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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 Affairs  Birdville 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 building  2. Teacher communication  3. Attendance reports  4. 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/faculty  2. Facilities at NE campus  3. Instructors for course  4. Texas College Bridge |
| **Agenda Items for Discussion** | 15 minutes |  | 1. Cross Professional Development  2. Additional classroom for next year  3. Summer school registration  4. 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 |  |  |

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