

**Pharmacy Tech Advisory Committee**

**Meeting Agenda**

**Date: Tuesday, June 3, 2014**

**Time: 6:00 pm**

**Meeting Location: CCW, Room 124**

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| **Agenda Item** | **Expected Outcome** | **Time** |
| 1. Call Meeting to Order – Committee Chair | N/A |  |
| 1. Welcome and Introductions – Committee Chair | New members/guests introduced | 5 min. |
| 1. Approval of Minutes from Last Meeting – Chair  * **February 25, 2014** | Corrections indicated and/or approval of minutes as written. | 5 min. |
| 1. Office of Instruction Updates- Advisory Committee Business-  * **Adjunct faculty member update** * **Committee membership** * **Foundation Funds** |  | 15 min. |
| 1. Department Report- Dawn/Heidi  * **Student report** * **New equipment/modules** * **OHSU proposal** |  | 15 min. |
| 1. Work Plan-Dawn  * **Review ASHP accreditation requirements** * **Develop timeline** * **Employer survey** * **Sample/Proposed program structures** | Implement strategies as outlined in work plan. If necessary, identify work groups. | 40 min. |
| 1. Old Business-Follow-up- Committee Chair |  | 10 min. |
| 1. New Business-Committee Chair  * **HeW update- Rachele Bakic/Adriana Ghan** | 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. |