

MINUTES

Everman Collegiate Weekly Liaison Meeting

Date | time 03/08/2018 12:30pm

In Attendance

Dr. Sean Milligan, Lora Macaulay, Brittney Clarke, Jim Martin

Automotive Changes

Jim said AUMT 2457 has changed to AUMT 2421. He is ready for Everman's 2 auto students to be placed into AUMT 2421 for the 2018 Minimester.

Certificates

Action Item: For certificate information, Everman will contact Jean Yanes, CTE Student Success Specialist
jean.yanes@tccd.edu | 817-515-4764 | STEC 1110A

Course Requests

Lora gave Brittney Everman ECHS's 2018-2019 Course Requests today, March 8th.

Only worries that Brittney personally has on the course requests are for KINE 1164 (Everman is only requesting 2 sections with 54 students) and SPCH 1315 (Everman is only requesting 2 sections with 54 students.) Brittney made Everman aware of her concerns, but let them know that that decision will come from the departments.

Action Item: Brittney will try to send out course requests, once formatted, out to departments today.

New Everman Employee

Everman has hired an employee to be an on-campus (at TCC) support specialist to ensure the students are where they need to be, etc.

Action Item: Everman would like to know if this specialist could have an office/work area. Brittney suggested the adjunct office area that was given to Lora for use a couple years ago.

Next Meeting

March 22, 2018 | 2:30pm, SLIB 2209-C

Invited Chris Noonan & Tom Ford to discuss proper sequences for their course requests.

MINUTES

Everman Weekly Liaison Meeting

SLIB 2209-C

Date | time 02/17/18 | 1:00 | Meeting called to order by Wendy Jasper

In Attendance

Wendy Jasper, Dr. Sean Milligan, Lora Macaulay, Brittney Clarke

Approval of Minutes

Went over minutes from February 1st Meeting.

Action Items from 2/1 that aren't completed yet are:

ACTION ITEM Add Cassandra Galaviz to Independent Study Option

ACTION ITEM Everman was asked to give Gaston missing residency paperwork for students with Pending Residency

Old Business

Everman's PR Video went well. It is still being edited and will be turned into a commercial to promote Everman ISD.

PASS Students have a PASS Seminar on February 23rd at Everman High School

ACTION ITEM There is still no drafting teacher for course coming up for junior students. This is an issue.

ACTION ITEM Dr. Milligan has not turned in Invalid Access Codes to TCC yet. He will turn them in next week.

Self – Enrollment Procedure Improvement

How to improve self-enrollment for Fall Semester:

- A. Send Official and Complete Course Requests by March 1st.
- B. Once all sections are built by section-builders we can schedule a time for Brittney, Wendy, and Gaston to come to Everman to assist with self-enrollment.
- C. The day we come to assist with self-enrollment, Lora/Dr. Milligan- please have printed students course sections they need to enroll in on small sheets of paper that you can hand to the students so that when we assist we can see the exact section they need to enroll in. Gaston will be there to assist with enrollment issues.
- D. For blended/cross-listed sections, you must let us know as soon as possible exactly how many students will go into what courses, and we will ask departments to hold seats for your students, or just have the student enroll immediately into the section before the sections fill up.
 - a. Please remember that traditional courses that your students will be blending/cross-listing into will not follow your MOU book plan. Students will run the chance of having to use a different book and any other extra materials the teacher may require.

- b. Please remember that if we hold seats in a traditional course for your students, that you must let us know as quickly as possible if you do not need the course any longer so that traditional students who need it will be able to take those seats.

How to have students enroll for Summer 2018

- A. Students should be able to self-enroll just how they have been in any summer courses that they need.
 - a. Please remember that these will be traditional courses that will require certain books that will not be the same as Everman's MOU books, and the instructors may require additional materials.
 - b. Remember that these courses will fill up quickly so students need to enroll as quickly as possible. Summer Registration opens on March 6.

Degree Audits / C&I Changes

Degree Audits are changing for AAT & AAS (CTE) degrees.

ACTION ITEM Everman has requested a meeting with Dr. Shereah Taylor, Dean Gines, Tom Ford, and Dr. Grove to discuss C & I changes. They also have requested Dr. Ansorge and Dr. Jeremy Byrd attend to discuss adding philosophy to degree plans. They just want to check degrees to ensure they align with C&I changes.

