



## Educational Partnerships – Site Team Meeting Agenda

<b>Meeting Title:</b>	<b><i>Kimball PTECH Site Team Meeting</i></b>		
<b>Date:</b>	<b>Time:</b>	<b>Location:</b>	<b>Room:</b>
09/12/2023	2:00pm	Teams	Teams

**Attendees -**

Magdaly Wright	Dr. Levetta Sasser	Myisha Coleman	
Lucy Greer	Sharon Wash		
Amanda Frizzell	Omar Kelley		

- **2023FA Enrollment**
  - Fall enrollment confirmation was shared on 08/30/2023. Any questions or concerns verifying the schedules? Questions or concerns?
    - PDF document entails the college rosters at the high school campus or online.
    - The excel spreadsheet is an enrollment report for all college courses for juniors and seniors.
    - 2<sup>nd</sup> Eight weeks is available for enrollment.
  
- **On boarding & TSI**
  - Kellie Polluck is our contact for TSI group testing at the college campus. if you are interested in reserving a date, please email her and CC me. Please let her know who you are and high school campus name. EMAIL: [kelliep@dallascollege.edu](mailto:kelliep@dallascollege.edu)
  - Do all 9<sup>th</sup> grade students have a college ID number? Can you please share the most up to date list with the college?
  
- **Credentialed Instructors**
  - Spring 2024 Faculty Credentialing Deadline: 11/17
  - Spring 2024 Facilitator Requests Deadline: 11/29
  
- **Educational Partnerships-**
  - How is EDUC 1300 going for the 9<sup>th</sup> graders going?
  - Any faculty issues?
  
- **Success Coach**
  - Campaigns-
  - Academic Standing-
  
- **High School Updates**
  - Celebrations
  - Concerns
  - Needs

• **Academic Dates**

- Fall 2023 1<sup>st</sup> 8-week Student Progress Reporting: 9/10 – 9/23
- Fall 2023 16-week Student Progress Reporting Period 1: 9/17 – 9/30
- Fall 2023 1<sup>st</sup> 8-week Drop Date: 9/28
- Fall 2023 2<sup>nd</sup> 8-week Start Date: 10/16
- Fall 2023 16-week Student Progress Reporting Period 2: 10/22 – 11/4
- Fall 2023 2<sup>nd</sup> 8-week Student Progress Reporting Period: 11/5 – 11/18
- Fall 2023 16-week Drop Date: 11/9
- Fall 2023 2<sup>nd</sup> 8-week Drop Date: 11/22

**Action Items:**

**Next Meeting Date:**



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<b>Date:</b>	<b>Time:</b>	<b>Location:</b>	<b>Room:</b>
10/10/2023	2:00pm	Teams	Teams

**Attendees -**

Magdaly Wright	Dr. Levetta Sasser	Myisha Coleman	
Lucy Greer	Sharon Wash		
Amanda Frizzell	Omar Kelley		

- **2023FA/ 2024SP Enrollment**
  - Blended roster is due tomorrow 10/11/23; course sections can be found in the Dallas College browsable schedule.
  - Controlled roster is due 10/17/2023; course sections that will be utilized are from the final course setup that was shared 10/03.
  - Any questions or concerns about enrollment or spring 2024 final course setup?
  
- **On boarding & TSI**
  - Kellie Polluck is our contact for TSI group testing at the college campus. if you are interested in reserving a date, please email her and CC me. Please let her know who you are and high school campus name. EMAIL: [kelliep@dallascollege.edu](mailto:kelliep@dallascollege.edu)
  
- **Credentialed Instructors**
  - Spring 2024 Faculty Credentialing Deadline: **11/17**
  - Spring 2024 Facilitator Requests Deadline: **11/29**
  
- **Educational Partnerships-**
  - How is EDUC 1300 going for the 9<sup>th</sup> graders going?
  - Section Exchange form for Fernando Gonzalez has been submitted to the faculty member and department chair. They will work on switching the assignments to the correct section.
  - I was able to share senior evaluation plans to assist with spring courses and student retention.
  - Educate Texas – High schools forward the meeting invite to EP Dean, AD, and liason
  - October 12-15 – Fair Days- Student are still required to attend their college courses.
    - This also applies for Thanksgiving week.
  - Transportation, food services, and supervision are being planned.
  
