

**Pharmacy Tech Advisory Committee**

**Meeting Agenda**

**Date: Tuesday, Oct. 16, 2012**

**Time: 6:00 – 8:00 PM**

**Meeting Room Location: CCW Room 227**

|  |  |  |
| --- | --- | --- |
| **Agenda Item** | **Expected Outcome** | **Time** |
| 1. Call Meeting to Order – Committee Chair | N/A | 5 min. |
| 1. Welcome and Introductions – 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-Dedra Daehn | Review of committee membership  New member training  Perkins funding update  Worker retraining update | 15 min. |
| 1. Director/division chair Report | Completion rates  Job placement | 10 min. |
| 1. Work Plan-Committee Chair and Program Director/Division Chair | Develop new workplan | 40 min. |
| 1. Old Business-Follow-up- Committee Chair | Tour of new facility | 10 min. |
| 1. New Business-Committee Chair | Health Informatics Grant  CCU Grant proposal  Equipment review | 15 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. |