

# Advisory Committee Minutes

<b>PROGRAM COMMITTEE NAME:</b>		Pharmacy Technology			
<b>CHAIRPERSON:</b>		Deann Harmon			
<b>MEETING DATE:</b>		3/31/14	<b>MEETING TIME:</b>	12:00 PM	<b>MEETING PLACE:</b>
<b>RECORDER:</b>		Kim Lacey, Executive Secretary, <a href="mailto:kslacey@actx.edu">kslacey@actx.edu</a>		<b>PREVIOUS MEETING:</b>	Fall 2013 – Minutes were not recorded due to accreditation site team visit.
<b>MEMBERS PRESENT</b>					
<b>List all members of the committee, then place an X in the box left of name if present</b>					
	<b>NAME</b>	<b>TITLE</b>	<b>EMPLOYER INFO</b>	<b>PHONE</b>	<b>EMAIL</b>
X	Matt Simon	Pharmacy Technician	Northwest Texas Hospital	806.683.2766	<a href="mailto:simplesimon2536@gmail.com">simplesimon2536@gmail.com</a>
X	Judy Massie	Higher Education Representative	Amarillo College	806.354.6068	<a href="mailto:jemassie@actx.edu">jemassie@actx.edu</a>
X	Lori Henke	Pharmacy Director	Northwest Texas Hospital	806.354.1747	<a href="mailto:lori.henke@nwths.com">lori.henke@nwths.com</a>
X	Chad Simpson	Pharmacist	Baptist St. Anthony's Hospital	806.212.4538	<a href="mailto:chad.simpson@bsahs.org">chad.simpson@bsahs.org</a>
X	Janice Landon	Pharmacist	Vibra Hospital	806.467.7172	<a href="mailto:jlandon@vhamarillo.com">jlandon@vhamarillo.com</a>
X	Joe Ellison	Pharmacist	Vibra Hospital	N/A	<a href="mailto:mellison@vhamarillo.com">mellison@vhamarillo.com</a>
X	Deann Harmon	Certified Pharmacy Technician	J.O. Wyatt Clinic	806.351.7254	<a href="mailto:deann.harmon@nwths.com">deann.harmon@nwths.com</a>
<b>EX-OFFICIO'S PRESENT</b>					
X	Shawna Lopez	Director	Amarillo College	806.356.3655	<a href="mailto:smlopez@actx.edu">smlopez@actx.edu</a>
X	Mark Rowh	Dean	Amarillo College	806.354.6070	<a href="mailto:merowh@actx.edu">merowh@actx.edu</a>
X	Ernesto Olmos	Health Science Advisor	Amarillo College	806.354.6007	<a href="mailto:efolmos@actx.edu">efolmos@actx.edu</a>
<b>AGENDA ITEM</b>		<b>ACTION DISCUSSION INFORMATION</b>			<b>RESPONSIBILITY</b>
Call to Order		Harmon, Chairperson, called the meeting to order and introductions were made.			
Approval of Minutes		Fall 2013 – Minutes were not recorded due to accreditation site team visit.			
Health Science Advisor Report		Olmos reported that 9,700 students registered for the spring semester. April 14th is registration for summer and fall. Spring Fling at West Campus is April 29th. The college is offering free tutoring for medical terminology students available at West Campus and Washington Campus. Olmos will be assisting employees and students with filing their tax returns with Benefit Bank. There is also a Money Management Program that students can utilize in Career Services at Washington Campus.			
Student Report		Absent – Students were in their clinical assignments.			

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Directors Report	Lopez reported the accreditation site visit last fall went well. It was recommended that the students do compounding which the students did this spring semester (lip balm). The certificate that the students receive from Amarillo College did not have ASHP on it. Lopez since has designed a certificate that she gives to the students upon completion with ASHP. The team will meet in May and will send the college the results of the site visit. Lopez discussed the Admission Criteria with a handout, the Criteria for Successful Completion with a handout, and the Strategic Plan with a handout. After discussing these items, each voting member received a voting document/action and filled it out and returned it to Lopez. Lopez would like to implement an online application with an interview process, with an application deadline of July 1. The committee agreed.	
Affiliation Reports	All affiliations reported that the students were doing very well with no problems.	
Dean Report	Rowh thanked everyone for their continue support of the program and the students.	
Adjournment & Tour	Being no further business the meeting adjourned following a tour of the pharmacy lab at 12:45 PM.	
Chairperson Signature: <i>Deann Harmon</i>		Next Meeting: Fall 2014

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