

HCC/NHECHS Partnership Meeting

Wednesday, September 21, 2022

9:30 am – 10:30 am

Goals:

- Increase associate degree completion
- Ensure a smooth system for enrollment, data entry, student support

Partners:

Reginald Peters, P-16 Director-HCC Northline

Katina Rister- HCC Northline

Sandra Herrera- HCC Northline

Nirmol Lim, SSO

Dr. Samantha Brooks, Principal

Carmen Garcia, Dean of Students

Aleicia Roberts-Caufield

AGENDA

- I. Welcome and Introductions
- II. Enrollment
 - a. Request for CRN creation by NHECHS
 - b. Request for English 1301/2 face-to-face options during the summer
 - c. Smart Sheets
- III. Meningitis Record Troubleshooting
- IV. TSI Testing
 - a. Review requirements for TSI file requirements for enrollment
 - b. NHECHS support needed
- V. IT Support for student, L.T. #211808216 (*rescheduling discussion*)
- VI. Dates/Deadlines
 - a. Have documents loaded before students leave for summer
 - b. Considerations: Submit rosters for enrollment early enough for accurate rosters by first day
 - c. Thanksgiving Break is one week this year for HCC
 - d. ODR (Official Date of Record)
- VII. SLIP session support _Jan 2023
- VIII. Early Alerts – most use and are helpful for NHECHS to support
- IX. Oct 19th College Fair Evening @ NHECHS—HCC is participating

Actions:

- Peter's Team will follow up TSI test scores, meningitis, SLIP session, permission codes
- Garcia is doing final re-verification of rosters for a few students who were late enrollments. Will email to Riser
- NHECHS will review internal systems to support monitoring of meningitis shot records and scheduling
- Partners recommit to standing monthly meeting, 9:00 – 10:00 am 3rd Wednesday

Sign-in

HCC/NHECHS Partnership Meeting

Date: ___/___/___

Site: North Houston Early College HS

PRINTED NAME	POSITION	SIGNATURE
Reginald Peters	P-16 Director, Houston Community College	
Katina Riser	Administrative Assistant, P-16, Houston Community College	
Sandra Herrera	Dual Credit Coach, Houston Community College HS	
Dr. Samantha Brooks	Principal, North Houston EC HS	
Carmen Garcia	Dean of Students, North Houston EC HS	
Aleicia Roberts-Caufield	Instructional Specialist, North Houston EC HS	