- **Success Coach**
  -
  
- **High School Updates**
  - Celebrations- for the senior class of 2024 🎉
  - All students are TSI met in all subjects
  - 26 students will receive a certification for Spring

- 2 students will be summer grads, however, can be eligible to attend spring graduation
- 28 students will be receiving their AA degree and certificate and eligible to attend spring graduation
- 10 students are under college honor due to their GPA

- **Academic Dates**

- Fall 2023 1<sup>st</sup> 8-week Student Progress Reporting: 9/10 – 9/23
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- Fall 2023 16-week Drop Date: 11/9
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<b><u>Action Items:</u></b>	<b><u>Next Meeting Date:</u></b>



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<b>Meeting Title:</b>		<b>Kimball PTECH Site Team Meeting</b>		
<b>Date:</b>	<b>Time:</b>	<b>Location:</b>	<b>Room:</b>	
1/30/2024	1:30 PM	Virtual	Teams	

### Attendees -

<input type="checkbox"/> Magdaly Wright	<input type="checkbox"/> Amanda Frizzell	<input type="checkbox"/> Omar Kelley	<input type="checkbox"/>
<input type="checkbox"/> Lucy Greer	<input type="checkbox"/> Dr. Leavetta Sasser	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Myisha Coleman	<input type="checkbox"/> Sharon Wash	<input type="checkbox"/>	<input type="checkbox"/>

### • Educational Partnerships

- How is spring 2024 going? Any questions or concerns?
- **Educate Texas:** Forward invites from Educate Texas Coach
- I would like to schedule a degree audit for your uprising juniors and current seniors this month.
- Moving forward all student drop request will need to be added on a student drop form.
- Dallas College will be closed on Thursday, Feb 29 and Friday, March 1st. Courses will be online for all students.
- **Student Conduct:**
  - Reminder about student expectations of professionalism and the student code
  - Kimball students are doing great!
- **Credentialed Instructors**
  - Summer 2024 Credentialing Deadline: March 22, 2024
  - Fall 2024 Credentialing Deadline: special circumstances
- **Facilitators**
  - Summer 2024 Facilitator Deadline: April 19, 2024
  - Fall Facilitator Deadline: June 7, 2024
- **Deadlines and Due Dates:**
- Please submit all drop forms by morning of or before noon to ensure we have time to process drop forms.
  - 2024SP 1<sup>st</sup> 8-week progress reporting: Feb 4-19, 2024
  - 2024SP 16-week 1<sup>st</sup> progress reporting: Feb 11-26, 2024
  - 2024SP 1<sup>st</sup> 8-week Drop Date: Feb 21, 2024
  - 2024SP 2<sup>nd</sup> 8-week Start Date: March 18, 2024
  - 2024SP 16-week 2<sup>nd</sup> progress report: March 17-April 1, 2024
  - 2024SP 16-week Drop Date: April 12, 2024
  - 2024SP 2<sup>nd</sup> 8-week Drop Date: April 26, 2024
- **Registration**
  - Browsible Schedule: Live 2 weeks prior to registration
  - Blended Rosters: Due 1 week after browsible schedule is live

- **High School Updates**

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- **Celebrations**

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**Action Items:**

**Next Meeting Date:**

February 13, 2024 @ 1:00 PM



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<b>Date:</b>	<b>Time:</b>	<b>Location:</b>	<b>Room:</b>
02/27/2024	2:30 PM	Virtual	Teams

**Attendees -**

<input type="checkbox"/> Magdaly Wright	<input type="checkbox"/> Amanda Frizzell	<input type="checkbox"/> Omar Kelley	<input type="checkbox"/>
<input type="checkbox"/> Lucy Greer	<input type="checkbox"/> Dr. Leavetta Sasser	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Myisha Coleman	<input type="checkbox"/> Sharon Wash	<input type="checkbox"/>	<input type="checkbox"/>

• **2024SU Enrollment**

- Dallas College has not shared summer hub-controlled sections numbers; please hold off on sharing that roster until section numbers have been added. Students will be face to face at the high school campus. The rosters are due March 6<sup>th</sup>.
- Received- Summer Blended Roster.
- Registrations opens tomorrow 02/27/2024.

