



Meeting Name: Pharmacy Technology Advisory Board meeting

Date & Time: 12/2/2014 6:00pm

Campus & Room # Mama Maria's in East Grand Forks

Committee Minutes

Attendees:

Absent:

Topic	Responsible Party	Discussion/Outcome
Call of Meeting to Order	Danika Braaten	Meeting was called to order at 6:03pm
Approval of Previous Meeting Minutes	Danika Braaten	The minutes from the 3/25/14 were read. A motion from Jeff Zak to approve, second by Joe Farrell. Minutes were approved.
Director's Report	Danika Braaten	Welcomed 5 new advisory board members: Marnie Carlson, Candace Aamold, Brittany Sevigny, Erin Navvaro, and Megan Monson. There will potentially 18 graduates for the 2015 year. In June the program went through the reaccreditation process. There were 5 areas of partial compliance. The advisory board reviewed the report. One area that was lacking was equipment in the lab. Since the visit we were able to purchase a refrigerator, cash register, fax machine, 3 digital scales, phones for the lab,



		<p>compounding supplies that include ceramic motor and pestles, and ointment slabs. We also purchased some drug ordering bins and have incorporated into our lab the students receiving and putting away a daily drug order.</p> <p>The four other areas of noncompliance were relating to having documentation of the advisory boarding input on several different areas. Danika has updated a new template for our advisory board meeting that should be sufficient to record all documentation on.</p>
Administration Report	Jodi Stassen	<p>Dean Stassen could not be at our meeting but Danika Braaten relayed that the Pharmacy Technology Program received funding from a grant through ALTRU Health System for 28,000 to purchase an automated dispensing cabinet. Danika will research several products that are available and one shall be purchased in the early spring semester. This will be housed in the pharmacy lab but hope to work with several other health programs on campus to utilize this piece of equipment.</p>
Student Representative Report	Megan Monson	<p>Megan is our 2014/2015 student representative. There are plans to have the pharmacy club start up in the spring semester. They hoping to be able to travel to Bismarck for the 2015 NDPHA convention.</p>
Program issues	Danika Braaten	<p>Discussion was help about getting out into the high school classrooms to show students what being a pharmacy technician entails. Marnie and Danika are going to try and reach out to the health occupations teachers in the area to see if there is something that we can be doing to promote our program in the region.</p> <p>Joe Farrell mentioned the options of having an online program or certificate that we could provide. There has been a shortage of technicians and this would be a way to reach students beyond the city and encourage student's different avenues to receive a pharmacy technology degree that is other than a land based program. Danika will follow up with Dean Stassen to see if this is a possibility, timeline, and other details to consider.</p>
New Business: Curriculum	Danika Braaten	<p>Danika updated the board on the new Pharmacology for technician book that was approved last spring board meeting. Everything seems to be going well.</p>



New Business: Training Sites Approvals		There no training sites to be approved for the fall semester.
New Business : Admissions Criteria		The board had discussion on the new requirements for the fall of 2015 admission, the students will be required to have their federal background check completed before the first day of school. Our college has program specific advisors, the pharmacy advisor will be letting the students know that this is requirement before entrance into the program. The students will also continue to do the MN state background check as well.
Program issues		No program issues to report.
New Business: Curriculum		There are no new updates on curriculum for the fall meeting.
New Business: Graduation Criteria		No updates to report



New Business : Strategic Plan Review and Approval	Danika Braaten	The advisory reviewed the strategic plan for 2013 and beyond. We brainstormed on how to interest more high school students, How to get our current students more involved in State associations. The pharmacy club has been sponsoring students to attend the state convention held in April.
Old Business	Danika Braaten	Students are now required to wear professional dress for PHRM 2004 Professional Practice & Law. We had several different guest speakers come in to the PHRM 2004 class last spring topics were: third party, OTC abuse, student professionalism, and chemotherapy preparation.
Meeting Closes	Danika Braaten	Adjourned at 8:13pm