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**The Teachers are Hosts of the Virtual Evaluation Meeting. The teachers will invite the attendees (evaluators) via email with log on info and the Agenda.**

**Teachers will coordinate this Virtual Meeting, ensuring ahead of time that all Evaluators, Administrators and Counselor can be present and are online for the meeting from 8:20 AM – 11:30 AM.**

**Virtual Meeting DATE & TIME** Place your day, date & time here:

Example: Tuesday, March 29, 2024

 8:30 AM- 11:00 AM

**School Name, Address and Phone number**: Place your school info here:

Example: Oconee High School

 2721 Hog Mountain Rd.

 Watkinsville, GA.

 706-769-6655

**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 Pye, Coordinator of the Health Science Industry Certification Statewide Process, with HomeTown Health, LLC and HomeTown Health University.
* Sandra Martin, Program Specialist, Healthcare, Law/Public Safety & Personal Care Services

 Career Technical & Agricultural Education

* Meghan Williams Customer Relations Manager, HomeTown Health University, LLC

**Local Healthcare Team: List name, educational initials, place of work, work address, email & phone**

**Example*:*** Bobby Jones, RN, BSN Best Hospital Center, 101 Eglett Rd, Your Town, GA

 Email: bjones@besthosp.com

 Phone number: 912-745-8820

**School**

**Day & Date, Time**

**8:30 AM – 11:00 AM**

**Agenda**

Local Evaluation Team & Leadership Team meet

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

8:30 AM    - welcome (teachers/hosts)

* Introduction of administrators and school team
* Introduction of HSE IC Evaluation team – leadership and local
* Brief overview of school’s programs/opportunities – administrator
* Healthcare Science Education presentation – teachers
* Brief tour of classroom/lab – teachers
* Overview of website and Program Operational Standards (POS I – VI), pathways, courses, curriculum, standards – teachers
* Evaluators’ assignments - teachers

9:15 AM    - overview of evaluation activities (full report emailed) – Sharon Pye

9:30 AM - Evaluator Reports

 POS I, II, V, & VI – Evaluator’s name

 POS III and IV – Evaluator’s name

 Intro to Healthcare and Essentials of Healthcare – Evaluator’s name

 3rd level course \_\_\_\_\_\_\_\_\_\_\_\_\_ - Evaluator’s name

 Overview of impressions of program, teacher, students, community, goals –Administrator

 Overview of impressions of program, teacher, students community, goals - Counselor

 Overview of student interviews – Sandra Martin

 Overview of Administrator and Counselor interviews – Sharon Pye

10: 30 AM Declaration of Award of Exemplary status as a Healthcare Science Education (HSE Program as agreed by local Healthcare professionals (our Industry), Hometown Health University, and GA Department of Education – Career, Technical, and Agricultural

 Education

**OR**

**NOT** accredited at this time. Sharon Pye will review what is needed and timeline to

Complete on or before April 30.

Thanks to the Evaluation Team and School Team and especially the Healthcare Science Teachers.