


In Attendance: Tammy Asbury, Sandra Munoz, Brian Wooddell, Jack Henson, Johanah Okweni, Phillip Anderson, Tara Firmin, Carter Bedford, Janaea Williams, and Jeana Morales

Unable to Attend: Amy Penrose Draper

Topic	Team	Discussion Highlights	Action/Date
Upcoming Events		October 13 - PSAT Testing (10 th & 11 th grades) 	
Spring Semester course requests	Tammy	Janaea has scheduled a meeting with the BIOL department chair and the TABS lead counselor, to discuss course requests.	
TCC instructors handling quarantined students?	Tara	When a student tests positive for COVID, Emergency Management needs to be contacted. Tara has sent out an email on what steps to take. All five TCC campuses are doing free COVID vaccines Monday-Thursday. TR will be a testing site that will be setup in the overflow parking lot.	
3 rd attempt issues	Tammy	Tammy is looking to find a solution for the Seniors that are having issues with paying for class due to the third attempt, while being an ECHS student. Janaea will reach out to Cristina Palacios to get some feedback.	
How to request table for huddle meeting location?	Jack		Jeana has submitted the request through i-service.
Notary needed	Tammy	On October 5 th , TABS will host an event from 6-8 p.m. on the TABS floor. A notary and a financial aid associate are needed to assist students.	Tammy has secured a bilingual notary and has reached out to Bill McMullen in Financial Aid for assistance.
SAR contact		Please send any questions or concerns to Tr.sar@tccd.edu .	
Inputting grades in Canvas	Tammy	The counselors can communicate with the TCC instructors to provide information on identifying the TABS students. Tara can also pull a report from orbit and populate that information to get the instructors email address.	
TABS students coding		Janaea has been working on making sure the TABS students are coded correctly.	Janaea will send Tammy a CSAR report on Sept. 30 or Oct. 1.
Priority Registration	Tammy	Yes, ECHS is still available for priority registration. Tara will confirm with the registrar what the dates are for Spring.	Priority registration begins October 18 – TABS qualifies for priority registration.
Cap & Gowns for TCC grad.	Jack	TCC will pay for the cap and gown for TCC graduates if the student registers within the timeline. FWISD would like TCC to purchase caps & gowns for the students graduating from HS but not TCC, that could be used for, TCC & FWISD graduation. Tara will discuss this in the directors meeting next month.	

Designated registrar for TABS	Tara	TCC campus will have a Director of Educational Partnerships, that will take over Dual Credit and ECHS. Those positions will be posted soon.	
Reserve money for the following	Jack	Lab coats for freshman, Senior night, t-shirts for freshman & sophomores, light snack for decision day, T-shirts for faculty/staff and lanyards.	