

HSS Planning Committee Meeting Minutes

Location: Zoom

Date: 4/3/23 @ 3:00pm

ATTENDEES: Kimberly Gentry, Elaine Fanini, Seema Endley, Robert Brown, Marlo Ballard, Divya Swaminathan, Roberta Cravo, Alexandra Peters, Michelle Kelly, Jennifer Davis, Tanya Sanchez

- Catering has been ordered, will be delivered to the symposium.
- Plaques for winners have been ordered, Kim will pick up when they are ready.
- Robert will complete the programs when he has the presentation titles.
- Many students have not responded with the title of their presentation. **Titles must be submitted by this Friday.**
- Kim previously sent out a spreadsheet, students who have not submitted presentation title are highlighted in yellow. Instructors should double-check the spreadsheet for name accuracy and respond with the student's presentation title or encourage students to send in title to Kim.
- Roberta will be completing the certificates based on the name on the spreadsheet. Any corrected certificates needed will be sent after the event.
- We currently have 5 instructors who will judge (Michelle, Alexandra, Seema, Kim, and Marlo). There are also approximately 20 students who have agreed to judge.
- Estimating approximately 20-25 students will be presenting. They may arrive beginning at 4:45 to begin setting up. Presentation tables will be set up at perimeter of room with chair set up in the middle of the room.
- Health Sciences open house will be occurring in the Health Sciences building this day as well.