

POLICY AND PROCEDURES MANUAL



Health Sciences & Technology Academy

September 18, 2006

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INTRODUCTION

The Health Sciences and Technology Academy (HSTA) reaches out to 9th-12th grade under-represented students and follows them to college and towards professional school to help them prepare for health care careers. The goal is to nurture the ambitions of talented students who, for economic or other reasons, might not ordinarily achieve these career goals. Under the direction of a community based state governing board, HSTA is a partnership among the numerous units of West Virginia University, West Virginia State University, Marshall University, West Virginia Rural Health Education Partnership and many Appalachian communities. The program brings minority and disadvantaged students and their teachers to campus each summer for laboratory, and classroom training and enrichment activities, then provides the infrastructure and support for community-based science projects mentored by teachers, health professions students and volunteer community leaders during the school year. HSTA aims to share the resources and talent of the partnership, to encourage public school teachers' and community leaders' mentoring of students. The ultimate goal is to increase the college-going rate among under-represented students in the Appalachian region, to improve science and math education, to empower communities through leadership development of their youth, and, ultimately, to increase the number of health care providers in West Virginia's currently under-served rural communities.

In the summer campus-based program, fun hands-on science and math projects are led by middle and high school teachers trained by campus faculty to integrate math and science curriculum with leadership development, self empowerment, communication skills, study skills and multicultural sensitivity. During the academic year, community service health projects are the vehicle for academic enrichment and social support. The students are enrolled in HSTA Science Clubs and led by trained middle and high school teachers in group and individualized projects. They develop networking skills, communication skills, the ability to pull together resources and a feeling of ownership in providing solutions to community problems. The students begin this program as 9th graders and progress through 12th grade with the hope that they will pursue higher education. The program began in 1994.

GOVERNANCE

1 THE JOINT GOVERNING BOARD

- 1.1 The Health Sciences and Technology Academy project shall be governed by a board known as the Joint Governing Board.
- 1.2 The Joint Governing Board shall be responsible for all financial and budgetary decisions involving the project.
- 1.3 The Joint Governing Board shall be responsible for all personnel policies and procedures; and the Joint Governing Board shall be responsible for the creation and dissolving of employee positions involving the project.
- 1.4 The Joint Governing Board shall be responsible for all curriculum policies involving the project.
- 1.5 The Joint Governing Board shall be responsible for all the recruitment and retention policies involving the project.
- 1.6 The Joint Governing Board shall be responsible for all the public relations policies involving the project and approve project public relations activities.
- 1.7 The fiscal year for the project shall end on the last day of June and begin on the first day of July.

2 THE LOCAL GOVERNING BOARD

- 2.1 The HSTA regions will be locally governed through a board known as the Local Governing Board.
- 2.2 The Local Governing Board will be responsible for communicating all appropriate matters to the Joint Governing Board for action and decision and communicating these decisions back to the appropriate HSTA regional entity.
- 2.3 The Local Governing Board will be responsible for assuring all personnel policies and procedures are followed involving the project.
- 2.4 The Local Governing Board will be responsible for ensuring that all project financial and budgetary policies developed by the Joint Governing Board are followed.
- 2.5 The Local Governing Board will have committees at the discretion of that region. Committees are not required of the Local Governing Board.

3 PARLIMENTARY PROCEDURE

- 3.1 The boards shall use protocol and procedures as outlined by Robert's Rules of Order

4 QUORUM

- 4.1 A quorum shall exist when a minimum of one voting representative from 51% of the Local Governing Board regions is present.

JOINT GOVERNING BOARD

1. MEMBERSHIP

- 1.1. **The Joint Governing Board shall be made up of:**
 - 1.1.1. 1 Ex-Officio for the West Virginia University System (Chancellor, Higher Education Policy Commission)
 - 1.1.2. 2 representatives and one alternate from each Local Governing Board
 - 1.1.3. 1 Ex-Officio from the West Virginia Board of Education (State Superintendent of Schools)
 - 1.1.4. 1 Ex-Officio from Marshall University (Vice President for Health Services)
 - 1.1.5. 1 Ex-Officio from West Virginia School of Osteopathic Medicine (Vice President for Academic Affairs)
 - 1.1.6. 1 Ex-Officio from West Virginia State University (Vice President for Academic Affairs)
 - 1.1.7. 1 Ex-Officio from West Virginia University (Vice President for Health Sciences)
 - 1.1.8. 3 Ex-Officio members from West Virginia University Health Professions Schools
 - 1.1.9. 3 Ex-Officio members from Marshall University Health Professions Schools
- 1.2. Ex-officio slots will retain full voting privileges when present.
- 1.3. Any HSTA state administrator can serve as a non-voting member of the board.
- 1.4. A written and signed proxy from a voting member to a non-voting member will be accepted as valid except where a conflict of interest may arise.
- 1.5. A non-voting member may also be appointed as an alternate for a voting member, except where a conflict of interest may arise.
- 1.6. Members of the Joint Governing Board may appoint a designated alternate to attend meetings in their stead. The alternate must be identified by letter. A copy of the letter must be on file at the project's administrative office. Alternates shall have voting privileges and shall be listed in the minutes as alternates to the appropriate official members. If both the official member and the alternate are in attendance at a meeting, only the official member may exercise voting privilege.

