**South Carolina AHEC**

**Health Careers Program Council**

**GoToMeeting**

**March 20, 2014**

Present: Paula Jones, Angelica Christie, Larrissa Clavon, Erica Davis, Natasha Chatman, Steve Boulanger

| **AGENDA** | **DISCUSSION/CONCLUSIONS** | **RECOMMENDATIONS**  **ACTIONS**  **WHAT/WHEN** |
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| Approval of Minutes | The minutes of January 16, 2014 were received with one correction:  Summer Program- Natasha is partnering with Lieutenant Chahn Chess with the Navy. | Erica Davis moved that the minutes be approved. Seconded by Natasha Chatman. |
| WINS | The council members gave highlights of their personal and/or regional WINS.  **Lowcountry**   * Students attended the Ernest Just Symposium at MUSC on February 28th.   **Mid-Carolina**   * Conducted Advising sessions with parents and students during January through March. The sessions were very productive.   **Upstate**   * Angelica reported that Nita’s surgery was successful and she is resting at home. |  |
| HCP Gateway Award | The Council discussed presenting an award at the AHEC State Meeting to an individual who has invested untiring service to the Health Careers Program, Health Careers Academy, Summer Careers Academy or Bench to Bedside. The Program Office determined that the first Gateway Award should be presented to Dwight Dimaculangan of Winthrop University. He has been an advocate and worked as a catalyst to implement Bench to Bedside on their campus. He also assisted with getting an accredited course on the campuses of Winthrop and Coastal Carolina Universities. The Council accepted the nomination of Mr. Dimaculangan. | The Council will establish formal guidelines, nomination and selection process for the future. |
| Curriculum Modules Evaluation | The council discussed evaluation process for the revised curriculum modules. The following were recommended:   * Go to the HOSA Board to have someone review the modules * Coordinators identify a partner to review and provide feedback (present the information as a test and ask for recommended modifications prior to taping)   Engaging teachers and other partners in the evaluation process may increase partner better buy-in.  *Timeline*  August Meeting (Face-to-Face): Final drafts of the revised modules presented  Make final edits to PowerPoint Presentations, activity outline, lesson plan, and evaluations.  September – Conduct outside evaluation  October Meeting: Present outside evaluation (Students, teachers, community partners, etc.) feedback  December Meeting: Final versions completed  Modify PowerPoint Presentations, activity outline, lesson plan, and evaluations.  January: Start the packaging process | The coordinators stated that they would prefer launching the modules after the summer. |
| Literacy Project | The modified proposal was submitted to the National Library of Medicine. The proposal includes two MUSC librarians to assist with research, student travel to Charleston, and two school-based staff to work directly with students.  A one day meeting is proposed for current participants to work on story boards, and with the software. Students will also receive B2B information. Suggested dates are August 5th or 7th, 10:00 am-3:00 pm at the Program Office. Angelica noted that travel will be covered. |  |
| Summer Program Updates | The coordinators provided highlights of their summer program.  Mid-Carolina   * There will be 45 available slots. It will be open to non-AHEC students as well.   Pee Dee   * Still working on the logistics. Larrissa may collaborate with Tavy Smalls with McLeod Summer Program.   Lowcountry   * The 1 day program will consist of components like the Summer Institute. The program will take place in Beaufort. | Paula will add the SEP spreadsheet and medical release form in the homeroom. The submission deadline to the Program Office is May 15th. |
| Carnegie Unit | Paula will provide the sites with individual grade sheets for each student requesting the 5590 Carnegie Unit along with the endorsed Department of Education support letter by Nancy Allen. She has contacted Angel Clark to update the award letter. | The coordinators must submit the Carnegie Unit forms to the Program Office no later than May 5th. |
| Program Office Updates | Angelica shared the following:   * Angelica thanked Paula Jones and Erica Davis for serving as judges at the HOSA conference. * The AHEC Registration Portal Committee met to discuss the HCP web-based activities. The modifications made will lessen the data input by the coordinators. Steve Boulanger explained that Citrix would eventually fade away with the new system. The coordinators requested that they still have access to mailing labels, query of prospective students, student transcripts, classification, phone list, and student summaries. | Erica encouraged the coordinators to talk to students about HOSA and to apply for their scholarships.  The timeline for the changes is to be determined. |
| CDC Update | No report was provided. |  |
| Adjourn | There being no further business, the meeting was adjourned. |  |

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| **NEXT MEETING**  **April 17, 2014**  **POLYCOM - 9:30 AM** |