

Spring HHS P-TECH/IHE Leadership Meeting Agenda

Date: January 26, 2024

Time: 8:30 am

Location: Virtual-TEAMS

1. Welcome and Introductions

Introduction of attendees (E. Pierce, D. Anderson, M. Hobdy, C. Lundgren)

Overview of the meeting objectives

Meeting to discuss current Medical Assistant and Medical Scribe Pathway

2. Review of Previous Meeting Minutes

Summary of action items from the last meeting (Fall 2023)

3. Program Updates

Progress report on the current cohort of P-TECH students

Academic performance overview and any challenges faced last year.

Updates on internships, mentorship programs, and industry partnerships

4. Curriculum Alignment and Enhancement

Discussion on aligning high school curriculum with college readiness standards.

Review of courses offered and potential enhancements or additions.

5. Support Services and Resources

Assessment of support services available to P-TECH students

Identification of any gaps in resources or support systems

6. Long Term Planning

Discussion on long-term goals and objectives for the partnership between P-TECH and IHE.

Planning for sustainability and growth of the program.

7. Internship and Workforce Partnerships

Updates on internships, mentorship programs, and industry partnerships.

Discussion on enhancing workforce readiness skills among P-TECH students.

8. Closing Remarks

Recap of key decisions and action items

Expression of appreciation to all participants

Adjournment of the meeting.