2. SELECTION OF JOINT GOVERNING BOARD MEMBERS

- 2.1. The Chancellor of the West Virginia Higher Education Policy Commission, or designee, is selected by virtue of the office.
- 2.2. Local Governing Boards shall appoint two members and an alternate to serve on the Joint Governing Board.
- 2.3. The State Superintendent of Schools, or designee, from the West Virginia Board of Education is selected by virtue of the office.
- 2.4. The Vice President for Health Services, or designee, from Marshall University, is selected by virtue of the office.
- 2.5. The Vice President for Academic Affairs, or designee, from the West Virginia School of Osteopathic Medicine, is selected by virtue of the office.
- 2.6. The Vice President for Health Sciences, or designee, from West Virginia University, is selected by virtue of the office.
- 2.7. The three representatives from West Virginia University Health Professions Schools will be appointed by the Vice President for Health Sciences.
- 2.8. The three representatives from Marshall University Health Professions Schools will be appointed by the Vice President for Health Services.

3. CHAIRPERSON OF THE JOINT GOVERNING BOARD

- 3.1. The chair of the Joint Governing Board shall be a member of a Local Governing Board, elected by the Joint Governing Board.
- 3.2. The chair shall serve a two-year term. Elections or re-elections will be held bi-annually in October.
- 3.3. The Chair shall appoint and approve all subcommittees and membership thereto.
- 3.4. The Chair shall be the presiding officer of all Joint Governing Board meetings.
- 3.5. The Chair may call additional meetings of the Joint Governing Board.
- 3.6. The Chair rulings on procedural matters are final.

- 3.7. The Chair may execute executive orders for emergency expenditures of money, not to exceed \$1000.00 provided the Joint Governing Board has not, or will not meet within one week of the request.
- 3.8. The Chair shall charge all committees.
- 3.9. The Chair shall discharge all committees.
- 3.10. The Chair shall set the agenda for the Joint Governing Board Meetings.

4. VICE CHAIR OF THE JOINT GOVERNING BOARD

- 4.1. A member of a Local Governing Board shall be elected vice chair by the majority of the Joint Governing Board and assume the duties of the chair in the chair's absence or resignation.
- 4.2. The vice chair's term shall run consecutively with that of the chair.

5. JOINT GOVERNING BOARD FUNCTIONS

- 5.1. **The standing committees of the Joint Governing Board are:**
 - 5.1.1. Finance
 - 5.1.2. Personnel
 - 5.1.3. Curriculum
 - 5.1.4. Recruitment and Retention
 - 5.1.5. Public Relations
 - 5.1.6. Ethics
 - 5.1.7. Expansion
- 5.2. The Joint Governing Board Chair shall appoint and approve all committee membership and the committee chair and vice chair.
- 5.3. The committee members must have a complete list of their respective memberships on file with the HSTA project administrative office.
- 5.4. Committees may include members who do not serve on the Joint Governing Board.
- 5.5. All committees must have community representation.
- 5.6. The standing committees shall have distinct responsibilities and charges.
- 5.7. The agenda for each committee is set by the committee chair.
- 5.8. Each committee shall meet at the call of the committee chair.

- 5.9. Each committee shall establish procedures for the operation of their committee, and assure the procedures fall within the guidelines established by the Joint Governing Board.

6. STANDING COMMITTEES

6.1. The Finance Committee shall:

- 6.1.1. Make recommendations to the Joint Governing Board regarding all budgetary and financial matters.
- 6.1.2. Review and approve all changes in the approved budget for any given year.
- 6.1.3. Request Joint Governing Board approval for expenditures of funds outside the parameters of the approved budget for any given year.
- 6.1.4. Assure the finance policies and procedures developed by the Joint Governing Board are carried out.

6.2. The Personnel Committee shall:

- 6.2.1. Develop policies and procedures for hiring, evaluating and separation of HSTA employees, including HSTA teachers.
- 6.2.2. Assist with the selection of HSTA members to represent HSTA (i.e., conferences & presentations).

6.3. The Curriculum Committee shall:

- 6.3.1. Have members knowledgeable about curriculum issues including the HSTA Curriculum Coordinators.
- 6.3.2. Advise the Local Governing Boards on curricular issues.
- 6.3.3. Evaluate program curriculum for suitability.
- 6.3.4. Assist the Field Site Coordinators and HSTA Teachers to assure students gain educational rural health experiences.
- 6.3.5. Advise regarding methods used to teach these student populations and ensure the methods used relate to the objectives of the program.
- 6.3.6. Provide leadership towards identifying and acquiring learning resources such as equipment, materials and supplies, and expert assistance on projects.
- 6.3.7. Facilitate cooperation with the school systems and communities to secure resources for student learning and project activities.
- 6.3.8. Advise constituents towards securing telecommunications technology for HSTA programming which includes communication, training and learning.

6.4. The Recruitment and Retention Committee shall:

- 6.4.1. Establish policies and procedures for recruitment and retention of students and teachers.
- 6.4.2. Establish and implement criteria for student and teacher selection and retainment.

