**South Carolina AHEC**

**Health Careers Program Council**

**Polycom**

**August 15, 2012**

Present: Paula Jones, LaToya Dodson, Natasha Chatman, Erica Davis, Deborah Carson, Gail Weaver

| **AGENDA** | **DISCUSSION/CONCLUSIONS** | **RECOMMENDATIONS**  **ACTIONS**  **WHAT/WHEN** | **WHO** |
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| Approval of Minutes | The minutes of May 10, 2012 were received as submitted. | LaToya Dodson moved that the minutes be approved. Seconded by Natasha Chatman. | Council |
| WINS | The coordinators provided highlights of their HCA activities.  Lowcountry   * The SEP closing ceremony was great with the student presentations. Deborah Carson participated in the Charleston session.   Upstate   * Partnered with WIA/NAD who sponsored a college tour at Charleston Southern University and the College of Charleston. Twenty-one students participated. Natasha Chatman was also in attendance. * The Upstate HPS coordinator presented matriculation information to the HCA graduating seniors.   Mid-Carolina   * Will complete community and school based SAT and ACT reviews * Students will tour Clemson University * Students participated in a Pharmacy Lab presentation at the EdVenture Children’s Museum |  |  |
| SCOIS | Erica Davis stated that the Citrix database does not have an activity module for SCOIS. She is also drafting a certificate that will confirm the completion of assigned modules within the SCOIS program. | Paula will ask Steve Boulanger to review the module list and include SCOIS as an option. |  |
| Program Office Updates | Paula Jones and Deborah Carson provided the Program Office Updates for Angelica Christie.   * The Healthy Kids Survey is officially over. As a result, the administrative requirements have been removed from the 2012 – 2013 contract. * A meeting of the B2B campus contacts was held by Polycom on 8/8/2012. The schedule for the fall session offerings has been confirmed. The time for the evening sessions was changed from 4:00 – 5:00 pm to 5:15 – 6:15 pm at the request of the committee.   + The B2B Summit and MUSC Research Day will be held on November 1 – 2. Attendance is requested, but not required. B2B funds can be used to underwrite travel and meals. The coordinators were asked to discuss this request with their center director. They would be tasked to work together to develop/facilitate a session that will promote the regional services that are available to undergraduate students.   + A Twitter account has been set up to promote B2B. Jessica Huggins will facilitate the account under Angelica’s name. Daily tweets will be made associated with program offerings, deadline information, student affairs tips, and research information. Coordinators are welcome to submit information targeting college students for tweeting to Jessica beginning immediately. * Dr. Titus Reaves has tentatively agreed for AHEC to participate in planning the high school track for the Ernest Just Symposium. The coordinators were asked to think of activities that they would like to see included. * When we agreed to remove the regional reports from the agenda, the Council agreed that written activity reports would be submitted. The coordinators were asked to submit written activity reports to Paula by email by the 3rd Friday of each month. * The SC Department of Education has granted approval to award up to 2 hours of credit through the HCA. | The coordinators were asked to discuss their participation with their center director. An attempt will be made to secure travel reimbursement again. Securing quotes for a rental van in advance would be helpful. This item will be added to the September agenda.  Paula will send a template for the coordinators to submit their monthly reports.  The coordinators will discuss the awarding of the credit at the September meeting. |  |
| CDC Updates | Gail reported that the sites will be receiving their contracts soon. The next CDC meeting is scheduled for September 5th. |  |  |
| HCA  2012 – 2013 | The coordinators elaborated on specific activities they have planned for the 2012-2013 academic year. It was noted that E’lisha Simmons of the MUSC College of Medicine, and who facilitated a session at the SI, would like to brainstorm with the Council ways that she can incorporate her program on substance abuse into the HCA. | The Council agreed to invite Ms. Simmons to the September meeting. |  |
| NAO Debriefing & HCA Curriculum Packaging  HCA Partners | The coordinators stated that the NAO presentations were well received. There were many questions about the curriculum and the release date of the DVD. Eastern North Dakota AHEC has expressed interest in purchasing the HCP Packaging when/if it becomes available. A copy of the introduction video along with the intro flier has been forwarded for review. The expected delivery time for an order is 2-4 weeks once the contract is signed.  Lowcountry: Cynthia Robino, Jasper County School District  Mid-Carolina: Erica will make a presentation at the Richland and Lexington GCDF meeting in hopes of recruiting individuals from the schools. | Need to confirm if the packaging material is copy right.  LaToya will confirm receipt a copy of the master videotape for editing purposes.  A CD with the curriculum’s supporting documents should be included in the packaging. |  |
| Summer Institute | Paula reported that the 2012 Summer Institute hosted by South Carolina State University was a great success. Accolades were given to Drs. James Stukes and Judith Salley as well as the other faculty, staff and student body for assisting and making the program flow smoothly. The evaluations for the Institute were compiled through Survey Monkey.  Recommended Sites for the 2013 Summer Institute   * Coastal University * Lander University * **Edward Via College of Osteopathic Medicine** * **Morris College** * **USC – Sumter** * **Healthcare Camps (Greenville Hospital System)** | Deborah Carson emailed the Institute evaluations to the Council. |  |
| Face-to-Face Meetings | The Council agreed on the following face-to-face meetings:  November 15, 2012 & May 15, 2013 |  |  |
| Adjourn | There being no further business, the meeting was adjourned. |  |  |

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| **NEXT MEETING**  **September 19, 2012 (POLYCOM) @ 10:00 AM** |