



Meeting Name: Pharmacy Technology Advisory Board meeting

Date & Time: October 23, 2018 6:30pm

Campus & Room # NCTC-EGF

Committee Minutes

Attendees: Erin Navarro, Marnie Carlson, Sean Karpowich, Ross Nygaard, Susan Bouldac, Danika Braaten, Jodi Stassen, Andrea Moses, Rosemary Kalenze, Bryan Miller

Absent:

Topic	Responsible Party	Discussion/Outcome
Call of Meeting to Order	Danika	Meeting called to order 6:32pm
Approval of Previous Meeting Minutes	Danika	Bryan Miller made a motion to approve, Erin Navarro 2 nd .
Director's report	Danika Braaten	<ul style="list-style-type: none">-The current year's class only has 9 students that will be eligible to graduate.-Working with marketing program to have a Spotlight article on past students. Om and Ganga Pokhrel are to be interviewed.-Prospective students have a personal email or letter that is sent to them from Danika.-Highlighting the health division and offering health division tours.



Administration Report	Dean Stassen	Dean Stassen shared information on looking at offering the program as an online or hybrid option. There would have to be some areas that are looked at. How the class would offer labs online. Maybe contacting to see research NDSCS to see how they run their program. Bryan Miller made a motion to pursue the research an online/hybrid option. Sean 2 nd .
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: No new sites for the fall meeting</p> <p>-NCTC is currently doing MN and Federal background checks for all students. The students are also fingerprinted on campus.</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.</p>
New Business:		<p>- Andrea Moses gave an update on the Service Learning requirement for student, 8 hours of Service Learning and an approved written paper.</p> <p>-ASHP reviewed progress reports and approved Accreditation for the next three years at which time there will be a site visit.</p> <p>- Online program discussion.</p>



Old Business:	Danika Braaten	<ul style="list-style-type: none">-Marnie, Brittany, and Danika visited with Grand Forks Central and Red River health career classes about the pharmacy profession- Danika will be at the Northern Valley Career Expo at the Alerus in November.- NAPT scholarship recipient was a NCTC student. ASHP new education program
Meeting closed		Meeting adjourned 7:53pm