

## Sept. 11, 2024 - liaison meeting

Monday, October 7, 2024 09:53

### Agenda and minutes

- Asbury
  - Please update add/drop form to include spring, summer and fall 2025 and spring and summer 2026. This was requested via email July 3, 2024.
  - Update on stoles. TABS has 88 seniors. Are we getting the right color this year?
    - The stoles that received were closest in color that was available at that time; TABS can work with Jason Murray at Mulholland's to get the appropriate color. Afterwards Mulholland's will generate invoice/price estimate.
  - Could we have an updated TCC department directory list with administrative assistant and dean information?
    - If we give you a list of students with TCC I.D. numbers, can we get a list of who their assigned advisors are?
  - Are we going to have to have students advised by TCC prior to spring registration? What other changes do you foresee happening for spring registration? Will we be able to enroll students who have never taken ELAR TSIA in courses that do not require students to be TSI-met?
    - Students will need to TSI test; TABS says students will test during this semester or in beginning at school in January; Mr. Wooddell mentions that the goal is to test them during class (EDC 1300? ). For 10th graders – there are very few that have not tested and are thus not prioritized for September testing date. Test changes from TCC end are mostly towards students at home as there is a different vendor for remote tests, though typically TSI testing done at school.
    - As long as student has TSI tested, they can register without advising. For older students with 15 hrs, let Dr. Davis if there is a hold for advising. Dr. Davis can ask the registrar if there is an advising hold; possibly include a check for correct coding (as Early College High School and with TABS – especially students that may have transferred from another high school).
  - We would like to invite other departments to these meetings on occasion, such as the registrar's office (Vikas and Kathy), advising (Jeronimo, TABS advisors), TCC nurse (Angela), Career Center, Financial Aid, schedule makers, etc.
  - Transfer center does include TABS in transfer conversation w/ reps. It was Suggested by TABS doing a rotation with admissions/college and career questions from TCC reps. Need to find out what availability the TCC staff have, would TABS students need to be sent to them, or should any of those TCC staff come to TABS. It would be good if the TCC staff could help students with application process, FAFSA/TASFA -- help students generally with these processes (not just applying to TCC), if the TCC staff is available – Dr. Davis mentioned that Success Coaches work mostly with seniors and that the success coaches are open to that. Success Coach can reach out to Ms. Asbury. Mr. Henson mentions that FWISD has cut back on

### Details

- Date: Sept. 11, 2024
- Location: TREF 4215C

### Attendees

- Jack Henson, TABS principal
- Tammy Asbury, TABS counselor
- Sandra Muñoz, TABS counselor
- Latika Davis, TCC coordinator
- Brian Wooddell, TABS postsecondary success specialist
- Fabian Hernandez, TCC administrative assistant

### Action Items

- Update add/drop form
- TCC department directory
- Dual-credit handbook
- Summer appeals
- Secure funding for senior events and lunch and learn
- CSAR report in October
- Emergency buttons

