

HUMAN SERVICES ADVISORY COMMITTEE MEETING

DATE: SEPTEMBER 13, 2013 – 1:30-3:20pm at St. Petersburg College – Epi Center

TOPIC	DISCUSSION/RECOMMENDATIONS	ACTION
WELCOME/INTRODUCTIONS	<p>Introductions completed.</p> <p>Present were: Dianne Clarke, Douglas Bonar, Astrid Ellis, Jill Gould, Kathleen Griffin, Robert Neri, Angela Pelegrini Olivares, Debra Prewitt, Laurallyn Segur, Donna Sicilian, Lawanta Stewart (DJJ for Jill Gould), Geni Trauscht, Cheryl Kerr</p> <p>Others Present: Susan Biszewski-Eber - Internship Coordinator SPC, Dr. Nicotera - HEC Provost SPC, Denise Kerwin - Director CE Health SPC, Tricia Zielmanski - Sr. Administrative Services Assistant</p> <p>Absent: Thomas Clark, Marvin Coleman, Kip Corriveau, Gregg Cosgrove, Kristin Dailey, Ronda Russick, Joan Trifilo, Shelba Waldron, Frieda Widera</p>	None
REVIEW OF MINUTES	Minutes from April 12, 2013 meeting were distributed and reviewed and approved.	<p>Minutes from last meeting were emailed. All committee members reviewed minutes and the results of the Labor Market Data.</p> <p>Motion to approve the minutes was made by Dianne Clark and seconded by Astrid Ellis. Minutes were approved.</p>
REVIEW OF LABOR MARKET DATA	<p>The Occupational Report was provided by Kristin Dailey (WorkNet Pinellas) and emailed to committee members.</p> <p>Occupations included in report: -Social & Community Service Managers - Substance Abuse & Behavioral Disorder Counselors - Social & Human Services Assistants</p> <p>Data for 2013 – 2018: increase in jobs from 5%-13% over these occupations. Median earnings: \$13.39/hr (10th percentile earnings: \$10.36/hr)</p>	None. Informational.

<p>PROPOSAL OF NEW BACCALAUREATE DEGREE PROGRAMS</p>	<p>Cheryl attended the college-wide meeting in April, 2013 where Dr. Law discussed the possibility of developing new Baccalaureate degree programs.</p> <p>Cheryl submitted a proposal for a B.S. degree in Human Services on September 12, 2013.</p>	<p>Dr. Nicotera noted that we must look for the potential for jobs in the local community. New Baccalaureate programs must be vetted through the State University System.</p> <p>Cheryl will keep the Committee updated on the progress of the proposal.</p>
<p>OLD BUSINESS</p>	<p>Cheryl updated on investigation about the pros and cons of Human Services Program Accreditation. SPC's Human Services program will not pursue full program accreditation at this time. The HUS Program did become a member of the "Council for Standards in Human Services Education". This is an annual \$500 fee.</p> <p>Benefits of membership include:</p> <ul style="list-style-type: none"> - Human Services Program is now listed as a Member of the body. - For recruitment purposes, the student is a member of this body. - Members can now be involved in newsletters, receive email communications and get invited to different events within the network. <p>Fostering Achievement Fellowship Program Update: Cheryl continues to pursue the "official" establishment of this program at SPC. Cheryl is the Campus Coach through Florida REACH and participates in the monthly meetings/conference calls.</p>	<p>Informational</p> <p>Cheryl will coordinate a meeting with SPC officials, TCC FAFP staff and community providers.</p>
<p>NEW BUSINESS</p>	<p>Cheryl introduced the new student's self-assessment tool. This tool mirrors the end of co-op assessment that is completed by the student's site supervisor at the end of the co-op class. It will be used to help students identify strengths and areas of need. Both the new student self-assessment and the end of co-op evaluation are based on the PLO's (Program Learning Outcomes).</p> <p>Students also evaluate their co-op site via an online survey completed at the end of the co-op class.</p>	<p>Following HEC new student orientation, students are emailed a follow up that includes the link to complete this new student self-assessment tool.</p> <p>Program Director reviews the evaluations.</p> <p>Co-op sites should be aware of the areas for which they will be evaluated by the student. Cheryl will include this information in the initial introductory email sent to the site supervisor at the</p>

