

HHS Meeting Minutes

Attendees: Andrea Fields, Roberta Cravo, Kimberly Gentry, Tanya Sanchez, Vijaya Velamakanni, Divya Swaminathan, Marlo Ballard, Madison Rike, Robert Brown, Elaine Fanini, Kayla Chung, Michelle Kelly, Alexandra Peter.

January 23, 2023, 4:00 pm - 5:00 pm

1. The top 3 names of dual credit students were submitted by their professors. So far, we have only 8 names. Even though we don't know how many abstracts will be submitted we are only accepting 50-60 submissions maximum. The professors have until 2/15/2022 to add their spring 2023 students. Only the students who will be presenting will be added to Canvas. So far only 15 dual credit students submitted their abstract. Kimberly asked instructors to reach out to their students and remind them to submit their abstracts.
2. SAFAC money- Seema will contact Michael as soon as possible to submit the request. We are still waiting for Seema's feedback on the SAFAC money for food and plaques.
3. Tanya revised the poster and oral presentation rubrics as well as the abstract rubrics. The committee found them much easier to understand. All new rubrics are now uploaded on Canvas.
4. The use of both poster and oral presentation rubrics will avoid ties. In case we still have them, the abstract rubric will resolve the problem.
5. Kimberly received feedback from the scholarship office and we have \$1000 to use. The committee still needs to decide how to divide the money among the winners.
6. Roberta suggested 3 conversations on Canvas between dual credit students and their appointed biology students' mentors. Kimberly suggested these conversations could also be used as tie breakers. Marlo confirmed the instructors can see their students' conversations on speed grader when the peer review is setup on Canvas.
7. It was decided the conversation between dual credit students and mentors will start on March 1. Their ongoing conversation can last until before the event.
8. Kim will send the dual credit students some guidelines to avoid last minute contact with their mentors.
9. Biology mentors will acknowledge their mentees and will upload their first feedback no later than March 22.
10. It was suggested the dual credit students will share on Canvas some kind of work such as how to organized a reference list, etc. according to their needs.
11. Biology professors will send a list of their students to Marlo who will add it to Canvas. Some biology students will work as judges on the event day.
12. Kimberly will update the committee roster for the 2023 year.
13. Julie wants a dual credit professor to chair the HSS committee for the 2023 year. Kimberly offered to help the new chair or even co-chair the committee.
14. Kimberly reminded the committee the symposium event will happen on April 20th from 5:00pm-7:00pm.
15. Next zoom meeting will be on February 20 at 4:30pm.

Notes taken by Elaine Fanini