***Virtual Meeting DATE & TIME Place your day, date & time here: Example: Tuesday, March 23, 2021***

**8:30am- 10:45pm**

**School Name, Address and Phone number: *Place your school info here:* Example: *Rabun County High School***

 ***230 Wildcat Hill Drive, Tiger, GA 30576***

 ***706-782-4526***

***Healthcare Science Education (HSE) Teacher(s):***

***Teachers(s) name(s), educational initials (Courses taught)***

***Administrators & Counselors:***

**Principal:**

**Assistant Principals:**

**CTAE Director:**

**Counselor(s):**

***Healthcare Science Education Industry Certification Leadership Team:***

* Sharon Norman, RN, MEd, EdS, Coordinator of the Healthcare Science Industry Certification Statewide Process, with HomeTown Health, LLC and HomeTown Health University.
* Sandra Martin, EdS, RDH, CTAE Program Specialist, Healthcare Science, Government & Public Safety, and Personal Care Services, Georgia Department of Education
* Lisa Carhuff, MSN RN, Program Manager, HomeTown Health, LLC
* Jennie **Price**, RPLU, ARM, AAI, Director of Business Development, HomeTown Health, LLC and Home Town Health University (HTHU)

***Local Healthcare Team:***

*List name, educational initials, place of work, and city*

Example: *Bobby Jones, RN, BSN Best Hospital Center, Your Town, GA*

**School**

***Day & Date, Time***

**8:30am-10:45am**

**Agenda**

**Local Evaluation Team & Leadership Team meet in (list place)**

***8:20am Each Team member logs on as directed in email from Teachers.***

**8:30am   Welcome to Team by *Teachers(s) name(s)***

* **Introductions of administrators and school team – *Teachers(s) name(s)***
* ***Introductions of HSE IC Evaluation Team - leadership team and local health care professional team* *(sharing healthcare background) by Teacher***
* **Administrators provides a brief presentation about the School’s programs/opportunities – *Administrator(s) name(s)***
* **Healthcare Science Education (HSE) Teacher provides presentation on their HSE Program – *Teachers(s) name(s)***
* ***Brief Tour of HSE classroom and lab area with teacher(s)***
* **Overview of “Website”: Program Operational Standards (POS) I-VI,**

**And the Program Pathways & Courses / Curriculum Standards *- Teachers***

* **Teachers list Evaluators’ assignments.**

**9:15am    Overview of Evaluation Activities that occurred *by Sharon Norman***

***Full Report provided before this Meeting via email.***

**9:30am Reports by Evaluators (Each Evaluator will present orally. Full Report sent via email.)**

**Team member to report: POS I, II, V, & VI:   \_\_\_\_\_\_\_\_\_ (list who assigned)**

**Team member to report: POS III & IV: \_\_\_\_\_\_\_\_(list who assigned)**

**Team member to report *Introduction to Healthcare* and *Essentials of Healthcare* Courses*:*  \_\_\_\_\_\_\_\_\_\_\_(list who assigned)**

**Team member to report (list *3rd level courses)* Course(s): \_\_\_\_\_\_\_\_\_\_\_(list who assigned)**

**Administrator(s) Overview** **of impressions of Healthcare Science Program, Teacher(s), Students, Community outreach, and Goals for Program and Teacher(s):**

**Counselor Overview** **of impressions of Healthcare Science Program, Teacher(s), Students, Community outreach, and Goals for Program and Teacher(s):**

**Overview of Student Interviews, interviewed by Sandra Martin, Georgia Department of Education**

**10:15am – 10:45am    Declaration of Award of Exemplary Status as a Healthcare Science Education (HSE) Industry Certified (IC) Program as agreed by Local Healthcare Professionals (our Industry), HomeTown Health, and Georgia Department of Education – Career, Technical and Agricultural Education (CTAE),**

***Congratulations from Team.***

**or NOT Accredited at this time. *Sharon Norman will review what is needed and timeline to complete (no later than 1st week in May).***

***Thanks to the Evaluation Team and School Team***

***and especially the Healthcare Science Teachers.***