**Minutes – Taft College Dual Enrollment Committee  
Wednesday, February 5, 2020**

Attendees: Greg Golling, Caroline Schoneweis, Tammy Sutherland, Darcy Bogle, Vicki Jacobi, Ruby Payne, Tori Furman, Mary Alice Finn, Jessica Grimes, Kristi Richards, Bill Devine

Minutes were approved for the 12/4/19 meeting

1. **Dual Enrollment Updates**
2. **Student Attribution in Banner**

Tammy and Darcy met on Jan 2nd and discussed Dual Enrollment attributes and potential data metrics of interest. Mireya Zermeno in admissions confirmed the HSCP attribute is assigned to all WKCCD students. In the past, this was not the case. Darcy will follow-up with IT to determine what attribute TC is using in the drop for non-payment logic reports for the WKCCD students before we change our processes, add attributes, etc. The goal is to make sure dual enrollment students are flagged separately from concurrently enrolled students for data purposes.

1. **Student Credits**

Tammy to follow-up with Darcy to ensure students enrolled in the Introduction to Biology course received dual credit.

1. **TC/TUHS Dual Enrollment MOU for 2020-2021**

Greg shared the primary purpose of discussing and finalizing the MOU in February versus May was to determine 1) what classes will be offered next year, along with 2) the number of sections needed. Doing this early on will allow for better planning, alignment with scheduling meetings held by the Office of Instruction, and confirmation of instructors that meet minimum qualification and adjunct load limitations so there is no rush to do so later.

Mary Alice confirmed the same courses we are currently offering in fall 2019 and spring 2020 are being discussed in preferencing and the number of sections will be based upon interest. Mary Alice shared she is aware of class size limits and will have the numbers by March. Tammy recommended adding a section of Engl 1500 in fall 2020 for a total of two Engl 1500 sections and adding a section of Engl 1600 in spring 2020 for a total of two Engl 1600 sections due to the strong academic nature of current junior class. Tammy will provide final numbers to Jeanene for scheduling purposes soon.

Mary Alice asked if we should add the process for how to add courses to the MOU. Since the MOU is an agreement, Greg shared we would not include this, as it reflects what’s agreed upon for the stated year. It was recommended, as a good starting point going forward, for Mary Alice to work with Leslie on identifying potential instructors that meet minimum qualifications; identifying instructors ahead of time would be helpful in case there is an interest to add additional classes. Mary Alice mentioned there could be room for growth based upon funding to support college/career ready students, which encourages students to take two or more dual enrollment courses and challenges the potential achievement of earning an AA/AS degree at the same time as a high school diploma.

Greg will update the MOU and follow process to send to Board of Trustees. Mary Alice recommended placing MOU on agenda for the TC/TUHS dual board meeting, as it would be cleaner and easier than having to be sent to both the TC and TUHS Board of Trustees.

1. **Other**

Jessica shared although there were not enough students to offer the welding class, as was identified in the CCP2 grant, there would be an interest in revisiting welding offerings. Jessica invited high students to compete in the welding contests being held at the Black Gold Court welding facility.   
Greg mentioned it would be helpful to bring future ideas on classes to the Dual Enrollment Committee for discussion to see if the ideas can work, first, before time and effort is invested.

Tori mentioned if we get rid of the Dual Enrollment handbook, as was agreed upon at a prior meeting, we may want to consider a Q&A, somewhere on web more visible than BP/AP area, for students/parents that have questions. She has received several questions.   
Darcy mentioned reviewing the dual enrollment and concurrent enrollment data metrics of interests as a committee at March meeting.

**Next meeting** – Wednesday, March 4, 2020, at 12:10pm in the Cougar Room