New Business

Graduation

ACTION ITEM Everman will contact DT (Derrick Pressley & Nicole) to discuss graduation procedures.

<https://www.tccd.edu/academics/graduation/commencement/>

<https://www.tccd.edu/academics/graduation/commencement/graduates/regalia-attire/>

Next Meeting

02/15/2018 | 2:30pm, TBD (Hopefully in SFOD Conference Room)

Brittney will move meeting to larger conference room for upcoming larger meeting and will invite Dean Gines, Dr. Taylor, Tom Ford, Dr. Ansorge, and Dr. Byrd as well to it.

Meeting Adjourned at 2:20pm.

This is my personally understanding of the minutes. Please let me know if I need to correct anything.

MINUTES

Everman Collegiate Weekly Liaison Meeting

2/1/18 | 2:30pm

In Attendance

Dr. Dana Grove, Dr. Sean Milligan, Wendy Jasper, Lora Macaulay, Brittney Clarke

Connect Course Student Issues

- **Kassandra Galaviz 1332999**
 - **Issue:** Can't be in 16 week ENGL course, Must have ENGL-1302 this semester & needed ENGL-2328 as elective
 - **Solution:** **ACTION ITEM** Drop Kassandra from ENGL-1302-86014 and backdate this so it does not affect transcript.
 - **Solution:** She will take a different elective than ENGL-2328 at another time
 - **Solution:** **ACTION ITEM** She will be given an independent study option, at Dr. Grove's approval for ENGL-1302
- **Christian Huckaby 1332359**
 - **Issue:** Needs ENGL-1301, course is "waitlist full"
 - **Solution:** No solution, but to roll the dice on him and hope someone drops the course.
- **Avery Jones 1333189**
 - **Issue:** Needs ENGL-1301, course is "waitlist full"
 - **Solution:** No solution, but to roll the dice on him and hope someone drops the course.
- **Yessenia Martinez 1337530**
 - **Issue:** Not in HUMA-1301-82004 (section wasn't found)
 - **Solution:** **ACTION ITEM** Place her in HUMA-1301-14005 and have her catch up with the class since she has missed 2 weeks of the class.

South Campus Student Issues

- **Natalie Gomez 1387361**
 - **Issue:** Not in ENGL-1302 because she failed ENGL-1301
 - **Solution:** Will take ENGL another semester. No action needed at this time.
- **Miyah Hill 1387388**
 - **Solution:** No Issues
- **Angel Rodriguez 1337532**
 - **Solution:** No Issues

Other Topics

- **Section Caps**

- **ACTION ITEM** Give Dr. Milligan a list of section caps.
- Meeting agreed that 25 is a safe assumption of section caps, however we need to double check this.
- No 'soft' caps, all are 'hard' caps

- **Books, Codes, Software Concerns**

- HUMA, PSYC, MathLab Codes, and DFTG software concerns are all resolved
- **ACTION ITEM** Dr. Milligan is picking up the PSYC books today 2/1/18 from Dr. Robertson's area, so book issues are all resolved
 - 16 textbooks for Everman students in Dr. William Brown and Dr. Staussa Ervins' sections.
 - Each book will be numbered and should be checked out to a student with the name of the student, student ID# and the number of the book recorded.
 - This information should be scanned and sent to Dr. Robertson
 - At the end of the semester – last class meeting—the books should be returned to the Professor or collected by an Everman representative and returned to Dr. Robertson. This will assure that she have the books back to loan to students as needed.

New Business

- **Blended Sections**

- Everman is interested in pursuing more blended/ cross-listed courses.
- MOU may have to change to reflect book issue
- Currently if an ECHS student takes a blended course, the blended course does not have to use the ECHS-purchased book

- **Pending Residency Issues**

- **ACTION ITEM** Gaston has asked that Everman send him the missing residency paperwork to correct the Pending Residency issues on Everman students as soon as possible to prevent future enrollment issues

- **CTE Communication**

- Dean Gines requests that you please CC him on all emails for his department (CTE) when it comes to ECHS, so that he can be as involved as possible.

