

**Pharmacy Technician Advisory Committee**

**Meeting Agenda**

 **Date: Tuesday, July 30th, 2013**

**Time: 6:00 – 8:00 PM**

**Meeting Room Location: 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.**

|  |  |  |
| --- | --- | --- |
| **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 update – Rachele Bakic, Program Manager Health e-Workforce Consortium, Bonnie Altus, Health Informatics Instructor
* Online course development
* Develop 2013-14 work plan
 | Implement strategies as outlined in work plan. If necessary, identify work groups. | 30 min. |
| 1. Old Business-Follow-up- Committee Chair
* Vision Statement – Debbie/Dawn
* Vision 20/20 - Blake
 |  | 20 min. |
| 1. New Business-Committee Chair
* Partnership with HeLa High School
* Election of Officers
* Alumni survey – Debbie
* Pharmacy Tech Educator Conference - Dawn
 | New business items are addressed by the committee. | 20 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. |