

Windham Regional Career Center (WRCC)

Health Careers Program

Advisory Committee Meeting Minutes

Thursday, December 11, 2025

2:30 pm

Location: WRCC / Virtual

Facilitator: Jeannie Hodsden

Recorder: Jeannie Hodsden

1. Attendance

Members Present:

- **Jeannie Hodsden – WRCC Health Careers Program Instructor**
- **Alysia Straw – Acting Director of Programs, Southern Vermont AHEC**
- **Debra Kitzmiller – Public Health Nursing Supervisor, Vermont Department of Health, Brattleboro District Office**
- **Heidi Fisher – Emergency Department Nurse, Brattleboro Memorial Hospital; Former Clinical Instructor, WRCC LNA Education Program**

2. Introductions

The meeting was called to order by Jeannie Hodsden. Members were welcomed, and introductions were conducted.

3. Program Staffing Update

- **Jeannie Hodsden reported she is the sole instructor for the Health Careers Program during the current academic year.**

- Due to staffing limitations, Anatomy & Physiology was not offered this year.
- A clinical instructor/paraprofessional will assist during second semester, primarily supporting LNA clinical instruction.
- Jeannie announced her retirement at the end of the academic year, creating a full-time instructor vacancy.
- The program will be advertising a full-time instructor position.
- New instructors may enter through the Vermont educator apprenticeship pathway, completing coursework through Vermont State University (VTSU) while teaching.

4. Program Overview & Curriculum

The Health Careers Program offers dual enrollment college-credit coursework, including:

- Lifespan Development (Psychology) – 3 credits (Vermont State University)
- Nutrition – 3 credits (Vermont State University)
- Medical Terminology – 3 credits (Community College of Vermont)
- Anatomy & Physiology – 4 credits (Vermont State University; lecture and lab, contingent upon staffing)

Students completing the full program may earn up to 13 college credits and become licensed nursing assistants (LNA).

5. Student Enrollment & Performance

LNA Program

- 12 students enrolled (1 male, 11 female)
- Students are performing well academically
- Clinical rotations scheduled to begin at the end of January
- Additional clinical support will allow for smaller clinical groups

Clinical Sites

- Pine Heights – Long-Term Care
- Thompson House – Long-Term Care
- Bradley House – Assisted Living
- The Gathering Place – Adult Day Services

Lifespan Development Course

- 14 students enrolled (sophomores, juniors, and seniors)
- Course concludes at the end of the semester
- Intro to Nutrition will begin second semester

6. Assessments & Student Organizations

- Students completed WorkKeys assessments in the fall
- Some students will retake assessments in the spring
- HOSA – Future Health Professionals
 - Active chapter participation
 - Attendance at Fall Leadership Conference (Norwich)
 - Competitive event preparation underway

- **State competition scheduled for February**
- **State Leadership Conference UVM in March**

7. Post-Graduation Outcomes

- **Most graduates:**
 - **Work as LNAs**
 - **Attend college while employed in healthcare**
 - **Nursing programs (VTSU, UVM, GCC, out-of-state)**
 - **Pre-med tracks**
 - **Athletic training programs**
 - **Jeannie noted this is her fifth year teaching, with the first cohort now graduating from college.**
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8. Adult Education Evening LNA Program

- **Adult LNA cohorts enroll approximately 8 students per group**
- **Program runs three cohorts during the academic year and one summer cohort**
- **Approximately 24 adult graduates annually**
- **Instructor transition planned in March to a nurse from Pine Heights**

9. Enrollment Capacity & Staffing Constraints

- **Maximum program capacity is 16 students**

- **Enrollment currently limited to 12 students due to:**
 - **Clinical supervision ratios (1 instructor per 8 students)**
 - **Staffing limitations**

10. Curriculum & Workforce Readiness

- **Curriculum emphasizes:**
 - **Evidence-based practice**
 - **Use of primary research and credible sources**
 - **Critical thinking and informed decision-making**
- **Students engage in healthcare policy discussions (e.g., Hepatitis B immunization updates)**
- **Program aligns with 21st-century skills and healthcare workforce needs**

11. Advisory Committee Input

- **Committee members discussed:**
 - **Positive student employment outcomes in local healthcare facilities**
 - **Continued collaboration with AHEC and community healthcare partners**
- **No formal motions were made**

12. Next Steps

- **Meeting minutes will be distributed to advisory committee members.**
- **Instructor job posting will be shared once available.**
- **Committee members encouraged to assist with outreach and recruitment efforts**

13. Update (1/14/2026) : Thompson House is unable to take students. Pine Heights has agreed to take on more students.

Kate Gouin, LPN will be hired as a second clinical instructor. Kate will also be the Adult Evening Program Instructor.

PURPOSE:

The Advisory Board aims to strengthen CTE programs by providing input for curriculum and related district program activities. The Advisory Board also helps increase community awareness and participation in CTE programs. The Advisory Board makes recommendations but is not responsible for funding or program implementation or supervision.

OBJECTIVES

- Assist in a smooth transition for students from school to college and careers.
- Identify critical workforce competencies and industry trends for incorporation into

CTE programs and activities.

- Increase the number of youths preparing to enter college or skilled occupations.
- Improve employer's access to qualified young people.
- Increase the number of work-based learning opportunities for students.

Meeting video:

<https://app.screencastify.com/watch/f5AnhixzcpNE8O99ltPz?checkOrg=66b7d7f0-03db-4c72-920a-2a39e991314e>