

**Phlebotomy Advisory Committee**

**Meeting Agenda**

**Date: Tuesday October 9th, 2012**

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

**Meeting Room Location: TBG 101**

**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-Dedra Daehn
* Review of committee membership
* New member training
* Perkins Funding Update
* Worker Retraining Update
* Chair & Vice Chair Election
 |  | 15 min. |
| 1. Director Report
 |  | 10 min. |
| 1. Work Plan-Committee Chair and Program Director/Division Chair
 | Implement strategies as outlined in work plan. If necessary, identify work groups. | 40 min. |
| 1. Old Business-Follow-up- Committee Chair
* Review and recommend program changes
 |  | 15 min. |
| 1. New Business-Committee Chair
 | New business items are addressed by the committee. | 15 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. |