

## HSS Meeting Minutes 1/14/2025

Present: Marie Cuddeback (Co-Chair), Tanya Sanchez (Co-Chair), Andrea Fields, Andrea Donovan, Robert Brown, Kimberly Gentry, Sunny Jones, Ashley Cunningham, Alex Guerrero, Roberta Cravo, Karrie Newby, Monica Wilson, Kristina Wood, Vijaya Velamakanni, Sunny Jones, Alexandra Peters, Meredith Ruano, Autumn Guinta, Akia Nelson

### Agenda:

1. Updates on Judging, assignments, orientation. This should be completed.
2. Number of student mentors determined by Biology department; this will determine the number of dual credit students invited to participate.
3. Begin planning due dates for all required assignments and communications.
4. Other business. This may involve event planning, set-up, and coordination.
5. Plan for follow up meeting.

### Meeting Minutes/Discussion:

Assignment due dates are in Canvas LMS. Due dates are 2/9, 2/23, 3/9 for dual credit students. Marie and Tanya have updated assignments and created a general rubric for student guidance in the project.

Judges (Kimberly Gentry, Robert Brown, and Roberta Cravo) have revised the judges rubric. It has been removed from course and MS teams to keep confidential for judges only. Hopefully, this will reduce the number of same scores we have at the event.

Discussed number of mentors 30-50 students for the event. Robert and Vijaya have 23 honor students to mentor, each mentoring two dual credit students. This number equals 46 covered students. Kristina Wood's students will cover other mentor roles if needed.

Andrea, Marie, and Tanya will have orientation for dual credit students and instructors participating in the event. This will be via Zoom at 6:30 PM on February 5 or February 6. Andrea, Marie, and Tanya will meet regarding the orientation plan. Please be watching for this in email and Canvas Course.

Tanya will create an MS form for student recommendations from the health profession dual credit faculty for the HSS event. This form will be similar to last year. This form will be sent out next week with a due date of January 31<sup>st</sup>. Tanya will invite all dual credit students to the HSS Canvas Course for participation by February 2. Please get students commitment on the first week of class and be watching for my email. This form will later be shared with Roberta Cravo for pairing. Roberta will add mentors to the HSS Canvas course and will send emails to paired students and their dual credit instructor.

We will get snacks and drinks for health professions SAFAC funds for that night. Marie will oversee.

Before the event, we will ask for volunteers to help set up and take down. Marie will oversee.

Tanya will follow up regarding scholarships planned with foundations this month.

Planned next meeting February 18, 2025, via Zoom—Marie will send invite to all.

Please share this information with other dual credit faculty who were unable to attend.

Thank you, Tanya Sanchez-Meeting Minutes