- 6.5. The Public Relations Committee shall:**
6.5.1. Advise public relations and media staff.
- 6.6. The Ethics Committee shall:**
6.6.1. Be charged with any issues of appeal (See HSTA Disciplinary Procedure).
- 6.7. The Expansion Committee shall:**
6.7.1. Be charged with any issues relating to regional and club expansions.
- 6.8. Other committees may be formed by the Joint Governing Board Chair on an as needed basis and dissolved by the Joint Governing Board Chair.**

LOCAL GOVERNING BOARD

1 MEMBERSHIP

- 1.1 The Local Governing Board shall be made up of but not limited to:
 - 1.1.1 1 representative from the community
 - 1.1.2 1 representative from the local schools
 - 1.1.3 1 representative from the Health Care Professions
 - 1.1.4 1 parent of a HSTA student
 - 1.1.5 1 HSTA student
 - 1.1.6 1 WVRHEP representative where available

2 ELECTION OF LOCAL GOVERNING BOARD MEMBERS

- 2.1 The representatives from the community, the local schools, the health care professions, the parent of a HSTA student, and the HSTA student shall be elected in a town meeting held in the respective HSTA communities.
- 2.2 The Local Governing Board members shall serve staggered two year terms after the first year. The first board positions will consist of one and two year terms. The three members receiving the highest number of votes shall serve two year terms and the three members receiving the next highest number of votes shall serve a one year term. If all are elected unanimously, it is up to each individual nominating committee to determine which members will serve these terms. Elections shall be held every September.
- 2.3 The Local Governing Board has the right to establish a local attendance policy for board members to retain membership.

3 CHAIRPERSON OF THE LOCAL GOVERNING BOARD

- 3.1 The Chair and Vice Chair shall be elected by the Local Governing Board.
- 3.2 The Chair and Vice Chair shall serve a one-year term. Elections will be held annually starting in September.
- 3.3 The Chair shall appoint and approve all subcommittees and membership thereto.
- 3.4 The Chair shall be the presiding officer of all Local Governing Board meetings.
- 3.5 The Chair may call additional meetings of the Local Governing Board.
- 3.6 All rulings of the Chair in procedural matters are final.

- 3.7 The Chair shall charge all Local Governing Board committees.
- 3.8 The Chair shall discharge all Local Governing Board committees.
- 3.9 The Chair shall set the agenda for the Local Governing Board Meetings.
- 3.10 The Chair shall communicate to the Joint Governing Board Representative all matters to be discussed at the Joint Governing Board meetings.
- 3.11 The Chair shall submit minutes to the field site coordinator, the Program Manager and the HSTA Director and shall ensure the field site coordinator meets the needs as discussed.

4 LOCAL GOVERNING BOARD FUNCTIONS

- 4.1 The functions of the local governing board include but are not limited to the following:
 - 4.1.1 Personnel
 - 4.1.1.1 Interview and select candidates for positions.
 - 4.1.1.2 Evaluate employees on a yearly basis.
 - 4.1.2 Finances
 - 4.1.2.1 Make recommendations to the Joint Governing Board regarding all budgetary and financial matters.
 - 4.1.2.2 Review and approve the regional line-item annual budget changes.
 - 4.1.2.3 Obtain Project Director and Joint Governing Board approval for fund expenditures outside the parameters of the approved budget.
 - 4.1.2.4 Ensure the Joint Governing Board finance policies and procedures are carried out.
 - 4.1.3 Curriculum
 - 4.1.3.1 Advise the staff and faculty on curricular matters.
 - 4.1.3.2 Evaluate the program curriculum for suitability and outcomes.
 - 4.1.3.3 Ensure students gain educational rural health experiences.
 - 4.1.3.4 Advise regarding teaching methods for these student populations and ensure the methods used relate to meeting the objectives of the program.
 - 4.1.4 Recruitment and Retention
 - 4.1.4.1 Recruit teachers and students for the program.
 - 4.1.4.2 Develop policies and procedures for recruitment and retention of students and teachers.

- 4.1.4.3 Develop criteria for student and teacher selection and retainment.
- 4.1.4.4 Ensure the policies and procedures for recruitment and retention of students and teachers are followed.
- 4.1.5 Learning Resources
 - 4.1.5.1 Provide leadership in identifying and acquiring learning resources such as equipment, materials and supplies, and expert assistance on projects.
 - 4.1.5.2 Cooperate with school systems and communities to secure resources for student learning and project activities.
 - 4.1.5.3 Work closely with constituents to secure telecommunications technology for teacher, student and volunteer communications, training and learning.
- 4.2 The Local Governing Board will have committees at the discretion of that region. Committees are not required of the Local Governing Board.

BUDGET

1. Budget Development

- 1.1. The Director and HSTA Budget Office will develop, coordinate and submit the proposed annual budget based on state, federal and grant guidelines and allocations to the HSTA Finance Committee.
- 1.2. The Director and HSTA Budget Office are responsible for the development and administration of the budgets for Summer Institute and Central Based Community Administration.
- 1.3. The Local Governing Boards will develop regional budgets based on guidelines set by The Director and HSTA Budget Office, and submit their budget proposals to the HSTA Finance Committee for approval.
- 1.4. The HSTA Finance Committee will review all budgets and make recommendations for implementation to the HSTA Joint Governing Board.
- 1.5. The Joint Governing Board will be the final authority for the annual budget approval.

2. Budget Monitoring

- 2.1. The HSTA Budget Office will supply the Field Site Coordinators with an electronic spreadsheet template to help them keep track of their budgets. This spreadsheet can be updated each year for each new budget.
- 2.2. The Field Site Coordinators will be supplied financial statements by the HSTA Budget Office. It is the responsibility of the Field Site Coordinators to reconcile their budgets with this information.
- 2.3. It is the responsibility of Field Site Coordinators to alert the HSTA Budget Office of any discrepancies, errors or problems.

3. Budget Changes and Additional Requests

- 3.1. It is advisable to notify the HSTA Budget Office of any major changes in line items. However, the bottom line is the main criteria.
 - 3.1.1. An increase in one line item must accompany a decrease from another line item in regional budgets
- 3.2. Unused HSTA Teacher Salaries
 - 3.2.1. Each region can usually keep and use for its needs any unused teacher salaries.

