**Present:** Danielle Aguilar, Troy Alvarado, Andrea Anaya, Elizabeth Arias, Primavera Arvizu, Salma Aziz, Eric Barba, Billy Jean Cabunoc, Erin Cruz, Reagen Dozier, John Ghilarducci, Kailani Knutson, Ashley Land, Whitney Moorhead, Armando Oseguera, Jeremy Powell, John Ramirez, Jorge Ramos, Paula Roche, Vanessa Salas, Perla Soria, Martha Stuemky, Miranda Warren, Joel Wiens.

1. Welcome
2. New Meeting Format
3. Check List/ Site Visits- Handout for Dual Enrollment instructors. Instructors should always compare the PC and HS roster together to verify students are properly enrolled. PC will start scheduling site visits in the next month.
4. Course Required Times- PC scheduling requires a minimum of 50 minutes in 5 minute increments in order to be compliant. Syllabi must include classroom times and must match the schedule in Banner. All Dual Enrollment course syllabi should be submitted to Kailani by the next meeting.
5. Timeline- Handout for scheduling fall classes.
6. CTE Course Age Requirement- Students must be 18 years or older to enroll in FIRE and EMT courses, this Ed code/ board policy will be added to the catalog.
7. Best Practices- What works well on your campus? What improvements have you made? Going forward two schools will give an update at these meetings and will rotate throughout the semester. Next topic – scheduling.
8. Wednesday College- PC offered four courses and did not have many HS students enroll. How can we make this better? What courses would you like to see? We will try again for the next semester to see if we can get more interest.
9. Finish in 4- Starting in fall 2019 PC will be working with CSUB for students who complete a transfer degree, they will receive priority registration at CSUB. Requires students to fill out an application and enroll in 15 units a semester. More information coming soon.
10. Multiple Measures- A&R is currently gathering HS transcripts, all HS transcripts are due by tomorrow evening 2.6.19.
11. High School Announcements
12. College Announcements- Reagen – PC now offers a Writing Center Wednesday- Friday in Commons A. Erin- instructors have three business days after the last day of school to submit their rosters. High school seniors must complete full term until course is over to receive credit. Ashley- Elevator Pitch handout – April 1st 5:30-7:30 in the theatre, there is $500 in prize money guaranteed. PC will host a Job Fair April 14th from 9-12. Erin- PC Connection will be held April 15th & 16th from 4-8pm, an email will be sent out with details.
13. Other Items

Meeting adjourned at 4:46 pm.

Next Meeting: March 5, 2019