Educational Partnerships – Site Visit Meeting Agenda

Meeting Title: **Carter PTECH Site Visit Meeting**

Date: 9/23/2025 **Time: 10:30:AM – 11:30AM** **Location: Carter Campus** **Room: 126**

Attendees -

- ☒ Stonie B Arbuckle - Principal
- ☒ April Washington - School Counselor
- ☒ Rosundra Taylor Smith - Coordinator
- ☒ Joann Nicholson – Junior Facilitator
- ☐ Anita McGee - Clerk
- ☒ Dr. Rafael Mallard – 9th Grade Lead
- ☐ Corey Jackson – 10th Grade Lead
- ☐ Zachary Carter - Assistant Teacher
- ☒ Urica Stewart – Instructional Specialist
- ☒ Ari López - EP Senior Program Manager
- ☐ Cassidy Ogedegbe - EP Dean, Southern Region
- ☐ Breeana Bridges - EP Associate Dean, Southern Region
- ☒ Jaquel Thomas - EP Success Coach
- ☒ Aisha Carr – DISD Academic Coordinator II

Student Count (Please note: Recent roster changes/drops may not be reflected here.)

	CO2026 (12th)	CO2027 (11th)	CO2028 (10th)	CO2029 (9th)
AA - FOS Criminal Justice	14	19		
AA - Financial Services				
AA Business Generalist	32	59		
AAS - Network Administrator and Support	2	3		

Registration Process/Readiness

- Spring 2026 Course Setup Review Collab Meeting
- Final Spring 2026 Controlled Sections Confirmation from HS by **9/26/25**
- Spring 2026 Browsable Schedule available on **10/6/25**
- HS Submits Spring 2026 Blended Rosters to EP by **10/13/25**
- HS Submits Spring 2026 Controlled Rosters to EP by **10/31/25**

Drop Deadlines/Guidelines		
Course Duration	**Via Roster Change**	**Via Drop Form**
1st 8-weeks	9/2/2025	10/1/2025
2nd 8-weeks	10/27/2025	11/26/2025
16 weeks	9/8/2025	11/13/2025

Academic Monitoring and Progress Reporting

- Fall 2025 1st 8-Week Progress Reporting Period> **9/16/25 – 9/29/25**
- Fall 2025 16-Week Progress Reporting Period> **9/23/25 – 10/6/25**

TSI/ Registration Readiness

- There are free practice resources available for the TSIA2 assessment through the College Board website, including a web-based study app, practice questions and sample essays.
- Submit scores as you test!
- Kellie Pollock is our TSI contact at Dallas College to schedule small group testing (30 scholar max) KellieP@dallascollege.edu

Educational Partnerships Updates

Introduction of our New EP Associate Dean for the Southern Region, Ms. Breeana Bridges

Success Coach Updates – (Ms. Jaquel Thomas)

Jaquel will visit Carter this Friday (9/26) to meet with 1st 8-week students and assess their progress.
Jaquel assisted students who are enrolled in HIST-1301 but previously passed the AP HIST with a 3 or better.

High School Updates – (Mr. Arbuckle)

Meet the Parent Event tonight (9/23/25)

Upcoming Events and Important Dates:

Campus Visits to Carter> **Tuesdays, 9am-12pm**
Site Team Meetings> **Every other Tuesday, 10:30am-11:30am**
Cedar Valley's Yearly Cookout Event tomorrow (9/24/25)

Helpful Campus Resources: Please find additional resources for your students **here.**

Follow-up & Action Items:

Next Meeting Date:
October 7, 2025

New applicants for CO2029 (and ID#s) on Workday:

- From 92 freshman, we only have 8 who have yet to complete and/or confirm their application completion. Once confirmed, Ms. Washington will send me the list so that I can look up their ID#s on Workday.

AW request for students who previously passed AP History with 3, but are currently enrolled in HIST-1301:

- We will monitor these cases to determine whether an AW will be appropriate.
- Going forward, we will also identify students who took the AP before enrolling them in HIST courses.

I sent Carter a list of the students who are registered in 1st 8-week courses. They will crosscheck this list with their rosters to confirm their academic status ahead of Jaquel's visit on Friday.

Ms. Washington will send me an updated list of the CO2028 with their respective POS

Educational Partnerships – Site Visit Meeting Agenda

Meeting Title: **Carter PTECH Site Visit Meeting**

Date: 10/7/2025 **Time: 10:30:AM – 11:30AM** **Location: Carter Campus** **Room: 126**

Attendees -

- ☐ Stonie B Arbuckle - Principal
- ☐ April Washington - School Counselor
- ☐ Rosundra Taylor Smith - Coordinator
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Registration Process/Readiness

- Spring 2026 Browsable Schedule available on **10/6/25**
- HS Submits Spring 2026 Blended Rosters to EP by **10/13/25**
- HS Submits Spring 2026 Controlled Rosters to EP by **10/31/25**
- Spring 2026 Registration Begins **10/20/25**
- Spring 2026 Faculty Credentialing Deadline 10/31