- 3.2.2. The Joint Governing Board has final approval or rejection on the use of remaining teacher salaries by the local region.
- 3.3. Field Site Coordinator and Field Site Secretary Salaries and Fringes
 - 3.3.1. Field Site Coordinator salary and fringe or secretary salary and fringe line items in the local regional budget can not be decreased.
 - 3.3.2. All unused Field Site Coordinator and Field Site Secretary salaries and/or fringes will revert back to the general budget allocated to Central Based Community Administration.
- 3.4. Local Region Requests for Additional Funding
 - 3.4.1. Any local regions requests for additional funding during the year needs to be done in writing to the Finance Committee.
 - 3.4.2. Send the written request to the Director for its possible inclusion in the agenda of the next Finance Committee meeting.
 - 3.4.3. Make requests as specific and detailed in costs as possible so that the Finance Committee will be able to respond to it fully at first query. HSTA Budget Office will help on details needed.

4. Budget Expenditures

- 4.1. All expenditures must be in conformity with state, federal, granting institutions, WVU, and HSTA guidelines.

5. Budget Restrictions

- 5.1. Regions are not permitted to keep private and separate funds received from contributions, bakes sales, fund-raising activities, etc. in accounts that are not established through the HSTA Budget Office, WVU, WVU Research Corporation or WVU Foundation. This is to avoid any implications of fraud and to protect the LGB from such implications.

6. Budget Fund-Raising

- 6.1. Each region has a WVU Foundation account. Monies from institutionally allowed fund-raising activities, or donations (from individuals or private companies) should be deposited into this account.
- 6.2. State funded regions can deposit donations received from tax-payer funded sources (such as high schools, city/town/county governments) into their regular state budget as an expenditure reduction. For grant funded HSTA regions, a special state account can be established to receive donations from tax-payer funded sources as an expenditure reduction.
- 6.3. Monies cannot be received from business sales. Example: Pop cannot be resold at a higher price with the profit kept as a contribution. HSTA is not and cannot be in the business to sell.

- 6.4. To ensure the legality of any fund-raising activity, contact the HSTA Budget Office before proceeding.

7. USE OF INCENTIVE MONEY

7.1. Matching Grant Funds

- 7.1.1. These are monies have been solicited by Field Site Coordinators for matching funds requests.
- 7.1.2. Amount to be determined and recommended by Finance Committee on an annual basis and ratified by the Joint Governing Board.

7.2. ACT SAT Fees

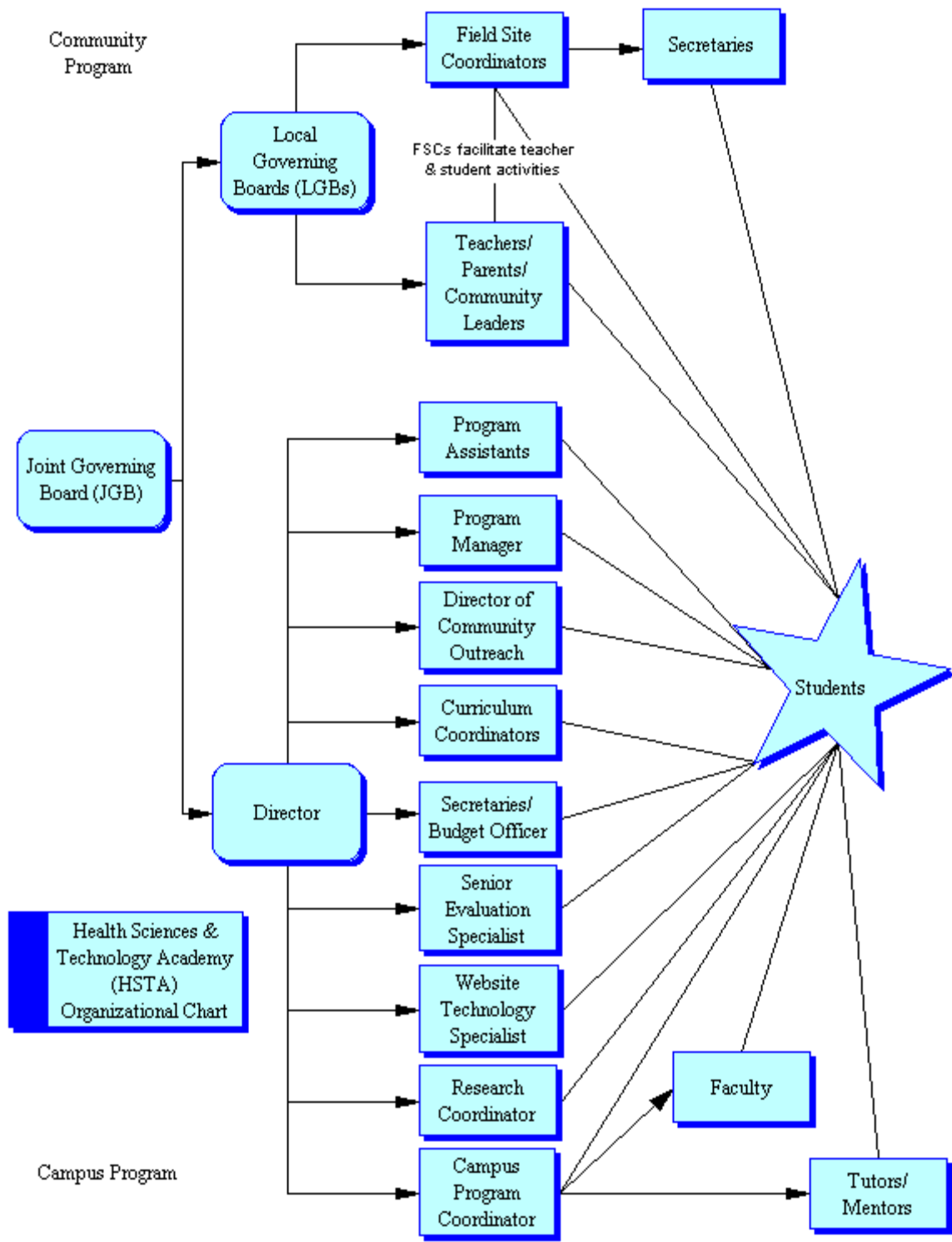
- 7.2.1. HSTA will pay for two regular admissions (i.e. no late fees) of either the SAT or the ACT for all HSTA students.
- 7.2.2. Students will register, complete the exam and then submit test results to their Field Site Coordinator for reimbursement.
- 7.2.3. Provisions for prior payment of fees for financially disadvantaged students may be made with the Local Governing Board.

