

## TMCC JUMP START ADVISORY BOARD

### Meeting Notes - April 14, 2023, Dandini Campus, VISTA 302

**Present:** Karen Saldana, Betty Cervantes, Jackie Vivar-Payes, Leonardo Sotelo, Perla Vazquez, Cecilia Hernandez, Estella Gutierrez, Julie Ellsworth Baker, Anne Flesher, Amber Burroughs, Matt MacKay, Josh Hartzog, Natalie Russell, Rob Lively, Amy Williams, Kindra Fox, Jennifer Zarco, Manuel Ortiz, Stacy Erickson, Carly Lott, Kellie Jonas, Heather McLaughlin, Sue Rodriguez, Tarin Myers, Christina Zuniga, Sky Sessions, Bill Fong, Sue-Ting Chene, Julie Benson.

### Introduction by Estella Gutierrez, Vice President, Student Services and Diversity

### Jump Start Program Updates

**Transcripts:** The Spring 2023 Semester will end on May 13th and grades will be available to students on May 19th. Once grades are available, we will send unofficial TMCC transcripts to the high schools within two weeks. For WCSD, unofficial transcripts are uploaded and shared electronically via ShareBase. State and sponsored high schools will receive unofficial transcripts through TMCC's IT Secure Transfer system. Betty will reach out to those high schools for email addresses. The high school will receive an encrypted email. Students with a hold on their MyTMCC account, such as a Social Security, Name Documentation, Birthday Documentation, and a Past Due Balance hold, will not receive their transcript until the hold has been released.

**Dates for Summer 2023 Registration:** Class Search opened for Summer 2023/Fall 2023; see [MyTMCC](#) and [schedule.tmcc.edu](http://schedule.tmcc.edu): on March 15, 2023. Summer registration is open to all students.

The online Permission to Enroll form is now live on our website: [jumpstart.tmcc.edu](http://jumpstart.tmcc.edu). Once students submit an online form, it will be routed to their high school counselor for approval. The student must fill out the correct counselor information, such as first name, last name, email address, and phone number. Otherwise, the form will not be routed correctly. Returning students must fill out a new Permission to Enroll form every semester. Forms that are incomplete or missing documentation will be denied, which will significantly delay the student enrollment process. Students will receive updates on their enrollment through their [TMCC email](#). We encourage students to check their TMCC email regularly once they submit a form. It is important to remember that Jump Start students are not eligible to self-enroll or make schedule changes due to the under 18 years old hold with the exception of homeschooled and Nevada State students. All changes must be done by our Dual Credit office. We highly encourage students to submit their forms as soon as possible as classes are getting full.

- Last day to add Summer Session I and 10-Week Summer Session classes: Tuesday, May 30, 2023.
- Last day to add Summer Session II classes: Monday, July 10, 2023.

**Dates for Fall 2023 Registration:**

- Fall 2023 registration begins for continuing students with over 60 credits (earned at TMCC): Monday, April 17, 2023.
- Fall 20233 registration begins for continuing students with over 30 credits (earned at TMCC): Tuesday, April 18, 2023.
- Fall 2023 registration begins for continuing students with less than 30 credits (earned at TMCC): Wednesday, April 19, 2023.
- Fall 2023 open registration begins for new students: Thursday, April 20, 2023.

Please note most Jump Start students will fall under the April 19-20 registration date.

**Summer Break Enrollment:** The Jump Start's Program goal is to have most students enrolled before Summer break. We encourage students to complete the [Steps to Enroll: Jump Start Students](#) as soon as possible to avoid missing a seat in a class. The Jump Start Program cannot make any exceptions for students when a course is full. Before high schools go on break, we will be sending out a communication to ask how we should process forms and enrollment requests over Summer break.

**ECON 101 Class:** For the upcoming Summer 2023 and Fall 2023 semesters, the Jump Start Program will be offering ECON 101 magnet courses. These courses are only available for high school students. Therefore, it will not be found on the TMCC class schedule. ECON 101 is a one-credit class that may satisfy the high school government credit requirement along with PSC 101. If you have any students who are interested in the class and need the class number, please have them contact us at [dualcredit@tmcc.edu](mailto:dualcredit@tmcc.edu).

**Outreach**

**Jump Start Events:** If your high school is interested in any outreach effort, such as an application workshop, Permission to Enroll form workshop, lunch workshop, drop-in hours, or webinar, please do not hesitate to contact Betty Cervantes. We are more than happy to assist your students in enrolling for the Summer/Fall semester.