Drop Deadlines/Guidelines		
Course Duration	**Via Roster Change**	**Via Drop Form**
1st 8-weeks	9/2/2025	10/1/2025
2nd 8-weeks	10/27/2025	11/26/2025
16 weeks	9/8/2025	11/13/2025

Academic Monitoring and Progress Reporting

- Fall 2025 16-Week Progress Reporting Period> **9/23/25 – 10/6/25**

TSI/ Registration Readiness

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Educational Partnerships Updates

Success Coach Updates – (Ms. Jaquel Thomas)

High School Updates – (Mr. Arbuckle)

Upcoming Events and Important Dates:

Campus Visits to Carter> **Every other Tuesday, 9am-12pm**
Site Team Meetings> **Every other Tuesday, 10:30am-11:30am**

Helpful Campus Resources: Please find additional resources for your students **here.**

Follow-up & Action Items:

Master Blended Rosters for 2026SP
Course Planning for CO2029:

Next Meeting Date:

October 21, 2025

Educational Partnerships – Site Visit Meeting Agenda

Meeting Title: **Carter PTECH Site Visit Meeting**

Date: 10/7/2025 **Time: 10:30:AM – 11:30AM** **Location: Carter Campus** **Room: 126**

Attendees -

- ☒ Stonie B Arbuckle - Principal
- ☒ April Washington - School Counselor
- ☒ Rosundra Taylor Smith - Coordinator
- ☐ Joann Nicholson – Junior Facilitator
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AA - Financial Services				
AA Business Generalist	32	59		
AAS - Network Administrator and Support	2	3		

Registration Process/Readiness

- Spring 2026 Browsable Schedule available on **10/6/25**
- HS Submits Spring 2026 Blended Rosters to EP by **10/13/25**
- HS Submits Spring 2026 Controlled Rosters to EP by **10/31/25**
- Spring 2026 Registration Begins **10/20/25**
- Spring 2026 Faculty Credentialing Deadline **10/31/25**

Drop Deadlines/Guidelines		
Course Duration	**Via Roster Change**	**Via Drop Form**
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Academic Monitoring and Progress Reporting

- Fall 2025 16-Week Progress Reporting Period> **9/23/25 – 10/6/25**

TSI/ Registration Readiness

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Educational Partnerships

Browsable schedule (mini walkthrough)
Identifying credentialled instructor prospects

Success Coach Updates – (Ms. Jaquel Thomas)

Preparation for 2026SP enrollments
Upcoming planning session with 10th graders
Best practices for students when communicating with instructors

- Email etiquette

High School Updates/Student Concerns – (Mr. Arbuckle & Carter Leadership)

Upcoming recruitment events at Carter. Ms. Smith will send event calendar and would like EP to attend when possible.
Best practices for students when communicating with instructors

- Email etiquette

Upcoming Events and Important Dates:

Campus Visits to Carter> **Every other Tuesday, 9am-12pm**
Site Team Meetings> **Every other Tuesday, 10:30am-11:30am**
Success Planning for 1oth Graders at Carter>**Friday, Oct 17, 10**

Helpful Campus Resources: Please find additional resources for your students **here.**

Follow-up & Action Items:

Master Blended Rosters for 2026SP
Course Planning for CO2029
Updating student count
Confirming POS classification

Next Meeting Date:
October 21, 2025

Educational Partnerships – Site Visit Meeting Agenda

Meeting Title: **Carter PTECH Site Visit Meeting**

Date: 10/21/2025 **Time: 10:30:AM – 11:30AM** **Location: Carter Campus** **Room: 126 & Teams**

Attendees -

- ☐ Stonie B Arbuckle - Principal
- ☒ April Washington - School Counselor
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AA - FOS Criminal Justice	14	18		
AA - Financial Services				
AA Business Generalist	32	28		
AAS - Network Administrator and Support	3	5		

Registration Process/Readiness

- Spring 2026 Registration Began Yesterday **10/20/25**
- Second 8-Week Classes Beglan Yesterday **10/20/25**
- HS Submits Spring 2026 Controlled Rosters to EP by **10/31/25**
- Spring 2026 Faculty Credentialing Deadline **10/31/25**

Fall 2025 Drop Deadlines/Guidelines		
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Educational Partnerships

Status of 2026SP Blended Registrations

Success Coach Updates – (Ms. Jaquel Thomas)

2026SP Blended Registrations for CO2026 have been completed.
2026SP Blended Registrations for CO2027are in progress.
10th Grader Success Plans will be sent on Friday the 24th
Looking forward to senior conversations for Graduation (after Holiday break)

High School Updates/Student Concerns – (Ms. Washington)

Upcoming Events and Important Dates:

Campus Visits to Carter> **Every other Tuesday, 9am-12pm**
Site Team Meetings> **Every other Tuesday, 10:30am-11:30am**

Helpful Campus Resources: Please find additional resources for your students **here.**

Follow-up & Action Items:

- Provided Ms. Washington with (controlled) Course Offerings for 2026SP. Upon review, Ms. Washington will complete her 2026SP Master Controlled Roster and send it to me.
- Student count has been updated

Next Meeting Date:
November 4, 2025