7.3. Sarah Spencer Essay Awards

- 7.3.1. Annual monetary award given to graduating high school seniors in good standing within the HSTA program.
 - 7.3.1.1. Students must submit a 500 word essay to qualify for this award.
 - 7.3.1.2. Winning essay(s) will be chosen by a special committee appointed by the Joint Governing Board Chair.
- 7.3.2. Number of awards and actual monetary value will be determined and recommended by Finance Committee on an annual basis and ratified by the Joint Governing Board.

7.4. Monies Received by Regions - Other than Matching Grant Funds

- 7.4.1. The Finance Committee will review all other funds and resources received by regions which are not part of the region's regular budget and make recommendations to the JGB on disposition of any such funds or resources.



PROGRAM CRITERIA

HEALTH SCIENCES AND TECHNOLOGY ACADEMY

1 STUDENT CRITERIA FOR SELECTION

- 1.1 Student must be a United States citizen and a West Virginia state resident.
- 1.2 Students must fill out a HSTA application and submit the completed application to the Field Site Coordinator (FSC) within the time line.
- 1.3 Students will be accepted into the HSTA program according to the eligibility requirements prioritized as:
 - 1.3.1 African-American
 - 1.3.2 Financially Disadvantaged (Free or reduced lunch)
 - 1.3.3 First Generation College Student (Parents never completed college)
 - 1.3.4 Rural
- 1.4 It is the overall goal of the program to maintain or exceed student representation of 30% or better in these 3 categories, African American, financially disadvantaged and 1st generation to complete college.
- 1.5 Students can be recruited for HSTA in the 8th and accepted into HSTA as rising 9th graders.
- 1.6 Student's GPA must be at least 2.5 to be accepted.
- 1.7 Students should have an interest in a Health Science or Science Technology field.
- 1.8 Applications will be reviewed and approved by the Local Governing Board.

2 STUDENT CRITERIA FOR PARTICIPATION

- 2.1 Student must be a United States citizen and a West Virginia state resident.
- 2.2 Student's GPA will be at least 2.5 while in the 8th and 9th grade, at least 3.0 while in the 10th – 12th grade, based on the previous semester reported GPA.
- 2.3 A student shall be suspended from HSTA activities if they are suspended from school.
- 2.4 Students must attend 70% of all HSTA meetings per semester or make arrangements to be excused with the HSTA teacher.

- 2.5 Students must complete 75 documented hours of community service prior to completion of the tuition waiver application.
- 2.6 Students must complete and present a yearly HSTA science project at the HSTA science symposium.
 - 2.6.1 If a student is unable to present his/her science project at the science symposium, the student must document the reason for this and submit it to his/her Local Governing Board prior to the symposium for approval.
 - 2.6.2 If the student's absence is approved, the student must present his/her project at a public forum approved by the Local Governing Board.
- 2.7 Students must successfully complete at least two years of campus-based summer institute.
- 2.8 Students must successfully complete one summer institute prior to their junior year in high school to qualify for the three-hour free college HSTA course.
 - 2.8.1 Students are required to take a pre-placement math test prior to the three-hour college math course.
- 2.9 A student shall be expelled from HSTA if they are expelled from school, or placed in an alternative school setting.
- 2.10 Students may be on probation for not meeting academic or attendance requirements for only one semester during their entire participation in the HSTA program. Any deviation from this must be approved by the Local Governing Board.
- 2.11 If a student should fail to comply with the program participation requirements, the student will be dismissed from the HSTA program by written notification.
 - 2.11.1 The student has the right to appeal in writing to the Local Governing Board within 10 working days of notification.
 - 2.11.2 If the student does not agree with the decision, he/she may appeal in writing to the HSTA Joint Governing Board within 10 working days of receipt of the Local Governing Board decision.

3 STUDENT CRITERIA FOR ELIGIBILITY OF THE HEALTH SCIENCES & TECHNOLOGY ACADEMY TUITION WAIVER

- 3.1 Student must be a United States citizen and a West Virginia state resident.
- 3.2 Have the required semester HSTA grade point average.
- 3.3 No major discipline problems.

