

Advisory Committee Spring 2016 Semi-Annual Meeting Minutes  
Pharmacy Technician Program  
Vernon College

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| CHAIRPERSON: Katrina Brasuell Acting for Matt Baker   |                          |  |
| MEETING DATE:<br>Thursday April 14, 2016              | MEETING TIME:<br>7:15 AM | MEETING PLACE:<br>Century City Campus Room 2309  |
| RECORDER:<br>Katrina Brasuell Acting for Lisa Pickett |                          | PREVIOUS MEETING:<br>Wednesday November 11, 2015 |

| MEMBERS PRESENT:                            | MEMBERS ABSENT:                 | OTHERS PRESENT:   |
|---|---------------------------------|---|
| Name, Title, Company                        | Name, Title, Company            | Name, Title, Company  |
| Sherrie Reddick, CPhT                       | Aubri Fortis, CPhT, Walgreens   | Katrina Brasuell, CPhT, Pharmacy Technician Program Coordinator |
| Julie Van Pelt, CPhT, URHCS                 | Coby Gardner, Pharm D, Walmart  | Dr. Gary Don Harkey, Dean of Instructional Services             |
| Chuck Weaver, RPh, Trotts Drug              | Doan Noc, Pharm D, URHCS        | Shana Drury, Associate Dean of Instructional Services           |
| Kristi McGill, RPh, Community Health Center | Jennifer Donley, RPh, Walgreens |   |
| Brad Pepper, CPhT, Walgreens                | Gary Schultz, Pharm D, United   |   |
| Jessica Scott, CPhT, CVS                    | Matt Baker, RPh URHCS           |   |
|   | Stacey Esteves, CPhT            |   |
|   | Kristin Hoskins, RPh, United    | ABSENT  |
|   |                                 | Lisa Pickett, CPhT, United Instructor, Vernon College           |
|   |                                 | LaCher Ingram, CPhT, URHCS Instructor, Vernon College           |
|   |                                 | Missy Owen, CPhT, United, Adjunct, Vernon College               |

AGENDA

| Agenda Item  | Action, Discussion, or Information | Responsibility   |
|--|------------------------------------|------------------|
| Welcome and Introductions  | Information                        | Katrina Brasuell |
| Approval of Minutes from the Last Meeting                                    | Action                             | Katrina Brasuell |
| Old Business:  | None                               |                  |
| Continuing Business:   | None                               |                  |
| New Business:  |                                    |                  |
| Review Student Handbook  | Information                        | Katrina Brasuell |
| Evaluation of facilities, equipment, and technology                          | Information/Discussion             | Katrina Brasuell |
| Recommendations of selection and acquisition of new equipment and technology | Information                        | Katrina Brasuell |
| External learning experiences,   | Information/Discussion             | Katrina Brasuell |

| Agenda Item  | Action, Discussion, or Information | Responsibility   |
|--|------------------------------------|------------------|
| employment, and placement opportunities  |                                    |                  |
| Professional development of faculty and recommendations  | Information/.Discussion            | Katrina Brasuell |
| Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity) | Information                        | Katrina Brasuell |
| Serving students from special populations  | Information                        | Katrina Brasuell |
| Adjourn  | Action                             |                  |

## MINUTES

| Key Discussion Points  | Action/Discussion/Information and Responsibility for Follow-up and Reporting   |
|--|--|
| Welcome and Introductions  | Matt Baker, Chair was out of town, so Katrina filled in as Chair.  |
| Approval of Minutes from the Last Meeting                                    | Katrina asked board members to look over and approve minutes from the last meeting, from November 11, 2016. Julie Van Pelt moved to approve minutes and Chuck Weaver seconded the motion. All of approved.   |
| Old Business:  | None   |
| Continuing Business:   | None   |
| New Business:  |  |
| Review Student Handbook  | Katrina moved to review the pharmacy technician handbook (2015-16). Katrina stated that no new sections or material other than date changes, fee changes or course hours due to curriculum change will be changed in the new handbook. She has encouraged all of the members to take the handbook with them so that they can reference it especially during a student's clinical rotation. No approval necessary.  |
| Evaluation of facilities, equipment, and technology                          | Katrina moved to evaluation of facilities. Katrina went thru the pharmacy lab identifying current equipment. She then showed the newest purchase, a packaging machine that packages individual medications. She explained that she had previously had to purchase medication prepackaged for her medication carts, but now she can package her own medication, saving the program hundreds of dollars annually. She will also use the machine to package candy for the GenTx day to promote program. She will be asking for a GoPro camera to use in the classroom to record students doing their skill assessments. |
| Recommendations of selection and acquisition of new equipment and technology | Katrina moved to recommendations of selection and acquisition of new equipment and technology. She asked if there was any other equipment needed and no suggestions were made.   |
| External learning experiences, employment, and placement opportunities       | Katrina moved to external learning experiences, employment, and placement opportunities. Katrina stated that the committee already covered external learning experience in the Fall meeting. Katrina stated that 8 of her 10 students are currently working or were offered jobs so far this semester. Several were employed from their clinical site rotations. Katrina also stated that rural pharmacies have been calling to find employees (Electra and Burkburnett). They have a more difficult time finding employees who are qualified and live in these areas. Katrina has                                   |