**ACCUPLACER:** The Dual Credit Office can host ACCUPLACER workshops at your high school for students who are interested in taking Math or English classes at TMCC. If you are interested, please contact Betty Cervantes or Karen Saldana. Please note with the ACCUPLACER, the highest students can place in Math is Math 126, and for English is English 101.

**Test Scores:** The Dual Credit Office accepts unofficial scores such as ACT, SAT, and AP scores. For Alternative Pathways, we can accept unofficial high school transcripts for Seniors only. ENG 101 requires students to have an unweighted GPA of 3.0 or higher. Math 126 requires students to have an unweighted GPA of 3.0 or higher and a B or higher in Algebra 2 S2. Students who are current Juniors who would like to enroll in ENG 101/MATH 126 can be

conditionally enrolled but must provide an updated transcript after their school year ends to reflect 12th grade and their grade for Algebra 2 S2. (This also applies to students who are waiting for their AP scores.) Please note students who use transcripts from another college or university cannot be evaluated by our office and will need to be evaluated by the discipline of the department. All scores provided are uploaded to ShareBase for tracking purposes.

**Upcoming Events:** The Dual Credit office offers 1-2 webinars every month. Our next webinar is on May 10th at 4 p.m. through Zoom. Attached is a flyer of all the Webinars.

**Student Barriers:** 1). Some students dropped their classes because they do not realize what is expected from a college course although there are conversations with counselors and students can find the information on the Jump Start orientation. 2). Schools would like us to attend workshops to explain the requirements and expectations. Especially parent involvement. 3). Students are emotionally intimidated by their college instructions. 4) Students are using multiple systems to navigate their classes.

**Transportation:** TMCC is considering an electric bus for Jump Start students. One idea is that the bus would pick up the students at the high school and take them to their classes. Some students select online due to transportation. Some suggested it would be helpful for students who have CTE classes that start at 5:30. Some schools, such as North Valleys, would utilize it the most. However, for other schools, it would not be beneficial.

**Course Request Deadline:** The process for requesting concurrent classes is different than dual enrollment classes. When dual enrollment classes are requested, Karen will email the department with the class information such as days/times, location, and how many sections. Some of the things to consider when requesting these types of classes are meeting class seat time, and following the 75 minutes twice a week schedule. The sooner we receive the request, the better chance the class can be offered. For concurrent, the teacher needs to be approved before the class can be built. If you have a high teacher interested in teaching a class for Jump Start, they need a Master's in the discipline or 18 graduate credits. Please have them send their resume or CV to Betty Cervantes or Karen Saldana, and they will send it to the appropriate department Chair to determine if they qualify to teach. Every department is different and some require them to apply to the part-time pool. We are working on streamlining the process to make it easier in the future.

**Jump Start Advocates:** The Dual Credit Office has three new positions, Jump Start Advocates, to assist students who are taking J2 classes. Students can reach out to the advocates for assistance in reaching out to their instructor, setting up appointments with tutoring, discussing challenges, accessing their classes, etc. Saturday appointments are available to students upon request. Attached is a flyer.

**Funding:** Funding for Summer and Fall is undetermined at the moment. We will know more about funding from our Foundations office for Summer at the beginning of May. For Fall funding, we will know at the end of May. If funding is available, a communication will be sent out.

## CTE College Credit Program Updates

**Flyers:** In May Jackie will meet with WCSD CTE Office to review flyers for CTE programs and their changes. The flyers will include information about new pathways that have been approved for credit at TMCC.

**Application Workshops:** Friendly reminder, Jackie is more than happy to attend high school classrooms for level three students to help them apply to TMCC for general admissions and apply for their CTE College Credit. To set up a time for Jackie to visit your high school please email her at [jvivarpayes@tmcc.edu](mailto:jvivarpayes@tmcc.edu).

**CTE Concurrent Enrollment:** For ACE and AACT concurrent enrollment, Jackie is the point of contact and will be meeting with the high school counselors to collect their fall enrollment as the semester progresses.

