

**Early College Advisory Committee
Meeting Minutes
February 17, 2017**

Present: E.J. Bast, D. Coates, P. Eagan, R. Garthe, C. Gibson, E. Martin, D. Miller, S. Ott, J. Taylor

Absent: D. Bertch, K. Dockerty, R. Kraas, B. Reynolds, J. Stasiuk, S. Pernie

Guests Absent: K. Lavender, N. York

1. Call to Order - The meeting was called to order by D. Coates at 9:30 am.
2. Meeting Minutes of November 18, 2016 – The November 18, 2016 minutes were approved.
3. New Information
 - 3.1 Introductions (Kevin Lavender Pathway Advisor) – In Kevin’s absence, D. Coates provided the group with a brief overview of Pathway Advisor responsibilities.
 - 3.2 FAQ Schoolcraft – D. Coates distributed for input and review the document *Early College - Teaching off Campus at Schoolcraft High School*. An overview of the document was provided. The group discussed at length concerns with spring breaks and snow days between KVCC and high schools and IDEA forms. Recommendations from the group included following the KVCC’s calendar for spring break, broaden communication to include department chairs and deans, and add high school IT contact information to the document. D. Coates will make the necessary changes to the document and report back. D. Coates also reported on plans to develop a FAQ sheet for others. Send additional feedback to D. Coates electronically.
 - 3.3 FAQ Comstock – D. Coates distributed for input and review the FAQ for Comstock High School. The group discussed at length each FAQ recommending several wording changes. D. Coates will make the necessary changes to the document and report back.
 - 3.4 PSEO – D. Coates distributed for review the documents *PSEO Process Changes* and *the High School Student Checklist*. An overview of each document was provided. The group discussed at length concerns with the management and timeline of the reserved seat system and additional changes to the PSEO process document. The PSEO process changes and the High School Student Checklist will be brought back to this group for further discussion.

S. Ott reported on concerns regarding high numbers of high school age students in college level courses noting a possible “perception issue.”
 - 3.5 Fifth Friday Seminars – D. Coates reported on Fifth Friday Seminars noting the seminars are offered once each semester (fall and winter) to better acclimate students.
 - 3.6 Honors for Fifth Year – D. Coates reported on work to provide honor cords to Early College graduates.
 - 3.7 Mattawan Early College Partnership – D. Coates updated the group on the status of the Early College Partnership with Mattawan and also reported on her plans to attend the MEMCA getting started workshop in Lansing on Thursday, February 23, 2017.
 - 3.8 End of Semester Data (Fall 2016) – D. Coates distributed for review the grade distributions for early college, dual enrolled and overall college. An overview of the document was provided. P. Eagan requested and received further clarification of the data.

4. Updates

4.1 Summer Camps – D. Coates updated the group on the status of summer camps and work with marketing. D. Coates reported registration is open to all 6th through 9th grade students noting 24 have register to date.

4.2 Courses – Nothing new to report.

4.3 Partner Update

4.3.1 Kalamazoo County – ENG 110 will be offered after school at Galesburg Augusta.

4.3.2 Gull Lake -

4.3.3 Van Buren Tech Center – 13th year students (22 per semester) expected.

5. Other

5.1 The group briefly discussed how to communicate the changes in the FAQ and PSEO.

6. Wrap-up/Next Steps/Agenda Items

7. Adjourn – The meeting was adjourned at 11:09 am

8. Next Meeting – TBD