

**Pharmacy Tech Advisory Committee**

**Meeting Agenda**

**Date: Tuesday, February 25, 2014**

**Time: 6:00 p.m.**

**Meeting Location: Clark College at WSU (CCW), Room 124**

**MISSION STATEMENT**

The mission of the Pharmacy Technician Training Program at Clark College is to prepare pharmacy technicians for the workplace, to assist pharmacists in a competent and professional manner, to perform distributive and nondiscretionary functions in the delivery of pharmaceutical care, and to provide confidential and compassionate care for all patients.

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| **Agenda Item** | **Expected Outcome** | **Time** |
| 1. Call Meeting to Order – Committee Chair | N/A | 6:00 – 6:05pm |
| 1. Welcome and Introductions – Committee Chair | New members/guests introduced | 6:05 – 6:10pm |
| 1. Approval of Minutes from Last Meeting – Chair  * **July 30, 2013** | Corrections indicated and/or approval of minutes as written. | 6:10 – 6:15pm |
| 1. Office of Instruction Updates- Advisory Committee Business-Dedra Daehn |  | 6:15 – 6:30pm |
| 1. Director - Report  * **Purpose/mission statement** * **Continuity of Operations Plan (COOP)** | Vote on Purpose Statement | 6:30 – 6:40pm |
| 1. Work Plan-Committee Chair and Program Director/Division Chair  * **Review ASHP accreditation requirements** * **Develop a list of courses to be considered for online development and offering.** * **Vision Statement** * **Vision 2020 - Blake** | Implement strategies as outlined in work plan. If necessary, identify work groups. | 6:40 – 7:20pm |
| 1. Old Business-Follow-up- Committee Chair |  | 7:20 - 7:30pm |
| 1. New Business-Committee Chair  * **HeW grant updates and Career Specific Student Resources - Rachele Bakic and Adriana Ghan** * **Selection process (repeated courses) – Dawn/Shelley** | New business items are addressed by the committee. | 7:30 - 7:50pm |
| 1. Summary of follow-up action items – Committee Chair | Summary of follow-up actions communicated to the committee. | 7:50 - 7:55pm |
| 1. Establish next meeting date and adjournment – Committee Chair | Meeting date established. | 7:50 - 7:55pm |