**PORTERVILLE DUAL ENROLLMENT COORDINATING COUNCIL**

**February 7, 2017 Minutes**

**@ 4:00 PM @ Porterville College (CT-1301)**

**Present:** Jon Stern, Vanessa Renteria, Georgina Alatorre-Jaime, Matt McCracken, Patty Aquino, Kenneth Moore, Dana Newkirk, Vanessa Salas, Maria Alvarez, Salma Aziz, Kailani Knutson, Danielle Aguilar, Andrea Anaya, Marth Stuemky, Sam Aunai, Troy Alvarado, Miranda Warren.

1. Welcome/ Overview
2. High School Items/ Updates (Roundtable)
3. Early College Resource Guide – Handout. Update to page 12, Dual Enrollment forms with signatures and transcripts will need to be submitted to PC by May 30th. In order to make the submission of forms smoother we ask that you do not turn in forms with students who do not have a 2.0 gpa, make sure all forms are in line and include transcripts. It is also important to remind teachers to print their class roster on a regular basis and compare to the High School list to avoid discrepancies.
4. Fall 2017 schedule
	1. Meetings with PC – What are you interested in? How does this meet the goals at your school?
	2. Timelines
	3. Form Completeness & Submission
	4. Course Hour Requirement – 5 minute increments.
5. Placement Assessment & Summer Jump Start – March is when the assessment for freshmen, sophomores, and juniors will take place. Students who do not place have the opportunity to do the Jump Start program in the summer. Jump Start dates are being finalized, we hope to have these by our next meeting.
6. PC Contacts & High School Contacts – Sam Aunai and Kailani Knutson are the Porterville College Dual/ Concurrent Enrollment contacts, Andrea Anaya is the lead Admissions & Records contact. Please cc Sam, Kailani and Andrea when sending out an email correspondence.
7. Concerns/ Issues/ Challenges/ Opportunities – length of time a student has before they can reassess- not until the next semester.
8. Other Items/ Going Forward/ Next Discussion