



Meeting Name: Pharmacy Technology Advisory Board meeting

Date & Time: March 13, 2018 6:30pm

Campus & Room # NCTC-EGF

Committee Minutes

Attendees: Erin Navarro, Marnie Carlson, Heather Martine, Sean Karpowich, Emily Vonasek, Ross Nygaard, Susan Bouldac Kari Renfrow, Danika Braaten, Jodi Stassen, Andrea Moses

Absent:

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 nd .
Director's report	Danika Braaten	-The current year's class only has 4 students that will be eligible to graduate. Enrollment in the college is down as a whole. -Working with marketing program to have a Spotlight article on past students. Brittany S and Ashley S were mentioned as a good possible story. Danika will share this information with the marketing department.
Administration Report		Dean Stassen shared information on the college's low enrollment and what some



	Dean Stassen	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>-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>-Approved training sites: TWD LTC Warroad, Altru, Hugo's, Walls, Riverview Hospital, and Sanford TRF</p> <p>-Admissions criteria with fingerprinting has been going great.</p>
New Business: Strategic Plan Review and Approval Advisory Board objectives	Danika Braaten	<p>- Reviewed current strategic plan.</p> <p>- The advisory board objected were reviewed by Kari Renfrow.</p>
New Business:	Student Learning Andrea Moses	<p>- Andrea Moses gave an update on the Service Learning requirement for students.</p> <p>-Progress report has been submitted to ASHP.</p> <p>The board went over the new proposed program changes from ASHP and PTCB crosswalk. Our program would not change much, the proposed idea is to have an entry level technician and an advanced level technician degrees. NCTC is almost</p>



		current with the advanced level as it stands. Will give further update as it comes.
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. NAPT scholarship recipient
Meeting closed	Kari Renfrow	Meeting adjourned 7:53pm