

Advisory Committee Fall 2017 Annual Meeting Minutes

Pharmacy Technician Room 2309

Vernon College – Century City Center

CHAIRPERSON: Kristin Basler		
MEETING DATE: September 21, 2017	MEETING TIME: 07:15 A.M.	MEETING PLACE: Room 2309 Century City Center Vernon College
RECORDER: Aubri Forbis	VICE CHAIRPERSON: Gary Schultz	PREVIOUS MEETING: November 17, 2017

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Name, Title, Company	Name, Title, Company	Name, Title, Company
Kristin Basler, Pharm D. United Supermarket Pharmacy	Doan Noe, Pharm D. URHCS Pharmacy	Katrina Brasuell, CPhT. Pharmacy Technician Program Coordinator, Vernon College
Elliott Cole, CPhT. URHCS Pharmacy	Jennifer Donley, Pharm D. Walgreens 9 th Street Pharmacy	Shana Drury, Associate Dean of Instructional Services, Vernon College
Aubri Forbis, CPhT. Walgreens 9 th Street Pharmacy	Cory Hogue, CPhT. Kell West Pharmacy	Jean Castle-Wade, Administrative Assistant to the Associate Dean of Instructional Services, Vernon College
Coby Gamer, Pharm D. Walmart Pharmacy	Steven Markham, CPhT. Walgreens Kell Blvd.	
Nicky Clay, CPhT/Manager Walgreens Southwest Parkway (Dawn Mackin, CPhT – filling in)	Chuck Weaver, RPh. Trott's Drug	
Gary Schultz, Pharm D. United Supermarket Pharmacy		
Julie Van Pelt, CPhT. URHCS Pharmacy (remote location call-in)		

AGENDA

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Katrina Brasuell
Purpose of the Advisory Committee	Information	Shana Drury
Election of Vice chair, and Recorder	Action	Kristin Basler
Approval of Minutes from the Last Meeting	Action	Kristin Basler
Old Business: None	Old Business or None	Kristin Basler
Continuing Business: None	Continuing Business or None	Kristin Basler
New Business:		Kristin Basler
Review program outcomes, assessment methods, and results	Information	Kristin Basler

Review program outcomes, assessment methods/results, and workplace competency	Information/Discussion	Kristin Basler/Members Present
Approve program outcomes, assessment methods/results, and workplace competency	Action	Kristin Basler/Members Present
Review program curriculum/courses/degree plans	Information/Discussion	Kristin Basler
Approve program revisions	Action	Kristin Basler/Members Present
Review SCANS and Gen Ed outcomes matrices	Information/Discussion	Kristin Basler
Approve SCANS and Gen Ed outcomes matrices	Action	Kristin Basler/Members Present
Program statistics: Graduates, majors, enrollment	Information/Discussion	Kristin Basler
Local Demand	Information/Discussion	Kristin Basler/Members Present
Program specific accreditation information and requirements	Information/Discussion	Kristin Basler
Approve program specific accreditation information and requirements	Action	Kristin Basler/Members Present
Strategic Plan, Admission Requirements, Clinical Sites	Information/Discussion	Kristin Basler
Approve Strategic Plan, Admission Requirements, Clinical Sites	Action	Kristin Basler/Members Present
Adjourn	Action	Kristin Basler/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. They introduced themselves and stated their positions and the agency they represented. Note: Each committee member was given a packet which included all documents that would be review and discussed.
Purpose of Advisory Committee	Shana Drury explained the purpose and importance of an advisory committee. Their input ensures that the college is maintaining the most current practices and direction in the Pharmacy Technician Program.
Election of Vice Chair and Recorder	Coby Gamer nominated Gary Schultz for Vice Chairperson and Elliott Cole seconded the nomination. Dawn Mackin nominated Aubri Forbis for recorder and Coby Gamer seconded the nomination. The committee agreed unanimously.
Approval of Minutes from the Last Meeting	Kristin Basler ask the committee to review the previous minutes. Coby Gamer made a motion to approve last meetings minutes and Gary Schultz seconded. The committee agreed unanimously.
Old Business	None
Continuing Business	None
New Business	
Review program outcomes, assessment methods/results, and workplace competency	Kristin Basler asked members to review the program outcomes, assessment methods, and results. Katrina stated that the program outcomes were prescribed for the program through the Pharmacy Tech accreditation. Outcomes were discussed to make sure that they meet the testing requirements for licensure. Katrina stated that they did at this time. The committee members reviewed and discussed them. Licensure tests were also

