



Meeting Name: Pharmacy Technology Advisory Board meeting

Date & Time: October 24 2017 6:30pm

Campus & Room # NCTC-EGF

### **Committee Minutes**

Attendees: Erin Navarro, Marnie Carlson, Heather Martine, Sean Karpowich, Emily Vonasek, Brittany Sevigny, Kari Renfrow, Danika Braaten, Jodi Stassen, Andrea Moses

Absent: Rosemary Kalenze, Savannah Miller, Ross Nygaard, Jadie Larkin, Bryan Miller, Toni Elde, Susan Bouldac

Topic	Responsible Party	Discussion/Outcome
Call of Meeting to Order	Kari Renfrow	Meeting called to order 6:32pm
Approval of Previous Meeting Minutes	Kari Renfrow	Erin Navarro made a motion to approve, Marnie Carlson 2 <sup>nd</sup> .
Director's report	Danika Braaten	<ul style="list-style-type: none"><li>-The current year's class only has 6 students enrolled. Enrollment in the college is down as a whole. There is meeting planned for Nov 1 2017 to meet with the college's marketing department to explore how to reach out to new students.</li><li>-Observation hours that were required of students went good last year. Andrea Moses stated that one student changed their mind about the field while on the job shadow. Tis has been a positive change for students to get an idea of what the profession is like outside of the classroom.</li></ul>



Administration Report	Dean Stassen	Dean Stassen shared information on the college's low enrollment and what some other programs have been doing to assist in marketing. Some of the advisory board's ideas was to: target single parents, work with social services, back to school demographic, and work with border states. The question was asked if we could make flyers to insert in grocery bags. Dean Stassen will take these ideas to the marketing meeting that is planned for next week.
Student Representative Report		No student Rep report.
Program issues Curriculum Training sites approval Admissions/Completion Criteria		<p>-Andrea Moses asked the committee about the difference between AAS and Diploma students. What were employers looking for? Technical and communication skills are high on the list of qualifications.</p> <p>-Danika mentioned she would like to start looking for a new book to use in the PHRM 1001 Fundamental concepts of Pharmacy. Will do some research over the next year to see what other like programs are using and find some copies to review.</p> <p>-There are no new training sites to approve.</p> <p>-Admission criteria changed to include fingerprinting last year. There were no problems with students completing this. Castle Branch will continue to do the federal background checks and house immunization information.</p>
New Business: Strategic Plan Review and Approval Advisory Board objectives	Danika Braaten	<p>-A new strategic plan for 2017 was presented to the board with one-year, 5-year, and 10 years goals. The new goal areas were discussed. We will review this new document going forward. Marnie Carlson made a motion to approve, Brittany Sevigny 2<sup>nd</sup>.</p> <p>- The advisory board objected were reviewed by Kari Renfrow.</p>
New Business:	Student Learning Andrea Moses	The college has started a new Service Learning requirement for students that will be graduating from AAS programs. Andrea Moses. The students will have to participate in a learning service project that promotes student engagement with the



		community. The NCTC website has information on this new requirement, but information is still just coming out. The college not the program will be assessing the students to make sure that they are meeting this requirement. Andrea will give an update at the spring meeting.
Old Business:	Danika Braaten	-Marnie and Danika are working with Grand Forks Central and Red River Health Career classes to come in and speak on the pharmacy profession - Andre Moses is still the program specific advisor, she meets with any new or prospective students to help with registration, program information, etc.
Meeting closed	Kari Renfrow	Meeting adjourned 7:53pm