

Health Science Symposium Meeting Minutes

2/25/2026 @ 1630-1700

In Attendance: Marie Cuddeback, Theresa Mackie, Seema Endley, Andrea Fields, Katie Fargen, Kimberly Gentry, Robert Brown, Alexandra, Velamakanni, Roberta Cravo, Meredith Ruano

Current Committee: Marie Cuddeback, Parvathi Muruganathan, Deana Reed, Jaime Davidson, Kim Gentry, Karen Kaiser, Karrie Newby, Melissa Jones, Andrea Donovan, Ashley Cunningham, Andrea Fields, Robert Brown, Roberta Cravo, Katie Fargen, Monica Wilson, Kristina Wood, Autumn Giunta, Meredith Ruano, Alexandra Peters, Millicent Callant, Jennifer Davis, Seema Endley, Tanya Sanchez, Naomi Myers, Sunny Jones, Theresa Mackie and Vijaya Velamakanni.

1. Mentors: We have had **20** students turn in the 1st dual credit assignment. 2 students have officially withdrawn. Marie has emailed the remaining dual credit students to attempt to get them to turn in the 1st assignment. Final number currently participating __. We have up to 27 mentors for a 1-1 ratio of mentor to mentee. One mentor turned in the assignment which was given to mentees.

Katie Fargen will update Canvas. She will remove the students who did not complete the assignment, but will wait for Marie to give the go-ahead.

- a. **What do you need from us, Roberta? Roberta discussed 2-4 mentees per mentor is ideal. Roberta and Velamkanni will meet offline.**
 - b. **Seema recommends having one mentor from Velamakanni and one from Roberta.**
 - c. **Velamakanni has sent the Canvas course invite to her students.**
 - d. **The additions will close on Thursday at Midnight. Marie to cc the Professor associated with the students listed who have not yet responded or completed the initial Canvas assignment.**
 - e. **Roberta will then pair the mentor and mentees on Friday. Marie to make Roberta a “Teacher” in the Canvas course.**
 - f. **Katie will post an announcement in Canvas announcing the first assignment must be completed.**
 - g. **Deadline to pair mentors and mentees is March 1st.**
2. Current due dates for the Dual Credit Assignments: Feb 23, March 9, March 30. Make matching assignments for the Mentors. Does Roberta want similar assignments for the Mentees? There are currently 2 assignments we can update and use if she wants.
 - a. **Would you like an assignment for the mentees to do? Yes**

i. A mentor agreement due on 3/9/26.

3. We have the CC W105 room for the event. From 4:30 pm -8:00 pm. We should get a list of who can be there to set up and take down. We are going to need an additional room for judges. **W101P is a conference room behind financial area – Marie to see if it is available. There is a room in the Veterans area on the 2nd fl as well. Robert will bring a laptop to use in the room.**
4. Judges: Kim did this in the past and is going to be over it again this year. We have a good rubric. The more judges the better. **Roberta forwarded the updated rubric to Kimberly. October, 2024 was most updated version. This was used in the Spring of 2025.**
5. Restrictions added to the symposium rubric. Should we update this? Does it sound fair? **Guidelines and restrictions has been updated by Marie to create fairness and clarify space restrictions.**
6. Was the dessert assortment a good idea? I believe we have some money for desserts again. **Marie can look into getting desserts ordered.**

When should we set our next meeting for? **April 2nd at 1630. (one week before the symposium, which is 1700-1900 on April 9th)**

Meeting concluded at 1715.

Assignments:

Marie: Set up/ tear down

Seema: MC during event

Kim Gentry: Judges

Robert: Make the event booklet and with event, Signs, judging forms, and assist with scoring.

Roberta: Over Mentors, coordinating. Mentor for (us) for (the HSS committee)

Katie: Organize the Dual Credit participation collection. Assist with Canvas. Make Flier.

Theresa Mackie: Secretary, take minutes.