

HHS Meeting Minutes

Attendees: Andrea Fields, Roberta Cravo, Kimberly Gentry, Seema Endly, Tanya Sanchez, Vijaya Velamakanni, Divya Swaminathan, Karrie Newby, Madison Rike, Robert Brown, Elaine Fanini, Kayla Chung,

December 5, 2022, 4:00 pm - 4:30 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.
2. Robert will design the layout of the tables for the event day.
3. SAFAC money- Seema will contact Michael as soon as possible to submit the request.
4. Tanya revised the poster and oral presentation rubrics as well as the abstract rubrics. The committee found them much easier to understand.
5. 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.
6. Kimberly will continue to contact the scholarship office to find out if we still have the money on our account.
7. Roberta asked how many mentors will be needed to work with the dual credit students and Kim said 50-60 maximum. Next meeting the committee will decide the details about the meetings between the mentors and the dual credit students.
8. Next meeting will on January 23, 2023.

Notes taken by Elaine Fanini