Next Meeting

02/08/2018, ~~2:30pm-4:00pm~~ 1:00-2:30pm

- **ACTION ITEM** Weekly meetings are always 2:30pm-4:00pm, however on February 8th we will meet at 1:00pm – 2:30pm to accommodate Dr. Milligan's schedule that day.
- The following week 02/15/2018 we will resume normal hours at 2:30pm.

****These minutes are only what I personally understood of the discussion, please let me know if there are any changes that I need to make to them.** - Brittney**



10/25/17 Meeting Minutes

1 message

CLARKE, BRITTNEY <BRITTNEY.CLARKE@tccd.edu>

To: "Milligan, Sean" <smilligan@eisd.org>, "JASPER MARTINEZ, WENDY" <WENDY.JASPERMARTINEZ@tccd.edu>, "Macaulay, Lora" <lmacaulay@eisd.org>

Good Afternoon,

Below are action items from today's meeting:

1. **Brittney** will send course request sheet to Dr. Milligan and Lora. (ATTACHED)
2. **Brittney** will speak to Staci about how she does South Online courses instead of going through connect.
3. **Brittney** will get CTE books to Dr. Milligan as soon as she hears back from department. (Brittney has emailed twice, may email bookstore and ask them.)
4. **Brittney** will create a suspension/probation list and send to Everman .
5. **Brittney** will invite Andrew to next meeting. (And include him and Gaston on rest of meetings so that they can attend when their schedules allow.)
6. **Brittney** will ask AUMT department to build Maymester AUMT 2457 course for Everman.
7. **Brittney and Lora** will enroll blended courses (GOVT-2305 and CTE students) this week.
8. **Brittney** will ensure there are no incorrect PERCS (holds) by Friday of this week.
9. **Lora** will move around Angel's schedule if needed since HART courses are one day a week. Everman understands HART is 16 weeks long rather than 8 weeks.
10. **Lora** will send Brittney any EOC students if applicable since EOC scores do not show up in system and therefore does not allow the student to enroll for the course. Please note that student accounts. All other holds *should* be cleared by now.
11. **Dr. Milligan** will speak to Roman at the bookstore about the BUSG book issue. If there is not a good solution, Wendy will see if she can do anything about it by speaking to Dr. Grove
12. **Wendy** will speak to Dr. Grove this week about if we can build a south campus online MATH-1314 course rather than go through Connect. Dr. Milligan needed answer on 20th but will w

SPRING 2018 Early Collegiate High School Section Requests MASTI

****SECTION BUILDERS: Yellow indicates a Blended Course, Please save seats in a traditional course.**

Synonym	Course	Section	Course Description	Time	Day	Students	In
0449069	ENGL 1302	14066	Composition II +	8:00-9:20	T/TH	21	
0449072	ENGL 2322	14000	British Literature I to 1800 +	8:00-9:20	T/TH	25	
0443384	SPCH 1315	14032	Public Speaking +	8:40 - 9:25	M/T/W/TH	25	
0443385	SPCH 1315	14034	Public Speaking +	9:30 - 10:15	M/T/W/TH	25	
0446369	HUMA 1301	14000	Introduction to Humanities I +	10:20 - 11:05	M/T/W/TH	18	
0449243	HUMA 1301	14005	Introduction to Humanities I +	11:10 - 11:40	M/T/W/TH	17	
0450109	HIST 1302	14010	United States History II (Since 1876) +	8:00-9:20	M/W	21	
0448003	GOVT 2306	14006	Texas Government (Federal Constitution & Topics) +	8:00-9:20	M/W	13	
0448005	GOVT 2305	14008	Federal Government (Federal Constitution & Topics) +	11:00-12:20	M/W	11	
0451012	EDUC 2301	14000	Introduction to Special Populations +	9:30-10:50	M/W	13	
0450154	PSYC 2301	14140	General Psychology +	9:30-10:50	M/W	21	
0439773	BIOL 1409	14100	Biology for Non-Science Majors II (Lecture + Lab) +	LEC: 9:30-10:50 LAB:9:00-10:55	LEC:T/TH LAB: FRI	21	
0450143	KINE 1306	14012	First Aid +	9:30-10:50	M/W	12	
not built	MATH 1314	not built	College Algebra +	11:10am-12:00pm	MTWTHF	20	S
not built	MATH 1314	not built	College Algebra +	1:45pm-2:30pm	MTWTHF	19	S

