



Meeting Name: Pharmacy Technology Advisory Board meeting

Date & Time: March 21, 2017 6:30pm

Campus & Room # NCTC-EGF

Committee Minutes

Attendees: Lindsay Youd, Shayne Goodman, Bryan Miller, Brittany Sevigny, Erin Navarro, Emily Vonasek, Ross Nygaard, Kari Renfrow, Danika Braaten

Absent: Marnie Carlson, Jeff Zak, Mark Dick, Jeff Theige, Kris Fulton, Savannah Miller, Colleen Brown, Candace Aamold

Topic	Responsible Party	Discussion/Outcome
Call of Meeting to Order	Kari Renfrow	Meeting called to order at 6:35pm
Approval of Previous Meeting Minutes		Bryan made a motion to approve minutes from the last meeting, Erin 2 nd .
Director's Report		Reviewed the objective of the advisory board. The program had 15 students that would be potentially completing clinical this summer. Danika shared an article from PTCB that they would be suspending the implementation of accredited standard in 2020. Hopefully more information will be coming soon. The board also reviewed the 2015 and beyond strategic plan for the pharmacy program.
Administration Report	Dean Stassen	Dean Stassen went over the program data analysis report for the 2016 year. She explained who the numbers were calculated and compared the 2016 year to



		previous 4 years with explanations on the fluctuating numbers.
Student Representative Report	Shayne Goodman	Shayne Goodman was our student rep. She informed the committee that there were not enough people interested this year to form an Rx Club. She mentioned how much she learned from the observation hours and it was nice to see different pharmacy settings.
Program issues: Curriculum Training sites approval Admissions/Completion Criteria		<p>-Math curriculum was approved. Contemporary Math will be removed from the curriculum.</p> <p>-Reviewed both the AAS and Diploma course curriculum. Discussed how employers view the difference between the two degrees. Is one better than other? AAS offers more transferable courses.</p> <p>-There were no new clinical sites for approval.</p> <p>-Reviewed the college's new student immunization and federal background check. We are using the Castle Branch service. This allows students to complete a federal background check and complete a student tracker where the students have to provide proof of their immunizations before being eligible for clinical. The student can also release this information to any clinical site that is requiring it. Students will be required to be fingerprinted as part of the clinical requirement.</p>
New Business: Advisory board		<p>-Kari shared that Candi Aamold has resigned from the advisory board. There was some discussion about taking off some old members and adding new ones. We would remove: Jeff Zak, Mark Dick, Jeff Theige, Kris Fulton, Colleen Brown and Candice Aamold. Please email Danika any names of people that you think would be interested in serving on the committee. Invite letters will be sent out to our next board meeting.</p> <p>- Distance program talks are on hold for now</p>
New Business :		Danika has been working with the high schools on promoting the pharmacy program. Community High School had a career fair that we participated in. The some of the Jr Highs in town have invited us to be on a career panel in the spring. The pharmacy program has also signed up to have an informational session at Altru, program at the college are paired together to have anyone already working



		in a different area at the hospital can come hear about different professions in the healthcare industry.
Old Business: Old Business		-Observation hours went well this semester, the students will complete 8 hours. 4 hours in a community pharmacy and 4 hours in "other "setting. Erin mentioned having a checklist of things that we would like the students to ask or see when at the observation site. Danika will make a list of pharmacies and contact people for the students to set up observation hours.
Strategic Planning/Advisory Board objectives		Strategic planning and advisory board objectives were reviewed.
Meeting Closed	Kari Renfrow	Meeting adjourned 7:30pm