

Advisory Committee Meeting Minutes
Pharmacy Technician

CHAIRPERSON: Coby Gardner (Katrina Brasuell acting chairperson)		
MEETING DATE: November 6, 2012	MEETING TIME: 7:15 am	MEETING PLACE: CCC 2307
RECORDER: Coby Gardner, Pharm D		PREVIOUS MEETING: Online Meeting, Spring 2011

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, CPhT Gary Schultz, Pharm D Coby Gardner, Pharm D		Iris Pencheck, RPh Shari Zaloski, RPh Chuck Weaver, RPh La Cher Ingram, CPhT Rebecca Alexander, RPh		Katrina Brasuell, CPhT Pharmacy Technician Coordinator/Instructor Gary Don Harkey, Dean of Instructional Services
			Sandra Micheals, RPh Sherrie Reddick, Student Lisa Pickett, CPhT Denise Platt, CPhT		

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, Gary Schultz
Old Business:	None	Chair, Gary Schultz
Continuing Business:	None	Chair, Gary Schultz
New Business:		Chair, Gary Schultz
Program statistics: Graduates, majors, enrolment	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, Gary Schultz
Adjourn	Action	Chair, Gary Schultz

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, Missy Owen nominated Gary Schultz as Chair and it was seconded by Coby Gardner. Missy Owen then nominated Coby Gardner as the recorder and it was seconded by Gary Schultz. Both members accepted the positions.
Approval of Minutes from Last Meeting	Approved by Coby Gardner and seconded by Julie Van Pelt.
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 15 graduates and 11 students who have taken and passed their PTCB exam over the Summer. The night program that ended in December 2012 had 4 graduates with 3 students who have taken and passed the PTCB exam. Katrina stated that a new day program that started in August 2012 and had 13 students and continues with 13, with all planning to graduate in May 2013.
Goals and Objectives, program outcomes	The meeting was very short due to the lack of people able to attend. All members were given the appropriate information to read over and then submit their approval via email. 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	The meeting was very short due to the lack of people able to attend. All members were given the appropriate information to read over and then submit their approval via email. 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.
Evaluation of facilities, equipment, and technology	Katrina was able to give a tour of the new pharmacy lab that had been built this past Summer. The program now has a large lab with a clean room and functioning community pharmacy. Each student has a laptop that is used in the labs. Katrina is still taking any donation any supplies that the members can offer. Perkins funding also was used to obtain a unit dosing system that was used this past Fall. The members were impressed by the lab and are encouraged that they will get an advantage to the education/practicum experiences.
Adjourn	Meeting adjourned by Gary Schultz at 7:50.

RECORDER SIGNATURE:	DATE: November 6, 2012	NEXT MEETING: Spring 2013
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