

**ACTE CareerTech VISION 2024
Health Science Education Division (HSE)
Policy Committee Meeting Agenda
Nov 7, 2024, 4:00PM-5:30PM EST - Virtual**

Meeting Minutes

- I. Call to Order: LaDonna Selvidge
 - A. LaDonna called the meeting to order at 4:03 PM EST
- II. Welcome
 - A. LaDonna welcomed the Committee members and thanked them for attending.
- III. Appointment of Secretary
 - A. Cindy Beck volunteered to take minutes and serve as the meeting's Secretary.

- IV. Roll Call: LaDonna Selvidge
 - A. Roll Call – Attendees – yes/ Absent - no
 - Dana Lampe – Yes
 - Holly Strand-Rysgaard – Yes
 - Linda Romano – No
 - Mark Grigsby – Yes
 - Kandy Smitha – No
 - Maggie O'Malley – Yes
 - Jeff Crapper – Yes
 - Michael Ogas – Yes
 - Shylee Endicott – Yes
 - Mindy Freidin-Mansfield – No
 - Carla Burris – Yes
 - Carolyn Brown – Yes
 - Nancy Allen – Yes
 - Cindy Beck – Yes
 - Karen Koeninger – No (Represented by Cindy Beck, HOSA Board Chair)

Quorum - Yes

- V. Approve of the 2024 HSE Policy Agenda
 - A. Motion made by Holly Strand-Rysgaard; seconded by Mark Grigsby.
 - B. The agenda was unanimously approved by the Committee members.
- VI. Review and Approval of the Minutes (VISION 2023 HSE Policy Minutes)
 - A. Minutes were reviewed. Motion made by Holly Strand-Rysgaard; seconded by Mark Grigsby.
 - B. Minutes were unanimously approved by the Committee members.
- VII. HSE Vice President Updates: LaDonna Selvidge
 - A. Board Report
 - 1. LaDonna thanked everybody for their participation and support in providing revisions to the HSE Policy Manual document: The Policy Manual for HSE membership review and other announcements will be sent in an email blast prior to Vision 2024.
 - 2. The Policy document will be posted to the HSE website after the Vision 2024 Business Meeting.
 - 3. A timeline has been included in the HSE newsletter for review.

B. 2025 HSE New Professional Fellow

1. Rachel Popham, GA (Region II) was selected by the HSE Policy Committee as the 2025 HSE New Professional Fellow. She was notified and will be in attendance at the Vision Conference.

VIII. ACTE Updates: Alisha Hyslop, Chief Policy, Research & Content Officer

- A. Two new Professional Learning Communities and Networks have been added:
 1. Affiliates: Designed for younger audience; includes CTE Education and information regarding LGBTQ+.
 2. Community of Practice: Roles as related to CTE.
- B. Work-based Learning: Urban/large areas, New CTE Teachers; Online Community Virtual meetings and in-person at the VISION Conference.
- C. ACTE is trying a new approach with two workshops at Vision 2024 and will include roundtable discussions and networking at the conference.
- D. Politically, there is much anticipation and little certainty on the Hill. There are some House seats to be filled. Everyone is looking toward and preparing for a new Congress. There are 57 new house seats and 40 new Senate seats to be called on both sides of the aisle.
- E. Funding is one of the biggest challenges. There has been discussion of cutting CTE funding. ACTE is advocating for CTE and asking that we all do the same. The new congress may advocate for funding or bump the decision until the Spring. Best case is that the new congress wraps things up before the holidays. We will let us know when and what to advocate.
- F. Policy Committee member Carolyn Brown asked a question/made a statement. She was having issues joining the new Affiliate platform. The technology would not let her continue to join. Alisha stated she was not aware of the issue and that some people have joined the new platform - there have been some kinks in the technology. Alisha will look into the problem and get back to Carolyn.

