

**Pharmacy Tech Advisory Committee**

**Meeting Agenda**

**Tuesday 27th September 2016**

**Meeting Location: CCW 124 (WSU-V, Clark Building)**

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| **Agenda Item** | **Expected Outcome** | **Time** |
| 1. Call Meeting to Order – Dawn Shults | N/A |  |
| 1. Welcome and Introductions – Dawn Shults | New members/guests introduced   * Huy Huong * Thuan Dang- student | 5 min. |
| 1. Approval of Minutes from Last Meeting – Dawn Shults  * **June 7th, 2016** | Corrections indicated and/or approval of minutes as written. | 5 min. |
| 1. Office of Instruction Updates- Cathy Sherick |  | 15 min. |
| 1. Director/Dept. Head Report-Dawn Shults/Heidi Fay | * New Course Outlines for ASHP Accreditation Guidelines * Removal of BMED 138 from PHAR Core Curriculum * Cohort Updates | 15 min. |
| 1. Old Business-Follow-up- Dawn Shults | * Curriculum enhancement- soft skills * 2nd annual interprofessional Healthy Penguin Walkabout (day TBD) | 10 min. |
| 1. New Business  * **Election of committee chair** | New business items are addressed by the committee. | 20 min. |
| 1. Summary of follow-up action items – Committee Chair | Summary of follow-up actions communicated to the committee. | 5 min. |
| 1. Establish next meeting date and adjournment – Committee Chair | Meeting date established. | 5 min. |