**South Carolina AHEC**

**Health Careers Program Council**

**Polycom**

**September 17, 2015**

Present: Paula Jones, Angelica Christie, Larrissa Clavon, Nita Donald, Erica Davis, Katura Williams

| **AGENDA** | **DISCUSSION/CONCLUSIONS** | **RECOMMENDATIONS**  **ACTIONS**  **WHAT/WHEN** | |
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| Approval of Minutes | The minutes of July 15, 2015 were received as submitted. | Erica Davis moved that the minutes be approved and it was seconded by Katura Williams. | |
| WINS | The council members gave highlights of their personal and/or regional WINS.  Mid-Carolina (Erica Davis)   * All 8 students passed the CNA exam. They will be placed in health facilities to work while still in high school.   Program Office (Angelica Christie)   * Angelica’s dissertation was approved * The National Library of Medicine is publishing an article about the Literacy Project in the fall edition of PubMed. * The NAO will consider using the Literacy Project as a model to replicate within the AHEC system. |  | |
| Special Needs Accommodations | | The MUSC Legal Department confirmed that the needs assessment should be on a case to case basis. The coordinators were asked to discuss this issue and report at the today’s meeting.  Erica reported the following: She gives assignments 24 hours in advance to the special needs student; Assignments are written for the student; Ask parents if the student has a special needs base on her observation in class.  Larrissa stated that she will not inquire about any special needs. It will be on a voluntary basis by the parent or student.  The coordinators agreed that a form should be created for the parent to fill out to document the need of the student and the date it was received. The form will be created by the sites and shared with their Center Director and legal department for approval. Fields to be included on the form are name, grade, parent, documentation, date and accommodation. A copy of the approved completed form will be included in the student’s file. | The draft form will be shared at the October meeting. | |
| Database Updates | | Paula provided an update on Quarter 4 reports. She reminded the coordinators to input their information in a timely manner and ensure that their activities are coded correctly. If they are experiencing an issue with the data system, please keep Paula in the loop for further assistance. | Paula will touch base with Steve regarding Pee Dee Jr. Scholar count. | |
| Council Retreat | | The retreat has been postponed. No new updates at this time. |  | |
| Summer Careers Academy | | The date for the Summer Careers Academy is June 5-10, 2016. The main targeted audience for the program ae college students. The start date will not interfere with the tracks that will accept graduating high school students. All applicants must be 18 by June 4th. |  | |
| Council Article | | Katura will forward the article to the Council for the October meeting. |  |
| September Article | | Katura Williams will provide the September article. |  |
| Program Office Update | | Angelica reported on the following:  *Site Reports*  The monthly site reports will need to be submitted to the Program Office by the 15th of each month. This will ensure that all pertinent information is captured in the monthly HCP report.  *HCP Council Meeting Date and Time*  The coordinators were asked be mindful of the meeting date and start time.  *B2B*   * The B2B Seminar will start on September 16th. * Fifty students have registered for the 5 MUSC Student Panel. Careers in Surgical Medicine will be offered on October 21st and they will focus on undergraduate students. * The spring B2b classes will be on Mondays. * Winthrop University students submitted paperwork to start the B2B Club. Angelica will be the advisor.   *AHEC Annual Report*  The coordinators were asked to spotlight an activity from their region for the annual report.  *MUSC Dental Day*  MUSC College of Dental Medicine will sponsor a dental day for college and high school students on October 23rd. Any high school student attending must have a chaperone. Angelica is will be one of the featured speakers.  *Site Contracts*  The contracts should be ratified and active late October or mid-November.  *NAO Conference*  The coordinators were asked to think of ideas for presentation proposals.  *Media Release Forms*  Paula will check to ensure that the current media release and tracking forms ared filed in the homeroom. |  |
| CDC Updates | | No reports were submitted. |  |
| Adjourn | | There being no further business, the meeting was adjourned. |  |

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| **UPCOMING MEETING**  October 15, 2015 9:30 AM  POLYCOM |