

Health Science Symposium (HSS) Meeting Minutes 10/22/2024, 4:30 pm- 5:10 pm

Attendance: Marie Cuddeback (Co-Chair), Tanya Sanchez (Co-Chair), Kimberly Gentry, Melissa Jones, Robert Brown, Roberta Cravo, Vijaya Velamakarmi, Kristina Wood, Katie Fargen, Leslie Caro, Karrie Newby

Administrative Representative: Director Michelle Kelly

Meeting Minutes:

-Reviewed previous meeting minutes and approved.

-Subcommittee update: Judging Rubric Revision from Kimberly Gentry; others involved in revision included Roberta Cravo, and Robert Brown. This has been completed to include a poster and presentation rubric. It has been added to the Health Science Symposium Team in Microsoft Teams under the judge's folder. Note rubric statements have been changed to accommodate for more subjective judging to include a creativity category. Other members are invited to review these rubrics and please send feedback to KGentry@collin.edu.

-Additionally, the present student general rubrics may be changed within the Health Science Symposium Canvas Course. The judging rubrics will not be shared in detail, but general requirements may still be represented in the student rubrics. Marie Cuddeback and Tanya Sanchez will review and formulate general requirements/rubrics for student use. All students will be required to have a trifold poster including key components; this may be variable depending on the student's assignment in the course.

-Melissa Jones has dual credit students and Professor Jones would like students to participate in the HSS event. This will eliminate Professor Jones from being able to judge the event. Others interested in judging the event include Alex (from medical assisting), Meredith (from medical assisting), Kristina Wood (from biology department) and additional judges from previous years.

-Dual Credit student assignment revision. Marie Cuddeback and Tanya Sanchez will continue to look at these assignments. It was determined in the meeting today that student-to-student interaction will work better through the Canvas LMS inbox(email) versus other routes. This will be reflected in the new assignments.

-Dual Credit student orientation and expectation meeting. This is a tentative plan to reach all dual credit students participating in the HSS in preparation for the expectations, etc. Andrea Fields has been leading this initiative, Marie Cuddeback will follow-up with Professor Fields regarding the development of this orientation.

-Planned HSS event scheduled at the Collin College Higher Education Center (CHEC) Rooms 139 and 135 (same as previous year), April 3, 2025; We will have the room from 4 pm-8 pm; The event will be from 5:30 pm-7:30 pm. The forms and requests have been submitted by Marie Cuddeback.

-Additional matters discussed at the HSS meeting: Professor Velamakarmi introduced the idea of using a previous Health Science Symposium Research Canvas LMS course for instructors joining the HSS. Marie noted we do have information shared with instructors within Microsoft Teams, but this may be a better way to share information. Professor Cuddeback will review the Canvas Course and create a way for

faculty, staff, and all involved in the HSS as instructors to communicate reviewing relevant communications/changes.

-Professor Newby introduced the idea of a book scholarship Ms. Kingsley would like to provide for our selected awarded students in Spring 2025.

-Marie Cuddeback and Tanya Sanchez will begin to develop a standard operating procedure (SOP) guide for the HSS committee. Any input from others would be appreciated on the HSS-SOP.

-Professor Sanchez will reach out to Ms. Kingsley regarding the plan and check with administrative representatives to determine the best route to proceed.

-Next Meeting planned for January 14, 2025, at 1630 via Zoom; Marie Cuddeback will be sending invites.

Tentative 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 taken by Tanya Sanchez)