- 3.4 Attend 70% or better of HSTA club meetings, or make other arrangements with their Local Governing Board as defined in the HSTA policy and procedures manual.
- 3.5 Complete 75 documented hours of community service.
- 3.6 Present yearly a HSTA project at the HSTA Symposium. Exceptions to site of presentation must be approved in writing by the Local Governing Board.
- 3.7 Successfully complete two years of campus-based summer institute.
- 3.8 Students must complete a HSTA tuition waiver application by the deadline.

4 TEACHER CRITERIA FOR PARTICIPATION IN THE HEALTH SCIENCES & TECHNOLOGY ACADEMY

- 4.1 Teachers must have a minimum of 24 documented hours of student contact per semester.
- 4.2 Teachers will either attend or send a written report to each Local Governing Board Meeting.
 - 4.2.1 The teachers should report HSTA student activities, to include:
 - (1) inquiry based science; and (2) experiences/exposure in rural health.
- 4.3 A HSTA club represents a ratio of 10 students to one teacher.
- 4.4 All HSTA teachers are required to attend two weeks of summer institute, the annual HSTA symposium, and the fall workshop.
 - 4.4.1 Reason for absence must be presented in writing to the Local Governing Board for approval.
 - 4.4.2 Attendance is required for payment of full stipend in accordance with the teacher contract.
- 4.5 The Joint Governing Board may occasionally require special classes be completed and passed for teachers to remain HSTA teachers. In the event, this occurs, veteran HSTA teachers will be given a full year to meet this requirement.

HEALTH SCIENCES AND TECHNOLOGY ACADEMY RESEARCH POLICIES AND PROCEDURES

1. **Definition of Human Subjects Research:** “A systematic investigation gathering data on human subjects that is designed to develop and contribute to generalizable knowledge.” Examples of activities that constitute human subjects research include:
 - 1.1. Any study that gathers data on human activity or behavior with the intent to publish or publicly present the data.
 - 1.2. Any study that analyzes existing data gathered on human activity or behavior with the intent to publish or publicly present the data.

2. **Policy Statement:**
 - 2.1. Federal law requires IRB approval or exemption of approval for all research projects involving human subjects.
 - 2.2. HSTA must be in compliance with federal law on Institutional Review Board (IRB) for all research projects involving human subjects conducted by HSTA clubs
 - 2.3. **Approval MUST be obtained BEFORE the research is conducted.**
 - 2.3.1. All proposals for research to be conducted by HSTA club participants that involves human subjects shall be submitted in advance to one of the post secondary institutions (i.e. West Virginia University, Marshall University) within the University system of West Virginia for a determination of review-ability and/or exemption under the institution’s respective IRB process.

3. **Compliance With Federal Regulations:**
 - 3.1. **Responsibility:**
 - 3.1.1. Implementation Responsibility: JGB Curriculum and Learning Resources Committee
 - 3.1.2. Oversight Responsibility: HSTA Curriculum and Education Coordinators and Program Director
 - 3.2. **Procedure:**
 - 3.2.1. Once HSTA club students have determined that they wish to conduct a research project that involves human subjects, their HSTA teacher(s) shall be responsible for such project and supervise those students in the research. The teacher will be supervised by a university system faculty member who holds an appointment in one of the university system institutions.
 - 3.2.2. To determine if the HSTA club research will require an application for exemption or the submission of a proposal for expedited or

quorum approval, the HSTA club teacher(s) will consult with the HSTA Curriculum and Education Coordinators to review the criteria. Subsequently, the teacher and Coordinators will direct applications and any questions concerning the research project to the IRB staff of the respective sponsoring institution.

- 3.2.3. The guidelines for completing proposals are provided in the IRB guidelines for each institution, which are available on the internet.

Hiring Policy - New Field Staff Or To Fill Vacancies

1. FIELD STAFF POSITIONS

- 1.1 When a Field Staff position becomes vacant, the Local Governing Board Chair notifies the Program Manager who begins HSTA/WVU hiring process.
- 1.2 When a Local Governing Board has voted to add a Field Staff position to the local region, the Local Governing Board Chair must gain approval for the position from the Joint Governing Board.
 - 1.2.1 Written request with justification and the budget necessary for filling the position must be submitted to the Finance Committee. The Finance Committee will approve or disapprove the position.
 - 1.2.2 If the Finance Committee approves the position, they will put it before the Joint Governing Board for approval. Once the approval is gained, the Local Governing Board works with the Program Manager who will supply a copy of the HSTA/WVU Hiring Process Document.
- 1.3 The Program Manager will work with the Local Governing Board during the entire employee hiring process.
 - 1.3.1 The Program Manager will provide a copy of the HSTA/WVU Hiring Process document to any Local Governing Board Chair upon request
- 1.4 The Program Manager will maintain local programs in the absence of the Field Site Coordinator.

FIELD STAFF RESPONSIBILITIES

Each Local Governing Board will have its own Field Site Coordinator.

1 FIELD SITE COORDINATOR RESPONSIBILITIES

1.1 General Function

- 1.1.1 Under general direction of the Local Governing Board and HSTA Program Manager the Field Site Coordinator (FSC) develops, administers and promotes HSTA student clubs and programs geared toward academic enrichment and community service in the regions where HSTA students reside.
- 1.1.2 Position serves as the staff person for the Local Governing Board.

