

## Health Sciences Symposium Meeting

April 4, 2024

Meeting started 1630 and ended at 1730

### In attendance:

Christine Restmeyer, Tanya Sanchez (Co-Chair), Roberta Cravo, Robert Brown, Autumn Guinta, Marie Cuddeback (Co-Chair), Madison Rike, Michelle Kelly, Leslie Caro, Karrie Newby, Jennifer Davis, Kim Gentry, Dr. J. Westcott (Administrative Representative) absent due to business commitment.

1. 24 students remain, having all submitted assignment #3. If your student remains, please have them respond to the Microsoft Form created for collecting their name, poster title, name they would like to appear on their certificate, and some additional information for the future on the announcement by tonight 4/4/24.
  - If they don't respond we will use information we have on Canvas. The remaining two students who did not complete assignment #3 or respond with a Email will be removed from Canvas course.
2. Michelle Kelly has agreed to be over faculty judges/rubric. If you know someone volunteering or would like to volunteer, please have them reach out to Michelle Kelly. The event is at CHEC, April 11, 2024, 1730-1930, Rm 139.
  - Michelle has 9 people (Alex peters, Kim gentry, Denise Wharton, Melissa Jones, Autumn G, Divya, Seema, Vijaya, Madison R. Judges need to be there at 1730-1930. Judging to begin approx. 1745-1800 (time to get settled and organized) Robert will tabulate and judges will meet for discussion in Rm 135 CHEC. Students presenting will bring posters and arrive at 1700, wearing business/professional dress. To clarify, the presentation should be 5-10 minutes.
3. Roberta, can you please send me the template for the certificates Dr. Westcott will be signing. Also, can you send any Biological Science Faculty volunteers Michelly Kelly's way.
  - Sent. Dr. Westcott will sign this week after individualized by T. Sanchez next week. This will include the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place certificates (Roberta will send to Tanya).
4. Robert, I am waiting for the students to complete the survey. Currently, I only have 19 submissions. If your DC student remains, please have them complete this Microsoft Form ASAP by tonight or it will remain as stands in using Canvas course.

- List will be sent tomorrow to Robert by Tanya Sanchez. Email for reminder to faculty-students participating in event are required to be there by 1700 and business/professional dress. Robert will create the Health Sciences Symposium program like previous years using this list. Robert will also continue with tabulation of rubric results.
5. We will be giving awards at the student of excellence event on May 14. We can announce winners that night, but they will be invited to the student of excellence event to receive their scholarship and award.
    - 1st, 2nd, 3<sup>rd</sup> place certificates at the event. NO trophy that night. At the student of excellence instead so they can have their names on the trophy and pending scholarship approval from Collin College Foundation.
  6. Andrea/All, please take PICs and send them to Jen Davis for the SOE ceremony. We decided to hold off on PR this year.
    - Send the photos you take to Andrea for collection, and she will get them to Jen Davis.
  7. The B. Jean Kingsley Scholarship will be awarded to winners: \$1000 for 1st, \$300 for 2nd, \$200 for 3rd; pending Collin College Foundation approval. Jean will be present that night and touch on what research over the years has meant to her. Jean will announce the winners and award them their certificates.
    - Plant for Jean and a Thank you card. Marie will get it.
  8. We will discuss beverages and snacks for that night at the meeting.
    - Cookie Trays (boxed) and Bottled water for 50-75 people (Marie will send a sign-up genius to all-donated by faculty staff).
    - Pizza and soda from DI event from Tanya, Christine, and Melissa will bring.
  9. Tanya will not be there until 1800. The DI event runs from 1600-1730.
    - Madison, Andrea, Marie (CHEC Rm 139) can help set up the start time is at 1530. Robert has the room number for judges to set up (CHEC Rm 135). Roberta/Robert will print off 48 rubrics each (2 rubrics-1 poster, 1 presentation) totaling 48 poster, 48 presentation, may print extra just in case. Michelle Kelly/Robert will have a brief overview of rubrics with judges to ensure understanding. Robert will tabulate using the previous form.
    - Plan to plan F/U meeting go over event 1<sup>st</sup> week in May. This will be via Zoom. Please be watching for an invite in the future.