**PORTERVILLE DUAL ENROLLMENT COORDINATING COUNCIL**

**March 7, 2017 Minutes**

**@ 4:00 PM @ Porterville College (CT-1308)**

**Present:** Sam Aunai, Kailani Knutson,Jon Stern, Matt McCracken, Patty Aquino, Kenneth Moore, Dana Newkirk, Letty Garza, Vanessa Salas, Danielle Aguilar, Martha Stuemky, Troy Alvarado, Paula Roche, Miranda Warren.

1. Welcome/ Overview – Handout of fall 2017 Dual and Concurrent courses offered at the High School sites.
2. Follow up from 2/7/17 Meeting – Timelines for due dates have been changed.
3. High School Items/ Updates (Roundtable) – Most sites are currently testing or are getting ready to start testing.
4. HS Certification Forms (Drop off & Review) – Would like to arrange for specific times for each site to drop off their forms. We will be sending meeting invites for each school. May 30th deadline for the fall semester, December 1st for the spring semester.
5. HS Student/ Parent Expectation
	1. HS Student Welcome & Expectation Letter – Salma suggested a letter to high school students that are enrolling in dual/concurrent courses with expectations as well as important dates to withdraw/ drop courses.
	2. Informational Session
6. CTE Articulation/ Credit by Exam (CATEMA) –Letty- Can provide training to instructors who are either new or need a refresher.
7. Summer Jump Start- Jon- PC will be offering Summer Bridge Jump Start INST P105 7/24-7/27 (1 credit) Monday-Thursday 9:00-1:30 as well as am/pm sessions of English Jump Start 7/31-8/3. A flyer will be available in the next week, Kailani will email it to the High Schools. May 15th will be the cutoff date for students to enroll.
8. Concerns/Issues/Challenges/Opportunities- All students enrolled at PC are able to get a PC id card. Letty- opportunities through CTE transitions grant – support available for dual enrollment coordination and collaboration across the sites (ex: training, speakers, materials, handbooks for instructors/students/parents). This grant is designed to help with the transition from high school to college.
9. Other Items
	1. High School Senior Day- prefer to have it in the fall.
10. Going forward/ next discussion – Email Sam Aunai to add onto the agenda.