

## **Health Science and Horticulture Division**

### Meeting Minutes

Date: September 23, 2022

Time: 1:30 – 3:30 pm

Loc: Chambers Conference Room

### Members Present:

Nancy Cheung, Manny Diaz-Alvares, Denise Bryant, Viji Jagannathan, Shea Cole, Frank Niccoli, Tiffany Mitchner, Lisa Chesser-Nielsen, Lisa Schultheis, Brenda Hanning, Lisa Hills, Nicole McSweeney, Judy Yamamoto, Ken Horowitz, Jennifer Leicht, Lydia Daniel, Patti Chan, Cara Miyasaki, Truc Nguyen, Angela Su, Melissa Wu.

### Guests:

Bernadine Fong, Ram Subramaniam, Kurt Hueg

### Notes by Topic:

<b><i>Topic</i></b>	<b><i>Discussion</i></b>	<b><i>Outcome</i></b>	<b><i>Next Steps</i></b>	<b><i>*Responsible</i></b>
Welcome and Introductions	Share name and position	Everyone shared their name and their position		See Attached Sign-in Sheet
Global and Medical Brigade	Lisa Schultheis shared the program goal and objective encouraging students and faculty to participate in the program again.	Dental Assisting and Dental Hygiene students who are part of this program will have the opportunity to help people and children in Honduras with	Looking for prospective Staff and Faculty to participate in the next brigade.	Contact Lisa Schultheis for more information on how to get involved.

		free teeth cleaning. Also partnering with local dentist to provide these services for people.		
Division Canvas Site	HSH Division Canvas site will be used as the preferred method of communication with Faculty and Staff as well as a great place to store forms, program information, syllabus, and discussion forums.	All HSH Faculty and Staff will be invited by Nancy Cheung as students. Then, they will have access to upload information as well tools on how to submit certain forms. The use of the program map to help students enroll in courses that will meet program requirements.	Nancy will add faculty and staff to the HSH canvas course.  Faculty and Staff will participate in discussion forums as well as receive important division information and deadlines.	Everyone: Check Canvas and make sure you are added to the HSH Canvas Course.
13-55 Leadership Team Meeting	Need one faculty or Classified professional to attend future meetings (2 <sup>nd</sup> Friday – each month) First meeting Friday, October 14 @ 1pm – Room TBD  These people will lead the division to identify 1 of 13 issues. Formulate a goal and how it is relevant to the division.	Selected 13-55 Volunteers:  Patti Chan and Shae Cole.	First meeting October 14 <sup>th</sup> from 1:00pm-2:30pm  Identify and issue and respective goal from the SVE that is relevant their area and action plan	Patti Chan and Shae Cole  Contact <a href="mailto:Owenserika@fhda.edu">Owenserika@fhda.edu</a> for more information.  Website Link > <a href="#">13-55 Implementation Plan</a>

			Develop and implement an action plan with support from 13-55 teams	
Program Updates	Share program updates	<p><b>DA / Cara:</b> Preparing to graduate 1<sup>st</sup> apprenticeship cohort. Max of 24 students for the upcoming cohort.</p> <p><b>DH / Patti:</b> 1<sup>st</sup> year cohort start on Monday Sept.26 with 24 students. 2<sup>nd</sup> year continuing students total 21. 100% national board examination results.</p> <p><b>HORT / Frank:</b> Active student club. Has expanded the program at certain detention centers and Jails like Elmwood. More in progress.</p>		

		<p><b>DMS / Nicole:</b> Revitalizing the program back Winter 2023. Recently hired new faculty to prepare for upcoming quarter</p> <p><b>PHT / Angela:</b> 24 students on the Advance-Level (17 students have registered). Has created stackable Dual Enrollment opportunities including Boys and Girls Club in Redwood city. Starting a pathway to meet all prerequisites for the Doctorate program in Pharmacy.</p> <p><b>RT / Lisa:</b> New Student orientation in July prepared the incoming students.</p>		
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		<p>Many students that graduated passed the national exam. All but one has a job.</p> <p><b>EMS:</b> Has enrolled 35 students. Changes coming to the Sunnyvale Campus 2025.</p> <p><b>RSPT / Brenda:</b> 27 students are in the program and will consider 2 more for full time. Provisional BA degree in progress.</p> <p><b>Vet Tech:</b> 31 students accepted in the program. Has partnership with Elmwood. New baby goats.</p> <p><b>PT Hiring process:</b> Fill out application on Cornerstone, Interview / mini</p>		
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		teach, Hire complete.		
Curriculum Rep and Senate Rep	Discuss curriculum rep and senate rep for new year	Shae : Curriculum Rep will help send excel spreadsheet and upload to canvas  Frank and Rachelle : Academic Senate Rep	Meet with curriculum and academic senate and share notes on Canvas Page	Shaelyn Cole – Curriculum Rep  Rachelle Campbell and Frank Niccoli – Academic Senate Rep
Program Review Process Update	Updated Program Review Process to discuss Annual Budget, Faculty and Student Learning Outcomes		Meetings will begin in Spring and complete by end of Fall	Frank Nicolli – Will ask for volunteers (at large committee members)
Community Health Worker Certificate	Vote to move forward with the 14 unit- Community Health Workers Certificate Program	21 Yes - 0 No.	Notify Rebecca Ryan that all approve	Dr. Ryan will move forward with next steps
Reminders	Canvas Site – upload program manuals Student conduct – documentation is key and will follow due process for these issues. Maxient APP – Fill out mandated reports FHDA Student Email accounts	Students should be encouraged to use their FHDA Email accounts.  Mandated reporting questions were asked and re-training may seem the best way to		Everyone: Encourage students to use FHDA Email accounts

		update on policies and procedures		
Future Meetings	<p>Division Check ins</p> <p>Program Director Meetings</p> <p>1 – on – 1 meeting with PD or regular scheduled meetings</p>	<p>PD meetings will meet 1 / month.</p> <p>1 on 1 meetings can be arranged by sending a Calendar invite to Nancy</p>		<p>Manny – Email Poll to find out best Time / Date for 1<sup>st</sup> Program Director meeting. (Mid-October / after 12pm)</p> <p>Manny: Schedule Recurring meetings</p>
Comments / Questions / Concerns	<p>Q: Create a list of all program faculty members with pictures.</p> <p>Q: Syllabi – current HTML Format convert into Simple Syllabus to easily upload to Canvas</p> <p>Q: Student Vaccine Cost and information to find ways to get assistance for these costs. Student Health Fees?</p>			