| Key Discussion Points   | Action/Discussion/Information and Responsibility for Follow-up and Reporting  |
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|   | <p>not seen a drop in employment opportunities and feels as if the market is still advantageous for certified technicians. Chuck Weave then asked how many former students are still working in the field after completing the program. Katrina said number is high, pointed to Julie Van Pelt and her graduation class of 2010, 9 of 10 are still working in the field of pharmacy. Turnover for most employers is due to continuing education or moving or moving up in their field (to management). Katrina will look more into this and get a more accurate number.</p>   |
| <p>Professional development of faculty and recommendations</p>  | <p>Katrina moved to professional development of faculty and recommendations. Katrina announced that she and adjunct Lisa Pickett would be attending the TSHP Annual Meeting April 22-24 in Frisco, TX. Katrina listed various continuing education offerings. She was most excited about the pharmacy technician forum, pharmacy law update, sterile compounding education and student forum discussing scholarship opportunities for technicians. Chuck Weaver asked if anything over the new USP Chapter 800 on Hazardous Products was being discussed, Katrina said she would ask during the law update and get him any copies of material she obtains about the new chapter. Julie Van Pelt also asked when the conference was and the agenda to maybe look into attending with a day registration fee. Katrina then asked for recommendations. None were given, but Katrina had mentioned that now the program is accredited thru ASHP/ACPE, which does all of the continuing education for pharmacy, she would be looking into finding ways of offering ACPE courses here at Vernon College after talking to a couple of other Directors/Coordinators from other schools. She wants to really try and have opportunities for CE in sterile compounding and law, the two areas that are generally harder to obtain for reasonable amount of money.</p> |
| <p>Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)</p> | <p>Katrina moved to promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity). Dr. Harkey explained that marketing had recent meetings to discuss more advertising by radio, print and television. He explained that this was very costly and we were looking for better and lower cost ways of advertising. Katrina mentioned that we do several tours to area Junior High Schools and High Schools during the year and we are currently getting ready for GenTx day (state wide event for seniors). Katrina also mentioned the video filmed with her former students is up on the pharmacy technician website and this helps with gender equity, as it uses a male graduate promoting the program and profession. Katrina also stated that local businesses have been very good promoting our program as well as former students of the program.</p>   |
| <p>Serving students from special populations</p>  | <p>Katrina moved to serving students from special populations. She gave the definition of special populations.</p> <ol style="list-style-type: none"> <li>1. individuals with disabilities;</li> <li>2. individuals from economically disadvantaged families, including foster children;</li> <li>3. individuals preparing for non-traditional fields;</li> <li>4. single parents, including single pregnant women;</li> <li>5. displaced homemakers; and</li> <li>6. individuals with limited English proficiency</li> </ol> <p>Katrina mentioned most all of the students were receiving aid from New Beginnings and explained that this program gives aid thru travel reimbursement, book costs, and/or child care costs. Katrina also mentioned that she gets to know the students very closely and works with</p>  |

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|                       | them when issues arise. She is also looking into scholarships offered through her accrediting agency for the upcoming school year. |
| Adjourn               | Katrina then asked for motion to adjourn, Chuck motioned and Julie seconded and all approved.                                      |
| DATE:                 | RECORDER SIGNATURE: <i>Julie VanPelt</i>   |