	<p>It was suggested that the end of co-op evaluation of the student be revised to include a Likert scale of 1-5.</p> <p>It was recommended that students be asked if they were asked to do any tasks that are outside of their scope of practice.</p> <p>We discussed if co-op sites require affiliation agreements. Susan Biszewski-Eber updated on the agreement the SPC Internship Office has sites complete.</p> <p>Orientation with HUS students scheduled in November, Advisory Committee members invited to talk to students.</p> <p>Information was requested on the profile of current students</p> <p>Student outreach and retention efforts. The human services program will provide outreach efforts to students who did not successfully complete a course (i.e., who self-withdrew, or received a WF, F or D grade).</p>	<p>beginning of co-op each semester. The intro. email will include a link to the student's evaluation of their co-op site so the site supervisor is aware of the evaluation areas.</p> <p>Cheryl will revise the tool from a 1-3 Likert scale to a 1-5 Likert scale. The revised end of co-op assessment tool will be shared with the Advisory Committee members for review.</p> <p>This question will be added to the student's evaluation survey of their co-op site.</p> <p>Cheryl will begin to incorporate the SPC Internship Program Site Agreement Survey into the introduction emails to site supervisors.</p> <p>Cheryl will send the date, time and location to invite Advisory Committee members to participate in the panel.</p> <p>Cheryl will begin to report information on the age of students, ethnicity, gender, graduation rate, degrees sought, and degree completion.</p> <p>Cheryl will meet with Damon Kuhn (HEC) on 9/15/2013 to discuss a process to provide outreach to these students.</p> <p>Grade rosters will be reviewed for students with W, WF, F and D grades. A master list of HUS students with unsuccessful grades will be created and maintained.</p>
<p>AGENCY ROUNDTABLE/UPDATES</p>	<p><i>Susan Biszewski-Eber - Internship Coordinator SPC</i></p> <p>Updated on a webinar conducted by Stetson that discussed about unpaid internships. They found out that the non-profit government internship that are unpaid are the safest way to go for the students who volunteer.</p> <p>Proposed to include the Standard Labor Act for students accepting Internship assignments for their own safety. Have an internship application for students and get them in the network.</p>	<p>biszewskieber.susan@spcollege.edu</p> <p>Susan will send to Advisory members the Powerpoint presentation for review.</p> <p>Cheryl will revise the process for incoming co-op students and have them complete the application for the SPC Internship Program and become more engaged and connected to that department.</p>

<p>AGENCY ROUNDTABLE/UPDATES</p>	<p><i>Dianne Clarke – Operation PAR</i></p> <p>Inquired about who are our student bodies? What age group?</p> <p>Discussed the need for a four year degree for counselors/professionals in the field.</p> <p>Cheryl Kerr – Students can take:</p> <ul style="list-style-type: none"> - AS to BS or BAS - AA to Cert. BA to Applied Tech. - Option BS or BAS <p><i>Astrid Ellis – Healthy Start Coalition of Pinellas, Inc.</i></p> <p>Updates:</p> <ul style="list-style-type: none"> - Baby shower in May 2014, Healthy Start Coalition welcomes donations, diapers in May (for newborn any brand). Walgreens have promos/coupons. You can send to Healthy Start Coalition meeting at 2pm. <p>Cheryl Kerr – Program Director SPC</p> <p>Unduplicated head count for the past Summer with 375 students enrolled and Fall 2013 with 520 students enrolled. (some students take multiple classes).</p> <p>Updated committee with FL CHW coalition going on 3 yrs. now with Denise Kerwin in policy and Cheryl on curriculum committees.</p> <p>Pinellas County Community Health Action Team, part of it for Pinellas County, working on curriculum for the State and Pinellas County.</p> <p><i>Bob Neri – Westcare Foundation –</i></p> <p>Suggested to have the clinical site evaluations be made broader on a Likert Scale for example from 1 to 5 to have a better way of measure.</p>	<p>dclarke@operpar.org</p> <p>Cheryl will provide more data on student demographics.</p> <p>Cheryl will continue to update the Committee on the progress toward the Bachelor's degree proposal.</p> <p>aellis.healthystartpinellas.org</p> <p>kerr.cheryl@spcollege.edu</p> <p>Working on proposal for Human Services curriculum (Community Health Worker – Family Support Worker ATD).</p> <p>Denise and Cheryl will work on both the for-credit ATD (21 credits) and the non-credit curriculum through CE Health. Will meet the needs of both the PCCHAT and the Florida CHW Coalition.</p> <p>rneri@westcare.com</p> <p>Cheryl will make this revision.</p>
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<p>AGENCY ROUNDTABLE/UPDATES</p>	<p>There are new offerings for student support and resources for live links.</p> <p>Fingerprinting with FATA.</p> <p>Dr. Phillip Nicotera – HEC Provost SPC Stated that several programs are possible to have a Baccalaureate program at SPC and that submitting a proposal involves a lot of factors where the VP needs to approve and look into it. The cost of the program and potential to get jobs in the community. The process for approval starts with the Provost, then the VP, the President, then it goes to the Board of Trustees. Dr. Nicotera has confirmed that Dr. Cheryl Kerr has submitted the proposal for a Human Services Baccalaureate program at HEC.</p> <p>Agreed that in the next 5 years, there is a significant retirement in the community.</p> <p>SPC student enrollment slightly lower and a third of the revenue comes from enrollment. We are up in the younger age group and there is a decline at 25 to 35 years of age. Looking to see if the trend continues, maybe next semester.</p> <p>Emphasized how the SPC marketing campaign “#Where are you going?” is working. SPC continues to improve and increase the LSC – Learning Support Centers. This helps remove the stigma of tutoring and provides much needed support for student success.</p> <p>Debra Prewitt – Pointed out that there are a number of organizations that are going to experience retirement. Need to think about the availability of the employment. We may experience “brain drain”. Need educated graduates with 4 year degrees.</p>	<p>nicotera.phil@spcollege.edu</p> <p>dprewitt@jwbpinellas.org</p>
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