
Welcome, Introductions, and election of Chair and Recorder	Katrina Brasuell opened the meeting. Sharon Winn gave a short overview of the purpose of the advisory committee, stating the importance of each of the members input for the program. After introductions, Coby Gardner nominated Gary Schultz as Chair and it was seconded by Shari Zaloski. Lisa Pickett then nominated Tammy Salazar as the recorder and it was seconded by Coby Gardner. Both members accepted the positions.
Approval of Minutes from Last Meeting	Approved by Coby Gardner and seconded by Shari Zaloski.
Old Business:	
None	None
Continuing Business:	
None	None
New Business:	
Program statistics: Graduates, majors, enrollment	Katrina stated that the day program that ended May 2011 and had 15 graduates and 7 of 8 students passed the PTCB exam over the Summer. Several students had confided in Katrina that they had changed their mind about pharmacy and would not be taking the PTCB exam. Gary and Coby both asked if there were specific reasons and Katrina had said no, that it was just not what they had wanted, not anything wrong with the program. The night program started in January with 13 students, but only 6 have continued and are expected to graduate this December. Katrina stated that a new day program started in August 2011 and had 14 students and continues with 16 for Fall II, with all planning to graduate in May 2012. The night program will begin again in January 2013, we are going to alternate years that it is offered because of the small numbers in the program.
Review Goals and Objectives, program outcomes and SCANS skills	Katrina had sent out the SCANS skills forms for each member to fill out to make sure the program is teaching the skills needed for the profession last March and the results have been tallied and added to each syllabus. Katrina is also in the process of rewording the program outcomes.
Experiential Training Sites	Vote was called and motioned to accept all sites by Gary Schultz and seconded by Coby Gardner.
ASHP Accreditation survey year	Katrina announced that we are having our 6 year accreditation survey review on November 18, 2011. Katrina then asked the committee what time that they could meet and all agreed that early morning was the best.
Program revisions and curriculum/course review	Katrina announced that the new curriculum that was voted in on March 3, 2011 by the committee had started in August. There has been an increase in hours from 720 to 920 hours. Katrina had mentioned that she was glad that we added a law class, to help students understand the laws prior to practicums. Practicums will now be 16 hours a week and start in January. Katrina is wanting to rotate the students in three sites, if possible, for better exposure to different settings. Gary and Katrina had discussed filming videos explaining policies and procedures at the clinical sites and also to introduce the students to the people they will be working with. Katrina will begin filming this October to use in December. Gary had also mentioned that speakers in the pharmacy profession would help students as well. Katrina will begin planning to add speakers, hopefully volunteers from the committee, in the upcoming classes in October. Katrina had all of the syllabi for the program and Gary voted to keep the current curriculum and it was seconded by Coby.

Evaluation of facilities, equipment, and technology	The pharmacy lab has two computer systems now, one for Community practice and the new Ascend software for Institutional. The Oncology pharmacy donated two laminar flow hoods. Both work and are in excellent condition. Katrina will be purchasing 15 additional laptops for the program. The next step for technology is some form of automation. Tammy has been able to expose students to her facilities machines this Summer, luckily we had a small class and she could take them to the facility. Automation is a hard area to teach without physical machinery. Katrina asked for any other suggestions, but not were given.
Adjourn	Meeting adjourned by Gary Schultz at 7:50.

RECORDER SIGNATURE: 	DATE: 09/22/2011	NEXT MEETING: Spring 2012
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