IX. Old Business:

A. HSE Division Policy Manual Revisions

1. LaDonna thanked the HSE Policy Committee for the revisions and their participation.
2. An E-blast will be sent to the HSE Membership for their review prior to Vision 2024 Business Meeting.
3. First Reading: Vote to take place at VISION Business Meeting, Dec 4th, 1:30pm-2:30PM CST

B. HSE Committee Reports:

1. Budget: LaDonna Selvidge:
Budget is in good shape, except one small item that needed to be adjusted - catering. It is always a challenge when estimating the amount of money necessary for food and beverage. The budget was underestimated in this area last year and this issue has been addressed for next year.
2. Membership: LaDonna Selvidge:
Membership is up this year - 2024: ACTE = 27,649 - up this year; HSE = 1,687. This total is reflective of over 100 more than last year at this time. More than half of the states have a Health Science Education Division.
3. Bylaws Committee: Maggie O'Malley/LaDonna Selvidge
The Bylaws Committee met on September 6th - the charter and objectives were reviewed with no proposed changes at this time. No new business. Next meeting will be January 30, 2025.
4. Nominating Committee: Linda Romano/LaDonna Selvidge
ACTE polls for the current election cycle open on December 6, 2024 and close Jan 6, 2025 at 11:59PM. Winners will be announced the week of Jan 6, 2025.

5. Awards Committee: Maggie O'Malley, Awards Committee Chairperson
Two candidates total for the two different awards with just one applicant in each of those categories: HSE Outstanding CTE and HSE Teacher of the Year. Maggie will announce winners during the HOSA luncheon on Thursday during VISION.
6. ACTE VISION Volunteers: LaDonna Selvidge
A spreadsheet was developed on Google Docs to organize the volunteers for Vision 2024. This will be a huge help in planning with who will be where and at what time. LaDonna will send an email to the Committee prior to the VISION Conference.

X. New Business:

A. Strategic Plan Update/Action items (Nov 1, 2024)

The Strategic Plan was reviewed as presented - link sent in email. The plan is for the 2023-2027 five-year period. LaDonna reviewed last year's plan and updated dates and items. Also, the status of each item was reviewed and updated. LaDonna scheduled a breakout session at VISION for HSE members to participate in the plan for 2025.

Additional comments are indicated below.

1. Member Value and Engagement:
Membership has increased this year. The details and timeline to this item have been updated through June 2025.
2. Advocacy and Awareness:
 - a. LaDonna stated that participating as a co-speaker in a NHA webinar on "Nursing Incivility" back in September it was a great experience.
 - b. LaDonna attended the NCHSE Conference in Arizona back in October. HSE had an Expo booth and she was able to meet with many health science educators. LaDonna stated that it was a great event and she enjoyed networking and attending.
 - c. Nancy Allen asked about candidates for HSE VP-Elect: Do we need two candidates on the ballot? LaDonna and Dana (ACTE) explained that last time two candidates were moved forward to be on the ballot, but one person had to withdraw so the other candidate could not move forward due to ACTE's policy at the time so the HSE VP-Elect election was canceled. ACTE's policy has since been changed which allows for more than one candidate to be moved forward and one person can remain on the ballot if all others withdraw.
 - d. Start thinking about who you would like to see on the ballot for the next election cycle in the fall 2025. It is time to begin the conversations and start looking at potential qualified candidates
 - e. Question: Does ACTE look at the applications? Answer: No, ACTE does not look at the applications. The applications are reviewed by the HSE Nominations Committee.
 - f. LaDonna reminded the committee that one thing to remember is that during the VP-Elect shadowing year, the VP-Elect will have expenses covered by ACTE for the 2026 Vision Conference and the 2027 National Policy Seminar. Also, food, travel and hotel expenses will be covered by ACTE during the shadowing term. LaDonna expressed how great the shadowing opportunity will be for the VP-Elect and for the HSE Division in preparation for the upcoming term as Division Vice President.
3. Professional and Leadership Development:
LaDonna reviewed the progress of newsletters, webinars on ACTE's website and social media. Also, two ACTE Fellows have joined the HSE Policy Committee: Carla Burris (Region IV ACTE Experienced Fellow) and Carolyn Brown (Region IV ACTE New Professional Fellow).
4. Teacher Pipeline Shortage:
 - a. This area's Strategy's column needs to be worked on as nothing has been started.

