



	<p>aid.</p> <p><b><u>PC Agenda Items:</u></b></p> <ul style="list-style-type: none"> <li>• PC agenda items were discussed</li> <li>• Deans/Executive Directors were encouraged to share the information with their areas</li> </ul> <p><b><u>Dual Credit Attendance Policy:</u></b></p> <ul style="list-style-type: none"> <li>• Make sure when we are encouraging dual credit enrollment that high school officials as well as potential students and their parents know that there are attendance restrictions (different from the high school) and students, if choosing to take college-level courses, will be held to all requirements of each college-level course (to include attendance requirements).</li> <li>• Students should work with their instructors to complete work PRIOR to its being missed if at all possible (ex: should a high school requirement result in an absence).</li> <li>• Instructors need to ensure that the # of absences for each course have been calculated correctly. NOTE: It varies based on the number of times a course meets weekly in a given semester.</li> <li>• Instructors need to consistently apply the attendance requirements and drop students when they have <b><u>exceeded</u></b> the # of absences allowed.</li> </ul> <p><b><u>Enrollment @ TRB &amp; CCC:</u></b></p> <ul style="list-style-type: none"> <li>• Information handouts were provided for the group</li> <li>• Information will also be forwarded by e-mail to the group</li> <li>• Enrollment for CCC – Fall, 245; Spring, 325; Summer 81 (estimated count for SU; numbers not in as of yet)</li> </ul>		<p> </p> <p> </p> <p> </p>	
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	<ul style="list-style-type: none"> <li>Enrollment for the TRB – Fall, 349; Spring, 400; Numbers for SU not in as of yet but will be lower than last SU.</li> </ul> <p><b><u>Communication:</u></b></p> <ul style="list-style-type: none"> <li>Discussions continue on ways to improve communication within Academic Affairs as well as communications with other College divisions.</li> </ul>		I	
<b>Adjournment</b>	<p>There being no further business or discussion the meeting was adjourned:</p> <p>Respectfully Recorded by:  <i>Edna Howard, Administrative Specialist</i></p> <hr/> <p>Meeting Chair:  <i>Sherry Vaughn, VP of Academic Affairs</i></p>			