	discussed. No recommendations were made at this time.
Approve program outcomes, assessment methods/results, and workplace competency	Kristin Basler asked members to approve program outcomes, assessment methods, and workplace competency as presented. Coby Gamer made a motion to approve the outcomes, assessment methods/results, and workplace competency as presented. Gary Schultz seconded. The committee agreed unanimously.
Review program curriculum/courses/degree plans	Kristin Basler asked the committee to review the Program curriculum, courses, and degree plans. Katrina Brasuell informed the committee nothing in this portion of the program has changed. Members had a discussion. The committee made no recommendation to change program curriculum/courses/degree plans at this time. There is a 100% pass rate for students.
Approve program curriculum/courses/degree plans	Gary Schultz made a motion to approve program curriculum and plans as is and Aubri Forbis seconded. The committee agreed unanimously.
Review SCANS and Gen Ed outcomes matrices	Chair asked members to review and discussed each matrix. Each matrix was reviewed, federal, state, and program outcomes. Katrina Brasuell covered the MTM online 12 part course at \$24.00 per student that may be considered in the future.
Approve SCANS and Gen Ed outcomes matrices	Kristin Basler asked members to approve the three matrices as is. Coby Gamer made a motion to approve the three matrices as is. Dawn Mackin seconded. The committee agreed unanimously.
Program statistics: Graduates, majors, enrollment	Kristin Basler asked Katrina Brasuell to expound on the graduates, majors and enrollments. Katrina Brasuell explained/discussed the program had five (5) graduates 2016-1017. One student finished clinical in Summer. There were eight (8) enrolled in Summer 2017 day and night. The program had fifteen (15) majors in Fall 2017-2018 taking Pharmacy Tech classes. There were fifteen (15) enrolled in Fall 2017.
Local Demand	Kristin Basler asked the committee to discuss the local demand for the Pharmacy Tech program. Aubri Forbis from Walgreens hired a student from the program. Aubri Forbis stated the program is very helpful in training potential staff/new hires. There have been several calls for new technician from the program per Katrina Brasuell. Committee members stated there is a demand for the program and encourage the program.
Site Reaccreditation Meeting/Visit	Katrina Brasuell covered the six (6) year reaccreditation of the program. There will be a meeting on the morning of November 20 th , 2017, at 07:15 a.m. with the reviewer.
Program Specific Accreditation Information and Requirements	Kristin Basler asked Katrina Brasuell to inform the committee on the program's accreditation information and requirements. Katrina Brasuell stated the only change in moving from a certificate level II to a certificate level I would be the TSI testing or any testing requirement removed. The removal of the TSI testing will allow a larger enrollment into the program. There will be a rubric for ranking of potential enrollees to the program in the event there are more potential enrollees than allowed by class size restrictions. A concern with regard to math competency in the program was discussed. This will be handled with prerequisites. Students will be exposed to the necessary aspects of mathematics before moving on in the program ensuring their math skills are adequate for future classes.
Approve Program Specific Accreditation and Requirements	Kristin Basler asked members to approve the move from a certification level II to a certification level I. Coby Gamer made the motion to approve. Elliott Cole seconded. The committee agreed unanimously.
Approval for Strategic Plan, Admission Requirements, and Clinical Sites	Kristin Basler asked members to approve the strategic plan, admission requirements, and clinical sites specific to the program. Gary Schultz made a motion to approve which was seconded by Coby Gamer. The committee agreed unanimously.
Adjourn	Kristin Basler/Members Present made a motion to adjourn at 07:58 A.M.

The committee agreed unanimously.

RECORDER SIGNATURE: <i>[Handwritten Signature]</i>	DATE: <i>9/22/17</i>	NEXT MEETING: Spring 2018
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