

## **Dec. 4, 2023 - liaison meeting**

Thursday, September 7, 2023 09:24

### **Agenda**

- Enrollment and grades
  - Spring numbers are almost there. Fall numbers are still in progress.
  - Academic status update: Asking Tara Firmin for the date.
    - TABS-TCC timeline is different. TABS staff not back in the office until Jan. 8, which means it will be challenging to adapt to academic status changes for spring.
    - TCC grades are due when TCC staff are on break, so TABS won't receive a report until January. Davis will pull the report the end of the day Dec. 15 and will try to run one again Dec. 18.
    - Asbury requested a grade timeline for TCC's deadlines.
- Advising (15-, 30- and 45-hour appointments)
  - There was a recent training for this. New information is available today.
  - This should not impact spring schedules because they are already registered for courses.
- Luncheon
  - Scheduled for 11:30-12:30 Dec. 13. This has been sent to a large number of TCC people, but it's possible that some people were omitted. Asbury asking McGowan and Davis to forward the invitation to anyone who was missed.
- Fall enrollment numbers
  - Muñoz and Asbury are working on fall enrollment numbers and would like to have rough estimates by the end of the calendar year. Actual numbers won't be available until March.
- New TCC staff member: Dr. Robert Garner
- Upcoming reports
  - Enrollment rosters at the end of the semester and when TABS staff return
  - Repeated standing, enrollment and drop report requests Jan. 8-11 as students return and register
- Various items
  - Overload requests will now go to McGowan
  - FERPA form: Can this be online, and is it once and done?

### **Attendees**

- Jack Henson, TABS principal
- Candace McGowan, TCC educational partnerships director
- Phillip Anderson, TABS assistant principal
- Latika Davis, TCC coordinator of educational partnerships
- Brian Wooddell, TABS postsecondary success specialist
- Tammy Asbury, TABS counselor
- Sandra Muñoz, TABS counselor

### **Action Items**

- ☐ For next meeting: TCC graduation to be at Dickies Arena on May 16. This is a school day. Clarification needed.
- ☐ Inquire about FERPA