0450794	DFTG 1409 16 wks	14043	Basic Computer-Aided Drafting (CAD)	11:45-1:40 actual: 11:50-2:20	M/T/W/TH actual : M/W	25 actual: 16
0450793 0450790	DFTG 1445 1st 8 wks DFTG 2458 2nd 8 wks	14052 2nd 8 wks 14050 1st 8 wks	Parametric Modeling and Design Advanced Machine Design	8:00-10:50	M/T/W/TH	10
0449767 0449738	DFTG 2423 1st 8 wks MCHN 2403 2nd 8 wks	14808 14888	Pipe Drafting/ Fundamentals of Computer Numerical Controlled (CNC) Machine Controls	8:00-10:50	M/T/W/TH	11
0449739	DFTG 2438 (Capstone)	14818	Final Project in Advanced Drafting	8:00-2:00	F	11
0450216 0451112	AUMT 1419 1st 8 wks AUMT 1416 2nd 8 wks	14249 14238	Automotive Engine Repair/ Automotive Suspension and Steering Systems	8:00-12:00	M/T/W/TH	2
0451521	HART 2449 16 Wks	14079	Heat Pumps	8:00-12:45	TH	1
0451519	HART 2436 16 Wks	14046	Air Conditioning Troubleshooting	8:00-12:45	M	1

Regards,

Brittney Clarke

Administrative Assistant | Academic Affairs

Tarrant County College District- South Campus| Office: SLIB 2212A

5301 Campus Drive | Fort Worth, TX 76119

817-515-4064

brittney.clarke@tccd.edu | www.tccd.edu

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DELILLE, ZION	1332562
DURAN, GERMAN	1335174
HUCKABY,CHRISTIAN D	1332359
JONES, AVERY	1333189
MACIAS-BRIJIL, JACKELYN	1332473
MORALES, LITHCY	1332531
PENA,JUAN M	1335081
TORRES, SEBASTIAN	1333271
ZAVALA, JOSE	1332722

Regards,

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From: CLARKE, BRITTNEY

Sent: Monday, October 23, 2017 5:05 PM

To: 'Macaulay, Lora' <lmacaulay@eisd.org>

Cc: JASPER MARTINEZ, WENDY <WENDY.JASPERMARTINEZ@tccd.edu>; LOPEZ, ANGELA <ANGELA.LOPEZ@tccd.edu>

Subject: Overview of today's updates

Good Afternoon Angela,

Please let us know if your department would raise the cap to allow 1 or 2 more students into ENGL-1301-18017. Alexis Toney and Merlyn Chavarria were hoping to get into it. I wasn't sure if you had saved seats or not for the course. If only one can get in, then we hope to put Alexis in. Thanks!

Lora,

To review today's updates:

ENROLLED:

1. Hannia Garcia 1409088 is in ENGL-1302-18017 now. Keep in mind this starts today, 10/23/2017 in SACB 1204.
2. Bre'Anna Sanchez 1062141 is in ENGL-1302-18017 now. Keep in mind this starts today, 10/23/2017 in SACB 1204.
3. Kiambria Hilliard-Torres 1331954 is now in ENGL-2328-86031. Keep in mind this starts today online.
4. Paris White 1333265 is now in ENGL-2328-86031. Keep in mind this starts today online.
5. Reignna Clerkley 1333268 is now in ENGL-1302-82008. Keep in mind this starts 10/27/2017 on Saturdays in TREF 4203.

6. Angel Martinez 1337532 is now in ENGL-1301-82014. Keep in mind this starts 10/27/2017 on Fridays in TREF 4310.

NOT ENROLLED:

7. Angel Martinez 1337532 cannot get into ENGL-1302-86074 since it is full, and that is a CN course, so Wendy will be looking at options tomorrow for the student.

8. Alexis Toney 1332561 is not in ENGL-1302-18017. Course full, enrollment not allowed unless Dr. Hubnik raises cap. Keep in mind this starts today, 10/23/2017 in SACB 1204.

9. Merlyn Chavarria 1333301 is not in ENGL-1302-18017. Course full, enrollment not allowed unless Dr. Hubnik raises cap. Keep in mind this starts today, 10/23/2017 in SACB 1204.