• **2024FA Enrollment**

- Dallas College has not shared summer hub-controlled sections numbers; please hold off on sharing that roster until section numbers have been added. Students will be face to face at the high school campus. The rosters are due March 6<sup>th</sup>.
- Received- Fall Blended Roster.
- Registrations opens tomorrow 02/27/2024.

• **Educational Partnerships**

- Mountain View Campus will be closed this Thursday 02/29 and Friday 03/01 for PD. Classes on Thursday will be online for students.
- Spring Graduation deadline is next Friday, March 8th. All students must apply by this date.
- EP Virtual App sessions: Wednesdays, 6:00pm-7:00pm - Feb 7, 14, 21, 28, March 1
- Photo Release – only students that receive the commencement notification email.
  - Will receive day/time of commencement with photo release.
- Link for additional tickets (no guarantee of extra tickets)
- If students do not complete photo release they will have to before receiving their name card on the day of graduation.
- Graduation Ceremonies – May 9, 10, 11
- **Student Conduct:**
  - Reminder about student expectations of professionalism and the student code
  - Kimball students are doing great!
- **Credentialed Instructors**
  - Summer 2024 Credentialing Deadline: March 22, 2024
  - Fall 2024 Credentialing Deadline: special circumstances.
  - Professor White transcripts were received from Dallas College and are being reviewed. Please have him monitor his email for further communication.
- **Facilitators**
  - Summer 2024 Facilitator Deadline: April 19, 2024

- Fall Facilitator Deadline: June 7, 2024
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- **Deadlines and Due Dates:**
- Please submit all drop forms by morning of or before noon to ensure we have time to process drop forms.
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  - 2024SP 16-week Drop Date: April 12, 2024
  - 2024SP 2<sup>nd</sup> 8-week Drop Date: April 26, 2024
- **TSI**
  - Once sophomores have TSI scheduled, please share those dates with the team.
  - Contact Kellie Pollock: [kelliep@dallascollege.edu](mailto:kelliep@dallascollege.edu) for group testing with a max of 30 students.
- **Admissions**
  - Dual Credit New Student Dallas College Application
  - Alert EP to students withdrawing from high school.
  - Meningitis:
    - Will work with high school and success coach to get shot records updated
- **Academics**
  - SAP information
  - Progress Monitoring
  - Best Practices: retake failed courses before being enrolled in new courses
  - Students should contact instructors when there is a planned absence, i.e. SAT exams. This should be done months prior and the week of.
  - Students are still required to attend classes on ISD PD or holidays when Dallas College is still in session.
  - Disability Services: Must be renewed each semester via the Disability Services Office.
  - Students should log into Brightspace and eConnect prior to classes beginning
  - Respondus Lockdown Browser: Cannot be used on Chromebook, needs PC
- **IT Support Issues:**
  - Dual Credit Student Technical Support: 972-669-6555 (Hours of Operation: 7 AM – 7: PM)
  - Dual Credit Program Technical Support: (administrators/instructors/facilitators) [isd-echs@dallascollege.edu](mailto:isd-echs@dallascollege.edu)

### **Current Campaign(s)**

- Welcome Back



- Academic Standing - Probation Contracts

**February Campaigns & Activities**

- Spring Midterm Grades
- High Achieving All Stars
- Graduation Applications
- Transition Advising for Seniors

- **High School Updates**

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- **Celebrations**

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<b><u>Action Items:</u></b>	<b><u>Next Meeting Date:</u></b>
	February 13, 2024 @ 1:00 PM