



Meeting Name: Pharmacy Technology Advisory Board meeting

Date & Time: October 21, 2019 6:30pm

Campus & Room # NCTC-EGF

Committee Minutes

Attendees: Kari Renfrow, Susan Bouldac, Marnie Carlson, Ross Nygaard, 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	Kari Renfrow	Meeting called to order 6:45pm
Approval of Previous Meeting Minutes	Danika Johnson	Susan made a motion to approve, Rosemary 2 nd .
Director's report	Danika Johnson	- 8potential graduates- 4 more than the previous year. -Reviewed ASHP
Administration Report		Administration reported that the college as a whole is down 6% in enrollment. They are looking for new ideas to market programs. It was strongly encouraged that all



	Dean Stassen	programs can be represented at the Northern Valley Career fair that will be held on October 31 at the Alerus Center in Grand Forks.
Student Representative Report		No student Rep report.
Program issues Curriculum Training sites approval Admissions/Completion Criteria		<p>-Basic Life Saving was discussed to become a program specific requirement before entering the PHRM 1001 course. This is required from ASHP. Voted to be approved for a Fall start of 2020. Marnie made a motion. Ross 2nd . This will go to AASC in the Feb meeting for fall implementation</p> <p>- Discussion was help on what employers are looking for in soft skills. Would Intro to Speech or Interpersonal communications be a better fit in the AAS program. It was voted and approved that students would have the choice to take either SPCH 1101 or SPECH 1103. This will go to AASC in the Feb meeting.</p> <p>-Discussion was help on having MATH 0098 and ENGL 0095 changed to being completed before entering any of the PHRM course. The advisory board felt that this would help with a better understanding of the calculations and help with some of the barriers that students face with ENGL0095. Marnie made a motion to approve that students complete the MATH 0098 and ENGL 0095 prior to any of the PHRM course. Rosemary 2nd .</p> <p>-New sites: Red Lake Falls contacted Danika to be considered an experiential site. They employ 20 pharmacists and 7 technicians. They work with retail, inpatient, and long -term care. There would be multiple opportunities for technicians at this rotation.</p> <p>-Will approve sites in the spring meeting.</p> <p>-Andrea Moses explained that the AAS students will now be required to complete a Service-Learning project as a requirement for graduation</p>
New Business:	Danika Johnson	<p>- Reviewed current strategic plan. Marnie motioned to approve. Ross 2nd .</p> <p>.- Our college did receive the funds for the summer 2020 bonding project that</p>



Strategic Plan Review and Approval Advisory Board objectives		included the pharmacy lab to be remodeled. -Advisory objectives were reviewed.
New Business:	Danika Johnson	ASHP will be onsite at the college on January 6, 2020 for accreditation visit. It asked that you be available to meet with surveyors over lunch. The Surveyors will meet with administration, Danika, past students, current students, and members of the advisory board. ASHP goals and standards were reviewed.
Old Business:	Danika Johnson	. 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. -
Meeting closed	Kari Renfrow	Meeting adjourned 7:53pm