

Advisory Committee Fall 2016 Annual Meeting Minutes  
Pharmacy Technician, Room 2309  
Vernon College- Century City Center

CHAIRPERSON: Matt Baker		
MEETING DATE: November 17, 2016	MEETING TIME: 7:15 AM	MEETING PLACE: Century City Center, Room 2309
RECORDER: Julie VanPelt	VICE CHAIRPERSON: Kristin Hoskins	PREVIOUS MEETING: November 11, 2015

MEMBERS PRESENT:

MEMBER'S ABSENT:

OTHERS PRESENT:

Name, Title, Company	Name, Title, Company	Name, Title, Company
Matt Baker, RPh, United Regional Health Care System Pharmacy	Jennifer Donley, Pharm D, Walgreens 9 <sup>th</sup> Street	Katrina Brasuell, CPht, Pharmacy Technician Program Coordinator, Vernon College
Kristin Hoskins, Pharm D, United Supermarket Pharmacy	Aubri Forbis, CPhT, Walgreens 9 <sup>th</sup> Street	Donna Egoavil, Administrative Assistant to the Associate Dean of Instructional Services, Vernon College
Nicky Clay, CPhT/Manager, Walgreens Southwest Parkway	Coby Garner, Pharm D, Walmart Pharmacy	Melissa Moore, Early College Start Coordinator, Vernon College
Lisa Pickett, CPhT/Instructor, Integrated Pharmacy	Teresa Harrelson, RPh, Promise Hospital	
Julie Van Pelt, CPhT, United Regional Health Care System Pharmacy	LaCher Ingram, CPhT, Instructor, United Regional Health Care System Pharmacy	
Himani Venjanla, Pharm D, Guffey's Drug	Doan Noe, Pharm D, United Regional Health Care System Pharmacy	
Chuck Weaver, RPh, Trotts Drug	Aubri Forbis, CPhT, Walgreens 9 <sup>th</sup> Street	
Kim Williams, CPhT, Guffey's Drug	Coby Garner, Pharm D, Walmart Pharmacy	
Dawn Mackin, CPhT, Manger, Walgreens	Gary Schultz, Pharm D, United Supermarket Pharmacy	

AGENDA

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Katrina Brasuell
Purpose of Advisory Committee	Information	Katrina Brasuell
Election of Chair, Vice Chair and Recorder	Action	Katrina Brasuell
Approval of Minutes from the Last Meeting	Action	Matt Baker
Old Business: (if any, otherwise type None)	Old Business or None	Matt Baker

Continuing Business: (List if any, otherwise type None)	Continuing Business or None	Matt Baker
New Business:		Matt Baker
Review program outcomes, assessment methods, and results	Information	Matt Baker
Approve program outcomes and assessment methods	Action	Members Present
Review program curriculum/courses/degree plans	Information/Discussion	Matt Baker
Approve program revisions (if applicable)	Action	Members present
Review SCANS and Gen Ed outcomes matrices	Information/Discussion	Matt Baker
Approve SCANS and Gen Ed outcomes matrices	Action	Members Present
Review verification course/exam of workplace competencies	Information/Discussion	Matt Baker
Approval of course/exam of workplace competencies	Action	Members Present
Program statistics: Graduates, majors, enrollment	Information/Discussion	Matt Baker
Evaluation of facilities, equipment, and technology	Action	Matt Baker /Members Present
Recommendations of selection and acquisition of new equipment and technology	Information/Discussion/Action	Matt Baker /Members Present
External Learning experiences, employment and placement opportunities	Information	Matt Baker
Professional development of faculty and recommendations (if applicable)	Information/Discussion/Action (if applicable)	Matt Baker
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	Discussion/ Information	Matt Baker
Serving students from special needs	Information	Matt Baker
Review strategic plan, requirements for admission, successful completion of program	Information/Discussion	Matt Baker
Approve plan, requirements for admission, and completion of program	Action	Members Present
Adjourn	Action	Matt Baker /Members Present

## MINUTES

Key Discussion Points	Action, Discussion, or Information
Welcome & Introductions	Katrina Brasuell welcomed and thanked the advisory members for their willingness to serve. Everyone introduced themselves and stated their positions and the agency they represented. Note: Each committee member received a packet via email which included all documents that would be reviewed and discussed.