10. Clerkley, Garcia, Rodriguez, and Sanchez all cannot get into HUMA-1301-86008 since it is full. I have copied and pasted below all the HUMA offerings for TCC in the Spring.

0441366 HUMA-1301-86000 Introduction to Humanities I WEB CN 0 ARRANGED ARRANGED 01-16-18 05-10-18

***Note: Class login at my.tccd.edu Online testing.**

0441367 HUMA-1301-86002 Introduction to Humanities I WEB CN 0 ARRANGED ARRANGED 01-16-18 05-10-18

***Note: Class login at my.tccd.edu Online testing.**

0441368 HUMA-1301-86004 Introduction to Humanities I WEB CN 25 ARRANGED ARRANGED 01-16-18 05-10-18

***Note: Class login at my.tccd.edu Online testing.**

0441369 HUMA-1301-86006 Introduction to Humanities I WEB CN 29 ARRANGED ARRANGED 01-16-18 05-10-18

***Note: Class login at my.tccd.edu Online testing.**

0438984 HUMA-1301-86008 Introduction to Humanities I WEB CN 0 ARRANGED ARRANGED 03-19-18 05-10-18

***Note: Class login at my.tccd.edu 2nd 8-week term begins 3.19.18 Online testing.**

0446369 HUMA-1301-14000 Introduction to Humanities I BL1 HS 25 MTWTh 10:20am - 11:05am 01-16-18 05-10-18

***Note: This Class is ONLY for Everman ISD Early College High School Students**

0449243 HUMA-1301-14005 Introduction to Humanities I BL1 HS 25 MTWTh 11:10am - 11:40am 01-16-18 05-10-18

***Note: This Class is ONLY for Everman ISD Early College High School Students**

0448623 HUMA-1301-14229 Introduction to Humanities I BL1 HS 999 ARRANGED ARRANGED 01-16-18 05-10-18

***Note: Note: Dual Credit Students Only-SO Super Section**

0449636 HUMA-1301-34209 Introduction to Humanities I LEC HS 999 ARRANGED ARRANGED 01-16-18 05-10-18

***Note: Note: Dual Credit Students Only- NW Super Section**

0448134 HUMA-1301-33781 Introduction to Humanities I LEC NW 19 Jackson MTWThF 8:30am - 12:10pm 12-15-17 01-05-18

***Note: Class meets Dec. 15-16, 18-22 & Jan. 2-5**

0441356	HUMA-1301-30785	Introduction to Humanities I	LEC	NW	13	Jackson	M W	9:30am - 10:50am	01-16-18	05-10-18
0441357	HUMA-1301-30786	Introduction to Humanities I	LEC	NW	13	Jackson	M W	12:30pm - 1:50pm	01-16-18	05-10-18
0441360	HUMA-1301-30793	Introduction to Humanities I	LEC	NW	19	Jackson	M W	2:00pm - 3:20pm	01-16-18	05-10-18
0447929	HUMA-1301-30794	Introduction to Humanities I	LEC	NW	20	Lobstein	M W	8:00pm - 9:20pm	01-16-18	05-10-18
0444797	HUMA-1301-30790	Introduction to Humanities I	LEC	NW	17	Bacon	T Th	8:00am - 9:20am	01-16-18	05-10-18
0441361	HUMA-1301-30795	Introduction to Humanities I	LEC	NW	17	Jackson	T Th	11:00am - 12:20pm	01-16-18	05-10-18
0441363	HUMA-1301-30807	Introduction to Humanities I	LEC	NW	21	Jackson	T Th	2:00pm - 3:20pm	01-16-18	05-10-18
0438075	HUMA-1301-32780	Introduction to Humanities I	LEC	NW	16	Cross	F	6:30pm - 9:25pm	01-26-18	05-06-18
*Note: Class meets only fridays.										
0438077	HUMA-1301-32805	Introduction to Humanities I	LEC	NW	16	Cross	S	9:30am - 12:25pm	01-26-18	05-06-18
*Note: Class meets Saturdays only.										
0449553	HUMA-1301-40500	Introduction to Humanities I	LEC	SE	23		M W	5:00pm - 6:20pm	01-16-18	05-10-18
0441365	HUMA-1301-50241	Introduction to Humanities I	LEC	TR	37	Brumit	T Th	11:00am - 12:20pm	01-16-18	05-10-18

