

HSS Meeting Minutes January 13, 2020 12:30pm-2:00pm

Present: Vijaya Velamakanni, Tanya Sanchez, Karrie Newby, Kimberly Gentry, Robert Brown, Seema Endley, Elaine Fanini, Julie Westcott, Leone Deustch, Roberta Cravo, Marlo Ballard.

Absent: Jacki Aplijia, Christine Restmeyer, Andrea Fields.

- Points discussed:

Poster presentation on Friday, April 17th at the McKinney conference center, from 9:00 am – 12:30pm

- Kimberly and Leon will send Roberta the abstracts (about 125) by February 3rd.
- Roberta's students will judge the abstracts by February 17th, using the rubric.
- The abstracts will not have students' names or teacher information to keep the judging fair and honest.
- 50-60 abstracts will be selected and the list of selected abstracts will be sent to Kimberly and Leon.
- A letter signed by Julie Westcott to be sent to students informing them about their abstract being selected.
- Kimberly and Leon will provide a list of their students who choose to work with a mentor by February 21st.
- The students will be paired with a mentor on Canvas.
- Vijaya's class (24), Roberta's class (24) and Seema's class (will provide the number later) will serve as mentors.
- Feedback from last year's event were discussed
 - Posters were too close
 - Rubric was not clear
- It was decided that the students serving as judges must attend a quick orientation on the day of the event to go over the rubric.
- After pairing the mentors and mentees, instructors will upload the consent forms to Canvas.
- Julie offered to talk to Michelle Millen and invite her as the keynote speaker.
- Judging will take place at a fixed time (10:00am – 11:30 am)
- Points for the posters will be tallied right away and the top 3 posters will get a prize of \$750, \$500 and \$250.
- Certificates will be given to the presenters only, not the mentors.
- Certificates will be signed by Julie.
- Invitation design was approved by everyone present and Marlo will update it.
- Invitation will be sent to Michelle.
- Program breakdown:
 - Robert's presentation – 9:30 am
 - Judge orientation by Elaine and Roberta – 9:30 am
 - Judging the posters – 10:00 am – 11:30 am
 - Lunch and Keynote Speaker (Michelle Millen) – 11:30 am – 12:15 pm
 - Awards – 12:15 pm – 12:30 pm.