



ECHS Leader/IHE Liaison Meeting Dates and Agenda Topics

Timeframe	Agenda Topics
<i>July</i>	<ul style="list-style-type: none"> ➤ Summer Bridge total student and teacher counts ➤ Summer Bridge final schedule ➤ Summer Bridge Tour: final agenda, transportation, lunch, etc. ➤ New Dual Credit Instructor Hires/Updates
<i>August</i>	<ul style="list-style-type: none"> ➤ New dual credit student registration ➤ Verification Forms ➤ Final Rosters ➤ Discuss Associate degree status/concerns
<i>September</i>	<ul style="list-style-type: none"> ➤ Updates to fall rosters ➤ Students requesting to drop classes ➤ Census Date/Drop forms ➤ Sections needed for spring semester ➤ Discuss and determine possible TEA ECES Leadership Coach meeting dates
<i>October</i>	<ul style="list-style-type: none"> ➤ Discuss and Develop Fall Steering Committee Agenda ➤ Midterm grades and student progress ➤ Student concerns ➤ Drop Forms ➤ New faculty needed for spring if applicable ➤ New dual credit students for spring/enrollment process for these students ➤ Spring verification form ➤ Initial spring semester rosters ➤ Identify advising dates for Associate degree students
<i>November</i>	<ul style="list-style-type: none"> ➤ Updated rosters for the spring semester ➤ Spring parent consent forms ➤ TSI scores for new dual credit students ➤ Drop forms and final withdraws for fall semester
<i>January</i>	<ul style="list-style-type: none"> ➤ Final banner rosters for the spring semester ➤ Updated TSI scores for new dual credit students ➤ Updated verification form ➤ Discuss and identify spring advising dates for Associate degree students ➤ Final fall semester grade submission

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February	<ul style="list-style-type: none"> ➤ Enrollment process of new fall dual credit students ➤ Struggling students ➤ Spring semester drops ➤ Identify Summer Bridge dates ➤ ECHS Renewal Application/Assurance Signature Page ➤ Discuss important spring dates for senior Associate Degree students
March	<ul style="list-style-type: none"> ➤ Discuss and develop spring semester Steering Committee Meeting Agenda ➤ Estimated courses and course sections needed for fall semester ➤ Midterm grades ➤ Struggling students ➤ Initial verification form and school roster for new fall dual credit students
April	<ul style="list-style-type: none"> ➤ Parent Consent Forms for fall semester ➤ Updated rosters for fall semester ➤ Initial TSI scores for fall semester ➤ Final withdraws for spring semester ➤ Drop Forms ➤ Discuss Associate Degree Ceremony ➤ Discuss status of all 12th grade Associate degree students ➤ Graduation Audit of Associate degree students
May	<ul style="list-style-type: none"> ➤ St. Philip's College Graduation Rehearsal ➤ Seguin ECHS Recognition Dinner and Ceremony ➤ Final spring semester grade submission
June	<ul style="list-style-type: none"> ➤ Updated banner rosters ➤ Final TSI test scores ➤ New faculty candidates and faculty application status ➤ Summer Bridge progress/update ➤ Status of next cohort of Associate degree students ➤ Fall Steering Committee Meeting Date