



# Partnership Meeting

LIT Conference Room.

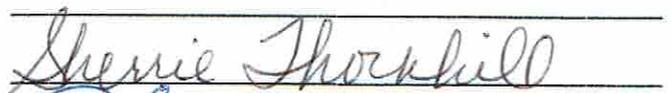
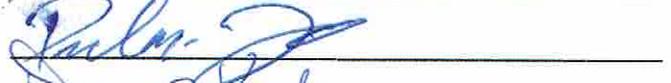
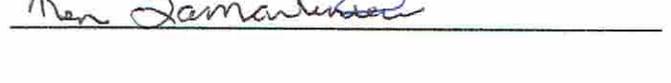
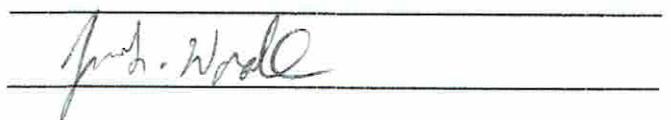
## AGENDA

2/7/2019

- A. Safety Drills
- B. Safety Plan
- C. Summer classes
- D. Summer bridge date
- E. Summer bridge items for next meeting
- F. Minutes
- G. TEA Coach meeting
- H. Use of YouTube
- I. Camera for speech
- J. Library access assistance
- K. Online Instructor Training
- L. Other

### SIGN-IN

Cassie Balla	ECHS Student Coordinator
Wendi Stanley	Silsbee HS Counselor
Sherrie Thornhill	Silsbee ISD Curriculum Director
Paul Trevino	Silsbee HS Principal
Dawn Katz	LIT General Ed Dept. Chair
Ken Lamartiniere	LIT Coordinator of Dual Enrollment
Dr. Miranda Phillips	LIT Dean of Student and Academic Success
Jason Woodall	LIT Director of Online learning



# Partnership Meeting

February 7, 2019

LIT conference room

## Attendees

Ken Lamartiniere, Dawn Katz, Jason Woodall, Sherrie Thornhill, Paul Trevino, Cassie Balla

1. **Safety Drills/Plan:** A plan for the LIT Robinson campus for emergency situations was discussed. The LIT staff will address lockdown procedures on campus for LIT Robinson. They will contact Sharon Jacobs to see if procedures are in place. Silsbee staff will address relocation of students if needed, transportation needed, and a communication plan.
2. **Summer classes:** Mrs. Balla reported that in the Cohort of 2020, nineteen students surveyed wanted to take 2 classes during the summer sessions and ten wanted to take one class. As the range of classes wanted varied, the class most requested is Economics. For the Cohort of 2021, 18 students replied they would like to take classes; the majority wanted to take online classes-Psychology and Sociology. Lori Arnold is over the Economics; she would need to be contacted. The fact that most students wish to take online classes would require the lockdown browser, which is not available on chrome books, was brought to the attention of the group. The question raised was if the lab at Silsbee High School or LIT Robinson needed to be available during the summer hours. This point was left for exploration by both schools to report at the next meeting.
3. **Summer Bridge:** Summer Bridge will be July 22 to 26 from 8 to 3:30. Mrs. Balla and Mr. Lamartiniere will give specifics of their portion at the March partnership meeting.
4. **Minutes:** The minutes for the classes of LIT on Robinson and Silsbee High School need to be calculated before April so the professor can plan an online project/assignment to meet the state requirements for minutes acquired.
5. **TEA Coach meeting:** Discussed was the meeting with the TEA coach. Recruitment ideas for this year and next are needed.
6. **Use of Youtube™:** Professors need access to present instruction. Frank Robinson Campus has access to Youtube™. The students at Silsbee High School do not have access through school supplied computers. If they are on the high school campus, they are not able to access the material if it is on Youtube™. Speech (online) has to turn in their speeches through Youtube™ as per the syllabus. Mrs. Balla has been recording the speeches, downloading them to flash drives and transporting them to LIT. The speeches will be larger as the class progresses, thus making it hard to upload from a phone/device.

7. **Camera for Speech:** Dawn Katz will check out a camera to Mrs. Balla to record the speeches.
8. **Library access assistance:** Dawn Katz will assist Mrs. Balla with accessing the Lamar online library for the library assignments for Speech.
9. **Online Instructor Training:** Dawn Katz will email adjunct professors regarding five mandatory sessions of online instructor training.