

**Phlebotomy Advisory Committee**

**Meeting Agenda**

**Date: Thursday February 7th, 2013**

**Time: 5:00-7:00 p.m.**

**Meeting Room Location: CCW Room 124**

**Phlebotomy Program Mission Statement:**

The Clark College Phlebotomy Program is committed to providing students with a comprehensive professional and practical application of phlebotomy and its relevance to patient care through quality teaching and varied clinical settings.

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| **Agenda Item** | **Expected Outcome** | **Time** |
| 1. Call Meeting to Order – Lisa Gonzalez, Committee Chair
 | N/A | 5 min. |
| 1. Welcome and Introductions – Lisa Gonzalez, 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-Blake
* Review of committee membership
* Virtual notebook
* Labor market reports
 |  | 15 min. |
| 1. Director Report – Debbie Ortiz
 |  | 15 min. |
| 1. Work Plan-Committee Chair and Program Director/Division Chair
 | Implement strategies as outlined in work plan. If necessary, identify work groups. | 15 min. |
| 1. Old Business-Follow-up- Committee Chair
* State requirements
* Cost sheet - Debbie
* Vision statement – Stephanie Robinson
 |  | 15 min. |
| 1. New Business-Committee Chair
* Vision 2020 – Debbie/Blake
* Next job web site – Debbie
* Phlebotomy lab tour
* Review equipment needs
 | New business items are addressed by the committee. | 35 min. |
| 1. Establish next meeting date (and day) – Committee Chair
 | Meeting date established. | 5 min. |
| 1. Summary of follow-up action items and adjournment – Committee Chair
 | Summary of follow-up actions communicated to the committee. | 5 min. |