**Concurrent Enrollment Opportunities:** As of now the Dual Credit Office will continue to work on articulated credits as programs move to a 2-year model. The Dual Credit Office has articulated five CTE programs which are the following: 1). Teaching and Training, 2). Automotive, 3). Building Trades in Construction Technology, 4). Multimedia Communication, and 5). Human and Social Service. Biomedical is on the radar as there will be changes to the program on the college side. Karen is working closely with the department and deans to see what kind of outcome will be made. The goal is to develop more concurrent programs in CTE to provide more opportunities for students. From the Perkins grant, we have stipends available for teachers who get approved. For example, James Conney from AACT whose teaches welding can be eligible for the stipend. We have received confirmation that WCSD has approved the stipends for CTE teachers. In the future, there will be an orientation for teachers to have an opportunity to meet with our faculty members and get information on what it means to be a concurrent teacher. If you are interested in a CTE concurrent option, please let us know. Please note it is easier for high school CTE teachers to get approved because they don't need to have their master's degrees. It depends on many factors such as the discipline/program, experience in the field, and education.

**CTE Articulated Model:** The current articulated model requires students to complete the levels at the high school and pass the workplace readiness and technical skills assessment. If they pass the assessments and have an overall 3.0 GPA, they will be eligible for credit. With the States new changes moving programs from 3 years to 2 years, many articulations were redeveloped due to standards changing. From this change, all of the colleges agreed that the current model is not working and the college has seen a significant decrease in the number of students who collect their credits at TMCC. One possibility is for students to complete their first 2 years at the high school level (Freshman and Sophomore) and continue their last 2-years at TMCC (Juniors and Seniors). On the TMCC side, students would be taking CE 198 which is a Special Topics in Cooperative Education class within the program in order to earn the program's credits. In the class, they will go over standards and measures that students should know from their two-year program of study from their high school. The class can be completed in the high school as concurrent classes making the price \$75. The timeline for some CE 198 classes can be dated dynamically as a 3-week course depending on the program. When a concurrent class is developed teachers must use the TMCC curriculum, standards, and measures.

## Questions

**Question 1:** Is Pre-AP regular English?

**Response:** Pre-AP is honors English at the High School level.

**Question 2:** Can an unofficial transcript be accepted for Alternative Pathways?

**Response:** Yes, the Dual Credit office can accept an unofficial transcript.

**Question 3:** Will there be grants for the Summer?

**Response:** We may have some Summer funding from the Windsong Foundation. However, we will not know until the first week of May. Windsong can only cover tuition; no textbooks can be covered. If Summer tuition is available, a communication will be sent out.

**CNA tuition:** Dr. Julie Ellsworth Baker mentioned there is leftover funding for students who are interested in taking a CNA class. Students must be 16 years or older. Renown and Northern Nevada Hospital's minimum employment age is now 16 or older.

**Question 4:** Can TMCC view the WCSD side of Canvas?

**Response:** The WCSD is adding Canvas to their system next year. This is something that still is in the works.

**Question 5:** How many buses are available for transportation?

**Response:** None. If there is enough interest, TMCC would need to look for funding.

**Follow-up questions:** Would students only be transported to Dandini?

**Response:** It would be TMCC sites in general.

**Question 6:** If a class has a default book, do high schools buy the book for the students?

**Response:** It depends on a lot of things such as the high school, funding, and what is allowed by the department. High schools have purchased sets in the past and have had students return them for other students to use. However, that option has become an issue when the textbook gets changed.

**Question 7:** How many advocate positions are there?

**Response:** There are three positions that are split into divisions. Maria Pintor Leon covers Social Science and Business. Imelda Gonzalez Ojeda covers Liberal Arts. Perla Vasquez covers the Division of Life Sciences, Allied Health, and Public Safety, Division of Math and Physical Sciences, and Division of Technical Sciences.

**Follow-up question:** Can they come to the high schools?

**Response:** Yes. Please contact us so we can set up workshops in advance.

**Question 8:** Will teachers have to do the onboarding process?

**Response:** High school teachers get onboarded as volunteers. Once they complete the volunteer paperwork TMCC will work with the teacher to provide the TMCC curriculum and any resources they need to be successful.

**Question 9:** Will CE 198 be embedded at the end of year 2 of the CTE program?

**Response:** We will double-check and follow up.

**Question 10:** Do all the articulated programs have an expiration date?

**Response:** There is an MOU in place and it is set to expire in November of this year 2023. The Dual Credit Office will continue to work on articulation as a baseline for the programs. If there is an extra factor at a high school and a school is doing extra work then a local agreement will be made.

**Question 11:** To Clarify, how would scheduling work with the different levels?

**Response:** As of right now nothing is official. However, potentially students would take the first two levels at the high school for their programs (Freshman and Sophomores). After, they would take CE 198 and CE 201 to earn the credits. During their junior and Senior year, students have the opportunity to enroll in concurrent classes. The CE 198 course would be taught by the high school teacher during

End 1:15 pm