Regards,

Brittney Clarke

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Agenda Items to Work on

1 message

CLARKE, BRITTNEY <BRITTNEY.CLARKE@tccd.edu>
 To: "smilligan@eisd.org" <smilligan@eisd.org>, "Macaulay, Lora" <lmacaulay@eisd.org>

Mon, Sep 25, 2017 at 3:50 PM

Good Afternoon,

Forgive the long email, but I wanted to write down the issues that we would have discussed tomorrow.

I. Everman English Issue

- a. Let Brittney know the exact issue so that she can inform the department about it in advance. Maybe we can begin to work on it in Wendy's absence.

	ENGL 1302		Composition II +	8:00-9:20	T/TH	21	TCC Instructor	TCC	Cohorted
	ENGL 2322		British Literature I to 1800 +	8:00-9:20	T/TH	25	TCC Instructor	TCC	Cohorted

II. CTE Spring Course Finalizations

- a. Please confirm the ECHS CTE Courses that I have inserted below. Then I can confirm with the departments that this is correct.

ON HOLD	DFTG 1409	ON HOLD	Basic Computer-Aided Drafting (CAD)	11:45-1:40	M/T/W/TH	25	TCC Instructor	EHS Room	Cohorted @ Everman HS
ON HOLD	DFTG 1445	ON HOLD	Parametric Modeling and Design	8:00-10:50	M/T/W/TH	10	TCC Instructor	TCC	Cohorted
ON HOLD	DFTG 2440	ON HOLD	Solid Modeling and Design	8:00-10:50	M/T/W/TH	10	TCC Instructor	TCC	Cohorted
ON HOLD	DFTG 2423/ MCHN 2403	ON HOLD	Pipe Drafting/ MACHINE TOOL TECHNOLOGY/MACHINIST	8:00-10:50	M/T/W/TH	11	TCC Instructor	TCC	Cohorted
ON HOLD	DFTG 2438 (Capstone)	ON HOLD	Final Project in Advanced Drafting	TBD	M/T/W/TH	11	TCC Instructor	EHS Room	Cohorted @ Everman HS
ON HOLD	AUTM 1419/1445	ON HOLD	Automotive Engine Repair/ Automotive Climate Control Systems	8:00-12:00	M/T/W/TH	2	TCC Instructor	TCC	Cohorted
ON HOLD	HART 2449/2436	ON HOLD	Heat Pumps/ Air Conditioning Troubleshooting	8:00-12:00	M/T/W/TH	1	TCC Instructor	TCC	Cohorted

- b. We can wait to work on the WLDG CTE Dual Credit courses until the meeting next week.

ON HOLD	WLDG 1317 1st 8 Wks	ON HOLD	Introduction to Layout and Fabrication	morning		3	TCC Instructor	TCC South	ON HOLD
ON HOLD	WLDG 1312 2nd 8 wks	ON HOLD	Introduction to Flux Cored Arc Welding (FCAW)	morning		3	TCC Instructor	TCC South	ON HOLD
ON HOLD	WLDG 1434 2nd 8 wks	ON HOLD	Introduction to Gas Tungsten Arc Welding (GTAW)	afternoon		3	TCC Instructor	TCC South	ON HOLD

III. MATH-1314 Professor Search

- a. I have talked to the department and they are looking into it.

	MATH 1314		College Algebra +	11:10am-	MTWTFH	20	Seeking	EHS Rm	Cohorted @ Everman
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				12:00pm			embedded	104	HS
	MATH 1314		College Algebra +	1:45pm- 2:30pm	MTWTHF	19	Seeking embedded	EHS Rm 104	Cohorted @ Everman HS

IV. **International Admissions Issue**

- a. This will have to wait until the meeting because as far as I know Rossy does not qualify due to tourist visa and Rossy does not qualify for LUNDC Form due to visas not expiring for more than 12 months.
- b. If you want to speak to them yourself in the meantime, the International Admissions office number is 817-515-1570.

Regards,

Brittney Clarke

Administrative Assistant II | Academic Affairs

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