- assistance. Success Coach will mostly work with students who will go to TCC after.
- Have there been any significant TCC policy changes sent out? What is the status of the ever-elusive dual-credit handbook?
    - The handbook should be done this semester. What is the number of credit hours the TABS students can take --- its still kept to 15 and if over will need override. Jocelyn Gonzalez will work with these overrides coming to the Spring. Fabian will send blank Add/Drop Form to TABS. 15 hour w/o override for fall and spring – 7 for the summer. How can the override not be required any longer/ who can be approached in TCC end? Jocelyn Gonzalez office will still do room assignments and Carlie be her Admin Assistant
  - What is the status for the two appeals from summer on courses that the students never attended but thought they were dropped?
    - Ms. Asbury will resend information about two student emails to Dr. Davis to determine status.
  - Upcoming testing dates:
    - PSAT will take place Oct. 15 (Grade 9) and 16 (grades 10 and 11)
    - Some students in Grade 11 will take the ACT on Nov. 8, which is a Friday.
    - Grade 11 will take the SAT on March 11.
    - A.P. exams will take place May 5 and 6 and May 12-16. These will interfere with TCC exams. They are difficult to reschedule.
    - Ms. Dunlap can provide STAAR EOC dates.
    - A few retakes will occur in the Fall (December likely ) and for Spring semester the STAAR tests will be in April. Dr. Davis will let professor know and Mr. Wooddell said students should also notify the professors on their own.
  - CSAR report will be needed during the first week of October, if ready.
    - A rough report may be available in October. Ms. Asbury mentions hopefully by Oct. 7, but not later than Oct. 14 if possible.
  - Semester grades need to be provided more quickly and with a concrete timeline. This needs to start in December. How could TABS obtain these grades more quickly? Would a physical flash drive be an option.
    - Once grades are in, the grades have to be checked (should take two days on TCC end), and then sent to Dr. Self? And sent to TABS. Grades have been taken away from TCC Ed Partnerships and can't be released through that pathway to TABS. Ms. Asbury mentions a week and half wait time for grade impacts registration and Dr. Davis will bring it up. What is the timeline? And who is involved in this grades process in TCC? Ms. Asbury mentions that drops occurred due to prerequisite in class, and that since students were in [the prerequisite] class, students dropped. What are the dates for student drops -- (this is likely the registrar's office). Drop reports is important for books, since budget.
  - Please provide drop reports to counselors, Wooddell and Dunlap on an ongoing basis.
  - Decision Day and Senior Banquet: Do we prefer May 9 or 16? What is the budget?

- Dr. McGowan will like a list of things that are needed from TABS to be able to plan with the budget that TCC Ed Partnerships has. TCC Cafeteria can hold around 300 and would be great, TABS would like more family members invited to senior banquet. Planning ahead of time, can get TABS student organizations to help volunteer, etc. The thought of Decision Day and Senior Banquet. Action is taken in the morning on the 16th.
  - Do we have any TCC swag for students and teachers for use as giveaway items?
    - Ask Carter Bedford. Sweatshirt would be nice, but unlikely. This will be moreso for teacher recognition and students with a lottery/drawing.
  - Who is the contact for TCC's health science offerings? We would like to invite a representative to meet with our students.
    - Dr. Davis will investigate who will be the best person.
  - Who is the contact for repairs to classroom microphones? We're having issues with the ones in the cafeteria. Also, emergency buttons.
    - TABS will work on microphones.
  - Dr. Davis will ask about the emergency buttons
- Henson
  - Some TABS staff have had issues with their TCC badges. How can these problems be prevented?
  - FWISD network issues have made it necessary for staff members to use the TCCD wireless network. This requires a TCCD email address. Some staff are having difficulty using theirs, and others have never had access.
  - Thank you for ordering shirts
  - Discuss upcoming lunch and learns
    - Dec. 17 lunch and learn
    - Request to TCC to purchase lunch for that PD day. Will be added to list of items to be sent to Dr. McGowan. Last year barbeque was done.
  - TCC would want to promote Red Ribbon, what is needed from TABS end? TCC should request it. TCC will choose a date for that and inform TABS. A Wednesday will be safe. October 23 or October 30th sounds good. Ideally the time frame will be 11:15AM-12:15PM.
  - TABS (would-be) state school report card scores released
    - 2023 "A" 97
    - 2024 "A" 96
  - TABS is now double-blocking high school Algebra 1 to improve TSIA 2.0 Math scores
- Wooddell
  - TSI-met rates remain low. This impacts both TABS and TCC. Have the TCC math and English departments moved forward with plans for tutorial and intervention sessions?
    - Can't cram with TSI exam, is there something with ongoing support that can be done. Dr. Davis mentions Learning Commons may be able to help
  - What is the lead time for adding courses to our crosswalk? We are considering a pre-nursing pathway and would need to add the following:
    - CHEM 1406
    - BIOL 2420
    - HECO 1322
  - What is the lead time for requesting this being added? HECO 1322 might be something students can do on their own.

The approval for the addendum process is still the same.