

Odessa Collegiate Academy | MINUTES

Meeting date | time Monday, August 26, 2019 | 10:10AM

Meeting location Spur Bldg. Conference Room 203

Meeting called by	Katie Nisbet	Casey Sims	Kim McKay
Type of meeting	Weekly OCA meeting	Katie Nisbet	Dr. Don Wood
Facilitator	Katie Nisbet and Casey Sims	James Ramage	
Recorder	Luz Gabriela Villa	Dana Huckaby	
		Guest: -	

(Members in Red were not in attendance)

TOPICS

Topic Welcome | Presenter Katie Nisbet

Katie Nisbet welcomed everyone. Reviewed minutes for a motion to accept the minutes from August 09, 2019. Reviewed and approved.

Topic First week of school review | Presenter James Ramage

1. Gave an overall summary of how the first week of school went
 - a) Orientation went well
 - b) There were a few glitches in some student schedules, but were corrected immediately
 - c) Different ideas for next year
2. Would like to have training session on how to set up and use Chromebook.

Action items

Person responsible

Deadline

Goals for next school year	James Ramage	2020-2021 school year
- Would like to have schedules, IDs, supplies, set up for chromebooks before the first day of school		
- Would also like to have a training session for chromebook set up the first week of school or during orientation		

Topic OCA | Presenter James Ramage

1. Received the overall grade for the school
 - a) OCA received an 88-B overall
 - b) OCTECHS received an 89-B overall
 - c) Top 25% compared to other early colleges

Topic *Questions on Lunch Period* | **Presenter** *Katie Nisbet*

1. Mrs. Nisbet asked about how the lunch periods situation has been going
 - a) Mrs. Sims responded that the lunch period went well and smooth.
 - b) Mr. Ramage is concerned about the students who go to the Bookstore for lunch or snacks
 - o Does not want it to become an issue
 - c) Moving lunch to Travis Hall for Freshman and Sophomores
 - d) Mr. Ramage suggested maybe having a separate lunch period

Topic *Early Drop off and Late pick up* | **Presenter** *Katie Nisbet*

1. Some faculty are concerned on students that are dropped off early and picked up late
 - a) Mr. Ramage stated that students should be directed to the Deaderick Auditorium
2. Mrs. Nisbet asked if there is a policy
 - a) If this becomes a problem we need to address this with the parents that are picking up their children late

Topic *Off periods* | **Presenter** *Katie Nisbet*

1. Discussion on off periods
 - a) OCA does not have a problem with off periods; students go to class
 - b) If Seniors have the off period, they can go home
 - c) Mr. Ramage does not want students to be in the GED/TLC (Transitional Learning Center) area. The students must go upstairs.

Topic *Student IDs* | **Presenter** *James Ramage*

1. Spoke to Mrs. Sims last week about utilizing the IDs for other things
 - o Account set-up for meals
2. Charging \$1.00 for not using ID for meals is not enough. Students would rather pay the \$1.00 than to use ID.
 - a) Deliberating of maybe charging more if they do not use the ID for lunch

Topic *Pathways* | **Presenter** *Katie Nisbet*

1. Mrs. Nisbet looked at all the pathways and there are too many
 - a) Must narrow down to at least 5 to 8 pathways
 - b) Mr. Ramage and Mrs. Sims previously had a meeting in regards to the pathways and ways to merge some together
 - c) Keep as an 8 week section instead of a Monday – Friday section
 - o This will keep the students busy
 - d) Ms. Huckaby received pathways in May and was not able to review and look through them
 - o Met with Mrs. Sims and broke the pathways down to a minimal; one is Associate in Biology

Topic Recruitment Plan | Presenter Katie Nisbet

1. Odessa College is here if they need any support in that area
2. Mr. Ramage does not think that at this time they need a lottery due to not having many students
3. Katie suggested have mock or mini lectures from our Instructors/Professors

Topic Other | Presenter ALL

1. Mr. Ramage
 - a) Parent meeting this week
 - b) Would like to order OCA polo shirts
 - c) Tags should arrive on August 29th for the students to place on their backpacks
 - d) Social Media has been good. Many parents have added themselves.
 - e) Would like to make a video with students being interviewed, showcasing the rooms and the students
 - f) Presentations are tonight.
2. Mrs. Nisbet
 - a) Will meet with Tim Clark today at 11:00AM in regards to the student ID having glitches
 - b) Would like to involve students in Phi Theta Kappa
 - o Made for transfer scholarships
 - c) Offered alternative completion section for Midwinter or Maymester
 - o Dana Huckaby said it would be on a come by come basis
3. Dana Huckaby
 - a) Would like to have access to student planner as a read-only

Action items	Person responsible	Deadline
Add content to Blackboard for Mr. Ramage to have access to be able to observe and become used to blackboard	Katie Nisbet	N/A
Ask Casey to have a training on Student Planner for <ul style="list-style-type: none">- Meals- How to use student planner	Katie Nisbet	N/A

Meeting adjourned: 10:55 AM

Attachments: NA