Purpose of Advisory Committee	Katrina Brasuell explained the purpose and importance of an advisory committee and how their input guarantees that the college is maintaining the most current practices, direction and equipment. The committee ensures that the skills knowledge and abilities taught are pertinent to the field to produce the graduates that employers would like to hire in the Pharmacy Technician field.
Election of Chair, Vice Chair and Recorder	Katrina Brasuell asked for nominations for chair. Julie Van Pelt nominated Matt Baker for Chair and Chuck Weaver seconded. Lisa Pickett nominated Kristin Hoskins for Vice Chair position, and Nicky Clay seconded. Matt Baker nominated Julie Van Pelt for Recorder. Chuck Weaver seconded. The committee agreed unanimously.
Approval of Minutes from the Last Meeting	Matt Baker moved to the approval of last meeting minutes. Katrina Brasuell stated that she forgot to add them to the printed packet and would email them to each member for an approval. The committee agreed unanimously to an e-vote on the last meeting minutes.
Old Business: (if any, otherwise type None)	The Chair expressed that there was no old business.
Continuing Business: (List if any, otherwise type None)	Matt Baker stated that there was no continuing business to review.
New Business:	
Review program outcomes, assessment methods, and results	The Chair asked members to review the program outcomes, assessment methods, and results. Katrina Brasuell explained that the program goals set by the accrediting agency, ASHP, are covered in the program outcomes. The committee reviewed the outcomes and had no recommendations. Katrina added that the goals/outcomes mirror what is on the PTCB exams, and added that completers should be able to successfully demonstrate each outcome. Katrina explained that the clinical student evaluation covers each of the outcomes and that it was up to the site lead to assess whether or not the student adequately demonstrates the outcomes. The committee members reviewed and discussed the assessment methods. No recommendations were made at this time. Katrina informed the committee that 100% of the students last year successfully completed the objectives.
Approve program outcomes and assessment methods	Matt Baker asked members to approve program outcomes and assessment methods as is. Nicky Clay made a motion to approve the outcomes and assessment methods as is. Himani Venjanla seconded. The committee agreed unanimously.
Review program curriculum/courses/degree plans	The Chair asked the committee to review the program curriculum, courses, and degree plans and they did. Katrina Brasuell updated the committee on the addition of the Drug Classification, Third Party Payment, and Intro to Pharmacy classes that were recommended by the committee in the past meetings. She added that she has taught two thus far and feels the classes will make an impact. The committee made not recommendations.
Approve program revisions (if applicable)	Matt Baker asked members to approve program revisions as is. Kim Williams made a motion to approve the program revisions as is. Chuck Weaver seconded. The committee agreed unanimously.
Review SCANS and Gen Ed outcomes matrices	The Chair asked members to review and discuss each matrix and they did. Katrina explained the purpose of each matrix and how they map back to the program outcomes. Chuck Weaver asked what SCANS meant. Donna Egoavil explained. Katrina Brasuell updated the committee on the state initiative that states by the year 2030, 60 % of the population should have an AAS Degree or attended college. The member had no recommendations.
Approve SCANS and Gen Ed outcomes matrices	Matt Baker asked members to approve the three matrices as is. Lisa Pickett made a motion to approve the three matrices as is. Himani Venjanla seconded. The committee agreed unanimously.
Review verification course/exam of	The Chair asked the committee to review verification course/exam of

workplace competencies	workplace competencies and the committee did. Katrina Brasuell expressed to the committee that the last class had a 100% pass rate on the PTCB exam, and stated that the newly added 70% pass requirement on course exams before a student receives a voucher has worked. Katrina gave an overview of the student's PTCB test results. Matt asked Katrina if the college would be moving away from the PTCB. Katrina explained that because PTCB will not allow anyone to take the test unless you have been trained in an ASHP program by 2020, VC will present to the board a secondary exam, the NHA, for approval in February 2017. Katrina added that she would like her students to continue to take the PTCB because it is recognized in every state and NHA is not yet. The committee had a discussion. No recommendations were made at this time.
Approval of course/exam of workplace competencies	Matt Baker asked members to approve the course/exam of workplace competencies as is. Chuck Weaver made a motion to approve course/exam workplace competencies as is. Julie Van Pelt seconded. The committee agreed universally.
Approve changes (if applicable)	No changes were made.
Program statistics: Graduates, majors, enrollment	<p>The Chair asked Katrina Brasuell to update the committee on the graduates, majors and enrollments. Katrina presented the 2015-2016 program statistics. She added that this year students have to pass the TSI, a college readiness test, in order to enter the program. Katrina added that several students were on the cusp, but because of the TSI rules, she could not allow them into the program. Those students are presently taking remedial courses in order to pass the TSI and plan to enter the program next fall. Katrina informed the committee that she has high hopes that the night class will be filled because she already has 10-12 students who are in the process of qualifying.</p> <ul style="list-style-type: none"> <li>• Graduates: May 2016, 10</li> <li>• Majors: 2016, 5</li> </ul> <p>Although the present class is small, Katrina Brasuell expressed that the students are of high quality. The members had no recommendations.</p>
External Learning Experiences, employment and placement opportunities	<p>The Chair asked Katrina Brasuell to update the committee on External Learning Experiences, employment and placement opportunities. Katrina informed the committee that that she did not have any new sites this year, but she hopes to partner with Helen Farabee Center and Community Health soon.</p> <p>Katrina then informed the committee on placement rates.</p> <ul style="list-style-type: none"> <li>• Placement rates 2016: 7 employed in pharmacy technician positions, 2 pursuing higher education, and 1 currently looking for a position (updated that this student was hired prior to meeting)</li> </ul> <p>Having many pharmacy technician openings in the community, Katrina stated it will not be hard for the students to find employment</p>
Approval of External Learning Experience sites	Matt asked for a motion to approve the External Learning Experience sites. Kristin Hoskins made a motion and Chuck Weaver seconded. The committee agree universally.
Review strategic plan, requirements for admission, successful completion of program	Matt Baker asked the committee to review the strategic plan, requirements for admission, and successful completion of the program and they did. The Chair asked Katrina Brasuell to expound on the strategic plan and she did. Katrina then updated the committee on the admission requirement. She informed the members of the new requirement of being TSI clear before entering the program. Katrina then stated that the program now has a minimum of 70 successful completion, but would like to raise that for a couple of classes because of student's low PTCB scores in hopes to strengthen student's weak areas.
Approve plan, requirements for admission, and completion of	Matt Baker asked for a motion to approve the strategic plan, requirements for admission, and completion of the program. Chuck Weaver made a motion,

program	and Lisa Pickett seconded. The committee agreed universally.
Adjourn	Matt Baker asked for a motion to adjourn. Lisa Pickett made a motion to adjourn at 8:15 AM. Nicky Clay seconded. The committee agreed unanimously.

RECORDER SIGNATURE: <i>Julia VanPelt</i>	DATE: <i>12.12.16</i>	NEXT MEETING: Spring 2017
---	--------------------------	------------------------------