

ECHS /IHE Leadership Meeting Dates and Agenda Topics

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| Timeframe  | Agenda Topics  |
| July  | * Review Fall courses/sections
* Status of Dual Credit Instructors
* Course start dates
* New cohort enrollment status
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| August  | * Review student course registration status
* Verification Forms
* Final Rosters
* Discuss Associate degree status/concerns
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| September  | * Updates to fall rosters
* Students requesting to drop classes
* Census Date/Drop forms
* Courses/Sections needed for spring semester
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| October  | * Midterm grades and student progress
* Student concerns
* Drop Forms
* New faculty needed for spring if applicable
* Spring verification form
* Initial spring semester rosters
* Identify advising dates for Associate degree students
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| November  | * Updated rosters for the spring semester
* Spring parent consent forms
* Updated TSI scores
* Drop forms and final withdraws for fall semester
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| December | * Mini Course enrollment
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| January  | * Updated verification form
* Discuss and identify spring advising dates for Associate degree students
* Final fall semester grade submission

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| Timeframe  | Agenda Topics  |
| February  | * Fall Course Sections
* Struggling students
* Spring semester drops
* Identify Summer Bridge dates
* Discuss important spring dates for senior Associate Degree students
* Senior Parent Meeting
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| March  | * Estimated courses and course sections needed for Fall semester
* Midterm grades
* Struggling students
* Summer Bridge
* Discuss status of all 12th grade Associate degree students
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| April  | * Summer Bridge
* Updated rosters for fall semester
* Initial TSI scores for fall semester
* Final withdraws for spring semester
* Discuss Associate Degree Ceremony
* Discuss status of all 12th grade Associate degree students
* Graduation Audit of Associate degree students
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| May  | * HCC Graduation
* Summer Bridge final schedule
* Final TSI test scores
* Summer Bridge/HCC Application Process
* Summer School course needs
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| June  | * Summer Bridge progress/update
* Status of next cohort enrollment
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