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| **Present:** McKenna Salazar, Andrea Anaya, Erin Cruz, Billy Jean Cabunoc, John Ghilarducci, and Kristen Plunk  |
| **Discussion Items** | **Action Step/Action/Timeline** | **Actions** |
| Welcome | McKenna Salazar welcomed committee and meeting began at 3:00 pm |  |
| Draft Schedule of DE/CE Course for Spring 2020 | Committee was provided with an updated spreadsheet with Dual/Concurrent Enrollment courses for the Spring 2020 semester. Out of the 33 classes, there are 9 classes awaiting final approval from PC division chairs. Follow up emails have been sent on October 29, 2019. Will the Spring registration date quickly approaching, list will be sent to Judy Fallert as is for the CRN numbers to be populated and as remaining classes are approved those will be submitted for CRN’s. McKenna informed the committee that this class list is a 48% increase from Spring 2019 with a 70% growth year over year. Program is rapidly increasing and moving in a positive direction. McKenna did add, that SCCA did request for a Geography class to be added to the schedule for this semester, however there is currently no instructor that has been approved to teach this class online so the class could not be added.  | McKenna to submit current list to Judy for CRN’s.  |
| Wednesday Afternoon Classes | McKenna asked the committee how to determine the classes to add for additional Wednesday afternoon class schedule available to high school student who have early release on Wednesdays? Billyjean Cabunoc recommended to stick to the Golden Four subject. McKenna asked committee how this information was passed alone in the past. Billyjean responded that historically flyers were approved and provided by the VP of instruction. In addition, Lindsay High School will be paying for their students to be bussed over and lunches for Junior year students on Tuesday and Thursday from 11:00-3:00 so their students can have Dual Enrollment opportunities. Students have been approved to take English 101A without the co-requisite so they will have the opportunity to take two classes during this timeframe.  | Billyjean will reach out to Department of Instruction in regards to approval and flyer for Wednesday afternoon class availability.Billyjean will put together a list of available classes during the Tuesday and Thursday timeframe. Once list is developed McKenna will pass to Division Chairs for final approval. |
| Deadline of Paperwork 12/12/19 | Deadline of 12/12/19 is suggested for High Schools to have packets submitted for Spring 2020 semester. Andrea Anaya added that fall grades will not be posted by this date so this may create registration issues, however, high school grades will not be evaluated until after PC staff returns from winter break therefore the deadline of 12/12/19 is acceptable. John Ghilarducci added that Granite Hills already has several packets ready for submission.  |  |
| Counselor Schedule for Review of Transcripts and Docs at High Schools | McKenna asked committee if it would be possible to have counselors to fill out forms with students at the high schools and review all transcripts during these meeting and hand deliver clean packet to Andrea for registration. John requested approval from committee to be able to start collecting paperwork from high schools now and begin transcript reviews? Committee was in approval once Judy complete the CRN process. If counselors from PC are collecting transcripts directly from high school they will be accepted at PC. If student bring in transcripts they must be sealed official transcripts. Committee did agree that once a transcript is reviewed and approved, they cannot accept any additional transcripts regardless if additional credits are added. Erin Cruz informed the committee that the use of Navigate will be accessible on high school campuses so all data entry can be competed at once. Students will be flagged in Banner and this data will feed over to Navigate for updating. All counselor at high schools will be trained on this system.  |  |
| Counselor Schedule for Concurrent Walk-in Students | Erin Cruz informed committee that she has spoken to Katherine Figueroa about being a backup during the peak times of student registration. Erin did request that there be additional deadlines set to assist John in review and collection of paperwork from the high schools. It was agreed upon that for Concurrent Enrollment time will be blocked on John’s calendar and the High Schools will be notified of November 18-27, 2019 for paperwork completion. Dates for Dual Enrollment will be blocked December 2-12, 2019. John will block his schedule to work solely on this at high schools and Katherine will be blocked to help with walk-ins at PC.  |  Erin and McKenna will develop and email to send out to high school enforcing these deadlines.  |
| Additional Topics | McKenna invited committee members to the upcoming event by the CVDEEP a subcommittee of the CVHEC to be held on November 12, 2019 in Fresno. This will be an opportunity to committee to hear and experience an accumulation of activities and ideas from schools within the region.  |  |
| Meeting Adjournment  | Committee was informed that the Dual Enrollment Coordinating Council with High School staff on 11/5/19 has been cancelled due to Erin having a High School Counselor Retreat that day. Time will be allotted to McKenna for any pertinent updates regarding Dual/Concurrent enrollment to be announced. Next meeting is scheduled for 12/3/19. Andrea was asked to provide committee with updates and information from Dual Enrollment Retreat she attended. Meeting was adjourned at 3:55 pm.  | Andrea to be added to December Agenda.  |