

**Pharmacy Tech Advisory Committee**

**Meeting Agenda**

**Tuesday 7th June 2016**

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

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| **Agenda Item** | **Expected Outcome** | **Time** |
| 1. Call Meeting to Order – Committee Vice Chair | N/A |  |
| 1. Welcome and Introductions – Committee Chair | New members/guests introduced | 5 min. |
| 1. Approval of Minutes from Last Meeting – Vice Chair  * **October 29, 2015** | Corrections indicated and/or approval of minutes as written. | 5 min. |
| 1. Office of Instruction Updates- Cathy Sherick  * **Review of Bylaws** |  | 15 min. |
| 1. Director/Dept. Head Report |  | 15 min. |
| 1. Work Plan-Committee Vice Chair and Program Director/Dept. Head  * Review ASHP accreditation requirements, * Develop a list of courses to be considered for online development and offering, * Vision 20/20, * Pyxis machine integration with Nursing students, * Interdisciplinary education | Implement strategies as outlined in work plan. If necessary, identify work groups. | 40 min. |
| 1. Old Business-Follow-up- Committee Vice Chair |  | 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. |