

**Pharmacy Technician Advisory Committee**

**Meeting Agenda**

**Date: Tuesday, March 5th, 2013**

**Time: 6:00 – 8:00 PM**

**Meeting Room Location: CCW Room 124**

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| **Agenda Item** | **Expected Outcome** | **Time** |
| 1. Call Meeting to Order – Gina Garrison, Committee Chair | N/A | 5 min. |
| 1. Welcome and Introductions – Gina Garrison, Committee Chair | New members/guests introduced | 5 min. |
| 1. Approval of Minutes from Last Meeting - Chair | Corrections indicated and/or approval of minutes as written. | 5 min. |
| 1. Office of Instruction Updates- Advisory Committee Business-Dean Blake Bowers or Dedra Daehn  * Review of committee membership * Virtual notebook * Labor market reports |  | 15 min. |
| 1. Director/division chair Report – Debbie Ortiz |  | 10 min. |
| 1. Work Plan-Committee Chair and Program Director/Division Chair  * Health Informatics Grant – Rachele Bakic, Health e-Workforce Consortium/Bonnie Altus, Health Informatics Instructor | Implement strategies as outlined in work plan. If necessary, identify work groups. | 30 min. |
| 1. Old Business-Follow-up- Committee Chair  * Review of online courses |  | 10 min. |
| 1. New Business-Committee Chair  * HeLa high school – Gina * Next job web site – Debbie * Vision Statement – Debbie * Vision 2020—Blake | New business items are addressed by the committee. | 30 min. |
| 1. Summary of follow-up action items and adjournment – Committee Chair | Summary of follow-up actions communicated to the committee. | 5 min. |
| 1. Establish next meeting date – Committee Chair | Meeting date established. | 5 min. |