1.2 Characteristic Duties and Responsibilities

- 1.2.1 Consults and assists with the project director and Local Governing Board on the goals and objectives of project in development.
- 1.2.2 Assesses the educational needs of communities through formal and informal studies, surveys, and other research instruments.
- 1.2.3 Coordinates and assists with all HSTA Club and community program activities aimed toward the achievement of program goals.
- 1.2.4 Assists or facilitates gathering resources necessary to carry specific project to completion.
- 1.2.5 Recruits teachers, students, parents, healthcare providers and resource personnel for HSTA clubs in the region.
- 1.2.6 Coordinates networking of resources needed for program goals.
- 1.2.7 Maintains regular contact with participating faculty, teachers, parents and students.
- 1.2.8 Ensures all projects are completed in accordance with university and HSTA standards.
- 1.2.9 Cooperates and communicates with program staff and affiliates who arrange activities and carry out special projects at other HSTA sites.
- 1.2.10 Writes, designs, and distributes promotional materials, including brochures, flyers, print, and media announcements.
- 1.2.11 Advises students, parents, and teachers of program resources and goals, financial aid, health profession career opportunities and access to higher education.
- 1.2.12 Assists the Local Governing Board in preparing the program's policy, budget, and operating procedures.
- 1.2.13 Monitors project expenditures in order to comply with budget limitations.
- 1.2.14 Assists in the creation and maintenance of records kept on all projects to ensure their accuracy and timeliness.
- 1.2.15 Writes and co-administers grants and proposals.
- 1.2.16 Coordinates and writes interim reports on the progress of the project for review by project director.

- 1.2.17 Prepares final project documentation for presentation to project director.
- 1.2.18 Prepares a financial statement for the Local Governing Board on a monthly basis.

1.3 Job Specifications

- 1.3.1 Education and Experience:
 - 1.3.1.1 Master's degree preferred or
 - 1.3.1.2 Bachelor's degree with at least two years of directly related experience.
- 1.3.2 Knowledge/Skills/Abilities:
 - 1.3.2.1 Ability to analyze complex information and explain detailed information to others.
 - 1.3.2.2 Excellent oral and written communication skills.
 - 1.3.2.3 Interpersonal skills essential.
 - 1.3.2.4 Ability to plan and coordinate, implement and evaluate programs.
 - 1.3.2.5 Budget management skills.
 - 1.3.2.6 Computer literacy.
 - 1.3.2.7 Driver's license and willingness to drive state-wide.
- 1.3.3 Any equivalent combination of education and/or experience which provides the applicant with the knowledge/skills/abilities listed above may be substituted.

2 FIELD SITE SECRETARY RESPONSIBILITIES

- 2.1 Upon the approval of the Joint Governing Board, some Local Governing Boards may have a regional secretary.
- 2.2 General Function
 - 2.2.1 Under the direction of the field site coordinator, performs basic secretarial duties following established department policies, procedures, and methods in support of the Health Sciences & Technology Academy program.
- 2.3 Characteristic Duties and Responsibilities
 - 2.3.1 Prepares drafts of correspondence, reports, proposals, charts, graphs, manuscripts, forms and memoranda from draft to final form using a personal computer and word-processing software.
 - 2.3.2 Proofreads all typed material, correcting typographical and grammatical errors.
 - 2.3.3 Maintains program specific electronic student records following an established format. Prepares desktop publishing documents such as certificates and brochures.
 - 2.3.4 Develops tables, charts, graphs from rough draft (use of spreadsheets).
 - 2.3.5 Answers telephone, responds to routine inquiries, routes calls to appropriate individual, takes messages and places outgoing calls.
 - 2.3.6 Establishes a mutually agreed upon filing system. Retrieves

- material from files upon request.
- 2.3.7 Collects, opens, date stamps, sorts, and distributes incoming mail.
 - 2.3.8 Handles travel reimbursement, materials requests and other requisitions from project funds. Records expense information in logs, accurately and efficiently.
 - 2.3.9 Maintains basic bookkeeping records, such as grant, contract, or state appropriated funds.
 - 2.3.10 Prepares materials and maintains mailing lists for mass mailings utilizing Mail Merge. Prepares materials for mass mailings by stuffing envelopes, and addressing envelopes, etc.
 - 2.3.11 Maintains a ready supply of program materials, brochures, applications and stationary.
 - 2.3.12 Maintains and updates computerized mailing lists of students, teachers, Joint Governing Board and Local Governing Board member, and other community constituents.
 - 2.3.13 Operates duplicating and office machines as required.
 - 2.3.14 Attends monthly Joint Governing Board and Local Governing Board meetings. Assists in preparation of agenda. Records and types minutes. Forwards copy to appropriate staff for review. Disseminates agenda, minutes and memos electronically to designated staff and board members. Schedules meeting and training programs.
- 2.4 Job Specifications
- 2.4.1 Education:
 - 2.4.1.1 High School Diploma or equivalent.
 - 2.4.2 Experience: Minimum of one year experience or equivalent amount of education or experience providing applicant with the requisite skills, ability and knowledge as stated, preferred.
 - 2.4.3 Knowledge, Skills, Abilities:
 - 2.4.3.1 Ability to type with accuracy and at least average speed.
 - 2.4.3.2 Ability to communicate orally and in writing.
 - 2.4.3.3 Proficiency in Word Perfect, Microsoft Word software, and e-mail (Computer Literacy).
 - 2.4.3.4 Ability to follow instructions with minimal supervision.
 - 2.4.3.5 Ability to apply judgment and discretion to performing confidential job duties.
 - 2.4.3.6 Ability to utilize budget management skills required by the position.

