

Early College Advisory Committee

Meeting Minutes

January 12, 2018

Present: D. Coates, B. Reynolds, D. Bertch, E. Martin, E.J. Bast, K. Dockerty, R. Kraas, N. York, S. Ott, S. Pernie

Guest Present: Jim Ratliff

Absent: P. Eagan, N. Dickerson, K. Lavender, J. Stotz-Ghosh

1. Call to Order- The meeting was called to order by D. Coates at 2:30PM.
2. Meeting Minutes of January 12, 2018 were approved
3. Updates
 - 3.1. Fall 2017 Statistics
 - 925 total dual enrolled/early college students in Fall 2017, which equals to 11% of student population.
 - 261 were early college, 665 were dual enrolled
4. New Business
 - 4.1. PSEO and Registration Procedure
 - D. Coates gave out paperwork highlighting facts about the current PSEO procedure.
 - There was discussion about how we can use the attribute that is assigned to each student to track them in the future and their moves.
 - To keep student enrollments as accurate as possible, D. Coates is working to send verification of registrations for both dual

enrolled/early college will be sent to their high school counselor/early college coordinator to be double checked before billing the school. Courses that are not approved of will be then billed to the student.

5. Old Business

5.1. Counselor Recommended Classes

- Discussion about looking at college guidelines and the college class minimums and give class schedules to chairs to look at.
- Counselors can look over students schedule and make sure they are taking the appropriate courses.

6. Other

6.1. Moodle Usage

- It was brought up that students that are not using Moodle quite as much- they are instead using their personal email. What can instructors/counselors do to make students check Moodle more often?

6.2. Record Keeping on Off Campus Classes

- What are schools expecting from instructors? What can we do to support the high schools? Discussion about what the high schools may be expecting: quarterly reports, absences, etc.
- Discussion about if stronger language needs to be used. Can they use anything other than Moodle for communication?

- Committee recommended that all instructors teaching an off campus class must use Moodle.
- Committee recommended that if attendance is required to be taken that the only method of record keeping for an off campus class is Moodle.
- Both recommendations were sent to ALC for approval.

DRAFT