

**Advisory Committee Meeting Minutes
Pharmacy Technician**

CHAIRPERSON: Coby Gardner (Katrina Brasuell acting chairperson)		
MEETING DATE: November 14, 2013	MEETING TIME: 7:15 am	MEETING PLACE: CCC 2307
RECORDER: Coby Gardner, Pharm D		PREVIOUS MEETING: Online Meeting, Spring 2013

MEMBERS PRESENT:

OTHERS PRESENT:

Name and Title	Members not present Name and Title	Name and Title
Julie Van Pelt, CPhT Missy Owen, CPhT Peik Tan, CPbT Sherrie Reddick, CPhT Lisa Pickett, CPhT Coby Gardner, Pharm D Chuck Weaver, RPh Nicky Clay, CPhT Jennifer Conely, Pharm D Cyndi Hoang, student	Iris Pencheck, RPh Sharl Zaloski, RPh Chuck Weaver, RPh La Cher Ingram, CPhT Rebecca Alexander, RPh Sandra Michaels, RPh Peik Tan, CPhT Denise Platt, CPhT Gary Schultz, Pharm D Matt Baker, RPh Kristin Hoskins, Pharm D	Katrina Brasuell, CPhT Pharmacy Technician Coordinator/Instructor Shana Munson, Assistant Dean of Instructional Services

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome and Introductions	Action	Ms. Brasuell
Purpose of Advisory Committee	Action	Ms. Brasuell
Election of Chair and Recorder	Action	Ms. Brasuell
Approval of minutes	Action	Chair, Missy Owen
Old Business:	None	Chair, Missy Owen
Continuing Business:	None	Chair, Missy Owen
New Business:		Chair, Missy Owen
Program statistics: Graduates, majors, enrollment	Information	Ms. Brasuell
External learning experiences, employment, and placement opportunities	Information	Ms. Brasuell
Professional development of faculty	Information	Ms. Brasuell
Promotion and publicity about the program to the community and to business and industry	Discussion, Action	Ms. Brasuell
Needs of students from special populations	Discussion, Action	Ms. Brasuell
Other:		Chair, Missy Owen
Adjourn	Action	Chair, Missy Owen

MINUTES

Key Discussion Points	Discussion
Welcome, Introductions, and election of Chair and Recorder	Katrina Brasuell opened the meeting. She 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, Lisa Pickett nominated Missy Owen as Chair and it was seconded by Julie Van Pelt. Julie Van Pelt then nominated Lisa Pickett 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 Chuck Weaver.
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 had 11 graduates and 7 students who have taken and passed their PTCB exam over the Summer. Katrina stated that a new day program that started in August 2013 and had 14 students and continues with 13, with all planning to graduate in May 2013. The night program that begins in January looks hopeful to make with a minimum of 12 students.
Goals and Objectives, program outcomes	Missy asked for members to vote to approve goals and objectives and program outcomes. All members voted to accept current goals, objectives and program outcomes.
Review strategic plan, requirements for admission, successful completion of program and experiential training sites	Missy asked for members to vote to approve strategic plan, requirements for admission, successful completion of program and experiential training sites. All members voted to accept the current Vernon College strategic plan, requirements for admission into the pharmacy technician program, successful completion of program, and the current experiential training sites. Katrina mentioned that all of the Walgreens in town will now take students.
Evaluation of facilities, equipment, and technology	Katrina is still taking any donation any supplies that the members can offer. Perkins funding also was used to obtain a Pyxis medication 4000 that will be in use this coming year. The members were impressed by the lab and are encouraged that they will get an advantage to the education/practicum experiences.
New Accreditation Standards	Katrina mentioned the new standards set by the ASHP and the new Pharmacy Technician Accreditation Commission, which is a collaboration between ASHP and ACPE. This will go in effect in 2014 as well as the new standards and objectives. Katrina says that she has already began implanting the changes.
Adjourn	Meeting adjourned by Missy Owen at 7:50.

RECORDER SIGNATURE:	DATE: November 14, 2013	NEXT MEETING: Spring 2014
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Missy Owen