**South Carolina AHEC**

**Health Careers Program Council**

**Polycom**

**August 20, 2015**

Present: Paula Jones, Larrissa Clavon, Nita Donald, Erica Davis, Katura Williams, Fay Brown

| **AGENDA** | **DISCUSSION/CONCLUSIONS** | **RECOMMENDATIONS****ACTIONS****WHAT/WHEN** |
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| Approval of Minutes | The minutes of July 15 were received as submitted.  | Erica Davis moved that the July 15 minutes be approved and it was seconded by Katura Williams. |
| WINS | The council members gave highlights of their personal and/or regional WINS.Lowcountry (Katura Williams) * 11 students completed their SEP Internships

Pee Dee (Larrissa Clavon) Pee Dee is still * Taking applications for the 2015-2016 HCA

Upstate (Nita Donald) * 32 interns participated in SEP

Program Office (Paula Jones) * Paula’s daughters completed their summer community service projects with the Ronald McDonald House and Dayspring Assisted Living. They received project ideas from the Mid-Carolina AHEC HCP students.
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| Database Updates | Steve talked about database changes that will include student profile information that can be assessed by students remotely and will overhaul the Citrix system. This will potentially allow students capability to register and cut down on unnecessary data being retrieved.  | More details to come as the system is completed. Steve and Angelica will update the council as it develops. |
| HCP Meetings Chairing Schedule | The coordinators agreed to chair one council meeting during the below quarters. Quarter 1 (July – September) – Paula JonesQuarter 2 (October – December) – Nita DonaldQuarter 3 (January – March) – Erica DavisQuarter 4 (April – June) – Larrissa Clavon |  |
| Health Career Pipeline Requirements | Program Evaluations Changes:* New online system will have an evaluation question bank and pre/posttest question bank. Coordinators will have control over assigning the evaluation and pre/posttests.
* New evaluation will include evaluations for: students to evaluate activities, parents to evaluate activities, and year end evaluation.
* Student and parent evaluations will be integrated into the system. The year-end evaluation will be issued through a service like Survey Monkey versus being integrated into the system.
* May incentivize students to motivate them to complete the evaluation(s).
* Student evaluation question bank will align with the three modules decided upon by the Council.

In an effort to gain student retention strategies for the HCA, the following was shared to help the Council and mainly Larrissa Clavon (Pee Dee) strategize on ways to retain HCA students:* Nita: Continue to market the HCP/HCA; Offers incentives to students for participating (ie. Starbucks and Old Navy gift cards, Scholarships)
* Erica: Offers shadowing to HCA students during the school year; students with three absences during the HCA year are dismissed but may reapply for the next school year; Shares students don’t have to pursue the credit, but if they are going to present they must participate; gives incentives to students who recruit other students and their friends

Contract and reporting discussion, interpretation, and clarification:* The quarterly report only reports the hours of activity for students in grades 9-12 for the current school year of the report. Therefore, if a college student is participating in an activity and reaches Jr. Scholar, Scholar, or Achiever status, though captured in the Citrix if the coordinator keyed their activity in Citrix, the student is not being reported in the quarterly report because they have already graduated from high school. The report only reports students who are in high school for the current reporting year. To see such reports the coordinator can run an individual report in Citrix.
* The above clarification on how captured numbers are actually reported causes the following change in contract: Under “Support Health Career Pipeline” the following change has been proposed: “Facilitate HCP activities to attain at least 20 students who are eligible to be captured and reported as HCA Scholars (60+ hours) or HCA Achievers (110+ hours)….”.
* All coordinators reported issuing the activity evaluation forms to HCA students for HCA activities, and issuing evaluation forms to students in regional summer internship programs. Clarification is needed on the title of the evaluation form issued to students for activity – as the contract reads as if only HCA activity is to be evaluated using the HCP Activity Evaluation Form (based on the 2014-15 contract).
 | Council needs to decide on which three modules will be evaluated per Contract.Larrissa recommended creating a parent assessment to issue at the beginning of the year and issue a parent evaluation at the end of the year, versus a parent evaluation at the beginning of the year and another evaluation at the end of the year.Paula to submit and discuss contract wording modification with Deb and Angelica (change of “tracked” to “captured and reported” based on Steve’s input)Paula will verify the name of the evaluation from in the Homeroom. (HCP Activity Evaluation Form or HCA Activity Evaluation Form) |
| Council Retreat  | The original meeting with HPS that was tentatively scheduled for October has been postponed. Further information will be disseminated regarding the collaborative meeting with the HPS and HCP Councils will be decided at a later time. | Angelica Christie and Fay Brown will keep the HCP council updated. Add to September agenda. |
| September Article | Katura Williams will provide the September article.  | Katura Williams will distribute the article for review.  |
| Program Office Update | Paula reported on the following:* Paula has resumed receiving notifications from MUSC Enrollment Management when AHEC students make application to the University.
* Lowcountry, Mid-Carolina, and Upstate participated in the WISE Polycom event on July 29.
* Literacy Project team will meet to discuss logistics for the year. The three original sites will participate again. Colleton County High School team will be based at Lowcountry AHEC.
* A Literacy Project presentation proposal will be submitted for NAO 2016.
* MUSC Dental Day will be Oct. 23. Registration ends Oct. 9. High school students must be chaperoned.
* Angelica and Upstate AHEC will be meeting with North Greenville University.
* B2B Fall student sessions kick-off September 16.
* MUSC Colleges would like to continue to offer information sessions for HCP via Polycom.
* The process on how HCP should handle special needs accommodations is being reviewed by MUSC legal. The new accommodations policy and any new forms will be determined based on the report from legal.
* Remember to continue to offer the courteous service AHEC is known for by responding to inquiries and phone calls/messages within 48 hours.
* Summer Careers Academy application will open on January 8, 2016. The Academy will take place June 12-17, 2016.
 | Coordinators have been asked to consider ways to utilize the comic book in their region and report to Angelica by August 30th.Program Office to provide update on accommodations policy in September.Paula will check on graduation dates and discuss a possible change with the planning committee. |
| CDC Updates | Fay reported on the following:* The HCP Council State Strategic Plan and Contract updates and revisions were accepted by the CDC.
 | Fay Brown and Angelica will inform the HCP Council on any information regarding the HCP Council Retreat. |
| Adjourn | There being no further business, the meeting was adjourned. |  |