FIELD STAFF EVALUATIONS

1 FIELD SITE COORDINATORS

- 1.1 HSTA Field Site Coordinators will be evaluated yearly by a review committee consisting of: The Local Governing Board Chair (or designee), Project Director, Program Manager (or designee)
- 1.2 Performance Evaluations are done using West Virginia University Performance Appraisal Form B and Employee Pre-Appraisal Worksheet.
- 1.3 Performance Evaluations will begin in October of each year.
- 1.4 Final approval by the Local Governing Board will be completed by the November Local Governing Board meeting.
- 1.5 Evaluations are sent forward to the Program Manager.
- 1.6 Appeals go to the HSTA Joint Governing Board Ethics Committee following Local Governing Board action.

2 HSTA SITE SECRETARIES

- 2.1 HSTA Site Secretaries will be evaluated yearly by the HSTA Field Site Coordinator with input from the Local Governing Board Chair (or designee).
- 2.2 Performance Evaluations are done using West Virginia University Performance Appraisal Form A and Employee Pre-Appraisal Worksheet.
- 2.3 Performance Evaluations will begin in October of each year.
- 2.4 Final approval by the Local Governing Board will be completed by the November Local Governing Board meeting.
- 2.5 Evaluations are sent forward to the Program Manager.
- 2.6 Appeals go to the HSTA Joint Governing Board Subcommittee following Local Board action.

3 HSTA TEACHERS

- 3.1 The appropriate evaluation forms will be filled out for each teacher by the Local Governing Board Chair and the Local Field Site Coordinator. The Local Governing Board Chair will conduct the evaluation meeting with appropriate assistance.
- 3.2 Performance Evaluations will begin in November of each year.
- 3.3 Final approval by the LGB will be completed by the November Local Governing Board meeting.
- 3.4 Evaluations are sent forward to the HSTA Central Office.
- 3.5 Appeals go to the HSTA Joint Governing Board Subcommittee following Local Governing Board action.

HSTA ETHICS COMMITTEE

STUDENT DISCIPLINARY PROCEDURE

1. Standards

- 1.1. All students participating in the HSTA Program are subject to and required to comply with the following:
- 1.2. The laws of the United States;
- 1.3. The laws of the State of West Virginia;
- 1.4. Local city, county and municipal ordinances;
- 1.5. Applicable policies and procedures adopted by the HSTA Joint and Local Governing Boards;
- 1.6. Lawful directives of the Teachers and Administrators while performing HSTA duties.

2. Violation of Standards

- 2.1. Any student who violates any of the standards may be subject to disciplinary action including but not limited to written reprimands, suspension or termination from the program.
- 2.2. Any charges against a student shall be in writing and shall state with specificity the conduct complaint including the dates thereof and the standard or standards which the student has allegedly violated.
- 2.3. The student upon receipt of the written statement shall within 5 days of the receipt of the same meet with the charging party in an effort to resolve the complaint on an amicable basis.

3. Hearings and Appeals—Local Governing Board

- 3.1. In the event the complaint is not resolved as provided under Section 2.3 above, the student shall have the right of appeal to the Local Governing Board or a Committee thereof. Such an appeal shall be in writing and set forth the reasons the student contends that the complaint is not valid or any mitigating circumstances regarding the alleged misconduct. The appeal shall be filed with the Local Governing Board no later than 7 days after the student has met with the charging party as in Section 2.3 above.
- 3.2. The Local Governing Board or a designated committee thereof shall grant the student a hearing within 7 days of the receipt of the appeal. The hearing shall be closed to the public. The student shall have the right to be represented at the hearing by a person other than an attorney at law. The charging party shall first present the charges and any documents or witnesses in support of such charges. The charging party shall have the right to be represented by a person other than an attorney at law. The student shall then have the right to present any documents or witnesses to contest or mitigate the charges.
- 3.3. Within 7 days of the hearing the Local Governing Board shall issue its decision in writing which shall set forth a statement of facts supporting its

decision. The Local Governing Board may issue a written reprimand, a suspension or terminate the student from the program. A copy of the decision shall be sent to the student by first class mail or by hand delivery.

4. Appeal to Joint Governing Board

- 4.1. A student who has been found guilty of the charges shall have the right of an immediate appeal to the Joint Governing Board or its designated committee. Such an appeal shall be in writing and filed within 7 days of the receipt of the decision of the Local Governing Board and shall state the basis of the appeal. A copy of the appeal shall be furnished to the Local Governing Board simultaneous with the filing of the appeal with the Joint Governing Board. The Local Governing Board shall have the right to respond to the appeal within 7 days of the filing of the appeal.
- 4.2. The Joint Governing Board or its designated committee shall have the option of ruling on the appeal based on the records submitted to it or to grant a hearing to the appellant. If a hearing is granted such hearing shall be held within 15 days of the receipt of the appeal and shall be conducted in accordance with the procedure outlined in Section 3.2 above, except that the applicant shall have the burden of proof.
- 4.3. The Governing Board or its designated committee shall issue its decision in writing within 10 days of the hearing on the last day of the appeal procedure outlined above. The decision shall be in writing and set forth the factual basis for the decision. A copy of the decision shall be final and binding upon both the Appellant and the Local Governing Board.

FORMS AND GUIDES

- 1 The following forms and guides are on the HSTA website www.wv-hsta.org:
 - 1.1 Student Application Form
 - 1.2 Student Contract
 - 1.3 Teacher Application Form
 - 1.4 Teacher Agreement
 - 1.5 Teacher Performance Appraisal
 - 1.6 Teacher Facilitator Guide
 - 1.7 Parent Student Handbook

- 2 Forms may be printed, copied and submitted to the appropriate HSTA entity in hard copy or by e-mail when appropriate.