- b. Discussion: A page could be developed to indicate what the CTE credential requirements are for all states – perhaps a template – one side the national view and the other side a state view – states could fill in their specific requirements. LaDonna asked for volunteers to work on a template as described. Alisha Hyslop stated that there is already a database created that could be used. Additionally, she stated that we do not want to recreate or confuse people with duplicate work. LaDonna stated that the timeline could be reviewed and amended; however, in looking at the amount of work this task would be, perhaps it is more that we can complete this year and we should look at an extended timeline. Holly Strand-Rysgaard explained that the original intent of this element of the strategic plan was not to be specific, but more general in nature – this was to let people know in general of the CTE teacher opportunities. A one pager is much more doable. Holly and Maggie volunteered to work on this item.

5. Strategic Partnerships:

The current item has been completed; however, new partnerships are to be explored.

6. Inclusion, Access and Diversity:

Reviewed strategic plan and timeline. Discussed recruitment of members to join IAED Mentorship Program and incorporate IAED into webinars.

B. Miracle Minute at HSE's Opening Session at VISION:

- 1. Committee members discussed having the Miracle Minute again during the HSE Opening Session at the VISION Conference.
- 2. Motion was made by Holly Strand-Rysgaard; seconded by Maggie O'Malley.
- 3. The decision to have the Miracle Minute again at the HSE Opening Session at the VISION Conference was unanimously approved by the Committee members.

C. Succession Plan:

- 1. Discussed the process for the HSE Division Vice President-Elect for 2026.
- 2. Next Summer/Fall 2025, the Nominations Committee will meet to start the process of reviewing applications, interviewing candidates, and recommend nominees for the election in December, 2025.

XI. Announcements: LaDonna reviewed the announcement as indicated below.

A. HSE Division's Schedule:

- 1. Wed, Dec 4th:
 - a. 7:00AM-6:00PM: Registration, Main Lobby, HBG Convention Center
 - b. 1:30PM-2:30PM: HSE Business Meeting, 216A, HBG Convention Center
 - c. 7:00PM-9:00PM: ACTE Excellence Awards Gala, Texas DEF, Grand Hyatt
- 2. Thurs, Dec 5th:
 - a. 7:00AM-8:00AM: First Time Attendees Orientation -Breakfast Served, Hemisfair C1 & C2, HBG Convention Center
 - b. 8:15AM-9:45AM: Opening General Session, Exhibit Hall 1, HBG Convention Center
 - c. 10:15AM-11:00AM: Assembly of Delegates, 217 A-C, HBG Convention Center
 - d. 11:45AM-1:30PM: HSE Opening Session/Luncheon - Sponsored by HOSA, Hemisfair C1, HBG Convention Center (Luncheon RSVP Required; E-blast with reservation link)
 - e. 5:00PM-7:00PM: HSE Reception Sponsored by National Healthcare Association (NHA) (Location to be updated)
- 3. Fri, Dec 6th:
 - a. 11:00AM-1:00PM: HSE Hospitality Room, 216B, HBG Convention Center
 - b. 4:00PM-4:45PM: HSE Division Networking Session, 4:00PM-4:45PM, 210A, HBG Convention Center

4. Other VISION Items:

- a. Policy Committee Schedule Sign-up Sheet: A sign-up sheet will be sent to Committee members to sign up for what they are interested in assisting – please make sure to look for the email and sign up to help. Question from Holly regarding HOSA lunch reservations – LaDonna scheduled a RSVP eblast for HSE members to sign-up.

XV. Adjournment

- A. Motion to adjourn – Maggie O'Malley; Seconded – Mark Grigsby; All approved.
- B. Meeting was adjourned at 5:30 PM EST