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| **Date:** November 10, 2021 | **Location:** TCC NE – NADM 1309 | **Time:** 9:00 a.m.—10:00 a.m. |
| **Attendees:** Tarrant County College NE Campus – Dr. Kenya Ayers-Palmore, President; Dr. Ritu Raju, Vice President of Academic Affairs; Catherine Carter, Director of Academic AffairsBirdville ISD/Collegiate Academy of Birdville – Dr. Gayle Stinson, Superintendent; Dr. Elizabeth Clark, Associate Superintendent of Curriculum and Instruction; Julia Hyman, Executive Director of Teaching & Learning and Advanced Academics; Michael Gerard, Chancellor, Collegiate Academy of Birdville |

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| **Meeting Agenda** | **Time****Minutes** | **Leader/****Facilitator** |  **Notes** |
| **Part 1: Welcome and Introductions** | 5 minutes |  |  |
| **Part 2: AGENDA****Recognitions** | 10 minutes | Michael Gerard | 1. Signage in CAB area and on building2. Teacher communication3. Attendance reports4. Rapid response TCC registration and student updates |
| **Updates and work ongoing** | 10 minutes | Catherine Carter | 1. Data sharing – attendance reports & Canvas Observer access for CAB administration/faculty2. Facilities at NE campus3. Instructors for course4. Texas College Bridge |
| **Agenda Items for Discussion** | 15 minutes |  | 1. Cross Professional Development2. Additional classroom for next year3. Summer school registration4. Virtual courses |
| **Part 3: Further Discussion** (Team) Discussion* Next Steps/Action Items
 | 15 mins |  |  |
| **Part 4: New** **Business/Agenda for Next Meeting**1. Schedule of Meetings
 | 5 mins |  |  |

**Action Items**

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| **Person(s) Responsible** | **Task** | **Date Due** |
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| TEAM |  |  |

**NOTES:**