



Meeting Name: Pharmacy Technology Advisory Board meeting

Date & Time: March 19, 2019 6:30pm

Campus & Room # NCTC-EGF

Committee Minutes

Attendees: Erin Navarro, Marnie Carlson, Ross Nygaard, Brenna Hagen, Haunani Morton, Danika Johnson, Amanda Enright, Jodi Stassen, Andrea Moses, Rosemary Kalenze, Bryan Miller, Sean Karpowich

Absent:

Topic	Responsible Party	Discussion/Outcome
Call of Meeting to Order	Danika	Meeting called to order 6:32pm
Approval of Previous Meeting Minutes	Danika	Sean made a motion to approve, Ross 2 nd .
Director's report	Danika Braaten	-We welcomed Amanda Enright as a new board member and Brenna Hagen as a student representative. - 9 potential graduates- 4 more than the previous year.
Administration Report		Dean Stassen went over the Pharmacy Program Sustainability report. The Pharmacy program will have it's 5 year review plan next spring. Area's to focus on



	Dean Stassen	is enrollment. Any student that inquires about the program receives a personalized email and a letter offering information and contact information for the pharmacy program. Red River and Central schools are being visited in the spring in their Health Occupations classes. The program has also participated in the Northern Valley Career Expo in the fall at the Alerus.
Student Representative Report		No student Rep report.
Program issues Curriculum Training sites approval Admissions/Completion Criteria		-still looking for possible open education resources for the PHRM 1001 book -Approved training sites: No new sites. Approved current sites: Hugo's Family pharmacy, Sanford, Essentia, Walls Medicine Center, Thrifty White Drug, Riverview-Crookston, Altru Retail/Inpatient. - Andrea Moses explained that the AAS students will now be required to complete a Service Learning project as a requirement for graduation -We will look at the differences between speech and interpersonal communications.
New Business: Strategic Plan Review and Approval Advisory Board objectives	Danika Braaten	- Reviewed current strategic plan - possible lab remodel with summer bonding projects- if approved will ask the board to assist with layout of new area. - The advisory board objected were reviewed. No changes were noted.
New Business:		PTCB- offering 5 certificates-Tech-Check-Tech, Medication History, Controlled Substance diversion, Billing and Reimbursement, and Hazardous Drug Management -ASHP new model- Jan 2020 this will go into effect. Programs will have to offer an entry level or advanced level certificate. NCTC has asked to be approved for the



		advanced level. Most of the change will be with the internships and spending time with supervisors and observing their duties. -Brenna Hagen shared the PTCB phone app for studying for the PTCB test. PTCB practice test is 29.00 on the website. - ND looking to change requirements for the PTCB, you must pass it but not maintain the license.
Old Business:	Danika Braaten	-ASHP reviewed progress reports and approved Accreditation for the next three years at which time there will be a site visit. - Online program discussion
Meeting closed		Meeting adjourned 7:53pm