

Health Science Symposium Meeting Minutes

2/5/2026 @ 1630 -1730

In Attendance: Marie Cuddeback, Seema Endley, Sunny Jones, Vijaya Velamakanni, Robert Brown, Monica Wilson, Jennifer Davis, Kristina Wood, Parvathi Muruganathan, Alexandra Peters, Miranda, Roberta Cravo, Andrea Fields, Millicent Callant, Theresa Mackie.

Current Committee: Marie Cuddeback, Parvathi Muruganathan, Deana Reed, Erika Stephenson, 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.

Multiple emails have gone out to get people to participate; we currently have 34 dual credit participants, and they have been added to the HSS Canvas. **We have approximately 27 mentors. So we are going to try for a 1-1 ratio this year.**

Should HSS be changed to the fall semester? Feedback has been for us to keep it in the spring. Any additional comments? They can use their Fall assignment for the Symposium.

When should we make the assignments due for the dual credit? There are 3 assignments in total. Show the new quiz format and decide on due dates. **Feb 23, March 9, March 30. Also make sure the dates are updated with the year. Make matching assignments for the Mentors.**

Does everyone have access to the HSS Canvas? Please let Marie know if you need access and she can add you. Everyone has been made a designer, so you should not get notifications to grade the assignments.

Speaking of grading assignments. Do I have any volunteers to track the dual credit assignments to ensure they are turning them in? This would include having your name moved to an instructor so you can grade the assignments. We could have multiple people do this and just have one person track it overall. **(Andrea is willing to help, Let Roberta see the grade book)**

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. Will investigate it.**

Judges: Kim did this in the past. Is she still going to help with this, or does someone want to take this over? We have a good rubric; I would just need someone to coordinate the judges.
Lots of judges is better.

Make sure our verbiage is good about the requirements to make it fair. And to limit the space they take up. (Andrea can help with it). Marie send reminder for student mentees last day accepting 2/8/26. Give Roberta the final excel file with all student names.

How do we add mentors? Either add yourself or give to Roberta.

When should we set our next meeting for?

February 26th @ 4:30. And Talk about getting mentors with mentees

Assignments:

Marie: Set up/ tear down

Seema: MC during event

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.