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| **UPCOMING MEETING**September 17, 2015 9:30 AMPOLYCOM |

**Attachment A**

1. **SERVICE: HEALTH CAREERS PROGRAM**

**SERVICE REQUIREMENTS**

The Center will:

* Fully implement the Health Careers Academy utilizing the curriculum as designed and approved by the HCP Council as the programmatic core.
* Participate in the continuous quality improvement of evaluation methods for the Health Careers Academy.
* Deliver regional summer enrichment activities for students.
* Assist in the recruitment of applicants for the 2016 South Carolina AHEC Summer Careers Academy.
* Incorporate public health components within the Health Careers Program.
* Promote participation in the Bench to Bedside initiatives.
* Ensure that all health careers data (required of HCP coordinator and students) are entered into the HCP database by the first business day of each month.
* Assist with the development and facilitation of opportunities for continuous quality improvement of the HCP activities and services as requested.

**MEASURE A:** Measure the quality of the Health Careers Program activities and services in order to increase the number of students choosing to pursue health-related careers.

**Benchmarks:**

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| --- | --- |
| Facilitate Health Careers Academy | * Facilitate the full Academy curriculum as outlined on the HCA Module Chart located in the most recent version of the Health Careers Program Homeroom.
* Facilitate and implement the SCOIS assessment tool for use with academic advising, etc.
* Facilitate an annual orientation for HCA students and parents.
* Facilitate an annual Parent Involvement Workshop for parents of HCA participants.
* Facilitate mentors’ engagement with HCA participants encouraging the provisions of a minimum of 5 hours of mentoring per student per year (group or individual sessions).
* Engage in academic advising for a minimum of 60 contact (group or individual) hours (e.g. a 1-hour session with 5 students = 5 contact hours).
* Actively work with the Council to enhance the HCA Program with the development of distance learning.
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| Facilitate Regional Summer Activities | * Facilitate a summer experience (internships, academic and/or training opportunities):

Minimum Participants……………………..12Minimum Contact Hours per Student……..40 |
| Support Health Career Pipeline | * Facilitate HCP activities to attain at least 20 students who are eligible to be tracked as HCA Scholars (60+ hours) or HCA Achievers (110+ hours)
* Meet at least one per year face-to-face with the HPS Council.
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| Document Health Careers ProgramOutcome | Participate at the Council level to:* Develop tools to effectively capture the impact of programs and services..
* Continue to help the Program Office to refine HCP data collection and the HCP data system in light of HRSA expectations.
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**Measure B:** Measure the quantity and impact of the Health Careers Program and its services.

**Benchmarks:**

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| --- | --- |
| Document Health Careers Program Outcomes | Conduct Evaluation* Utilizing the HCA Activity Evaluation form found online:
* Facilitated and summarize a minimum of 3 (as identified by

the HCP Council) HCA modules. Submit annually to the Council and the PROGRAM OFFICE.* Utilize the HCA Year-End Evaluation Form found online:
* Facilitate and summarize a year-end evaluation of the HCA program completed by participants Submit summary to the PROGRAM OFFICE with year-end report.
* Participate in the review/revision of the year-end HCA evaluation Form.
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**Attachment B**

**Draft: 2015-18 SC AHEC STRATEGIC PLAN**

**Health Careers Program (HCP)**

1. Facilitate a coordinated, statewide approach for increasing the number and diversity of students entering the health professions pipeline in South Carolina
	* 1. Continue to strengthen the components of the Health Careers Academy

{HCA) for high school students

1. Enhance statewide summer opportunities to support health career

Exploration and preparation

1. Enhance pipeline activities in collaboration with participating undergraduate institutions
2. Collaborate with HPS Council to investigate ways to provide health careers exploration and professional development experiences for students prior to entry into health professions training programs
3. Promote community-based advocacy to support the implementation and success of the HCP
	1. Provide parents with information and resources to strengthen parental advocacy for HCA participants
	2. Increase community awareness of the Health Careers Program and the Health Careers Academy {HCA)
	3. Seek to secure additional financial support for the HCP
4. Collect and Review evidence to assist in identifying and supporting HCP enhancements
	1. Monitor state and national healthcare workforce and educational trends
	2. Implement and evaluate a centralized student data tracking system with

Program Office guidance and leadership