

In Attendance: Jack Henson, Sandra Munoz, Andy Smith, Jennifer Andrew-Cox Tara Firmin, and Jeana Morales

Unable to Attend: Tammy Asbury

Guests: Scott Robinson, Will Blackburn, and Tim Cason

Topic	Team	Discussion Highlights	Action/Date
Student Behavior & Prevention Education	Tim Cason	Future email communication will include Dr.Smith. Prevention/Educational Events will be offered in Spring 2020 and will target juniors and seniors.	
PE Room relocation	All	The remodeling will be between November 25-January 1. Lectures will not be affected,	Tara is looking for an activity classroom for TABS students.
Classrooms off the TABS floor	Tara	No paper on windows or writing on windows that is visible.	
Spring 2020 needs	Jennifer	Reserve space for SAT testing and Sr. Banquet. Summer bridge will be held June 15-25, with half days at UNT on June 22-24.	
Recap of visit with Dr. Chaney	All	Gave pointers on the TABS website to best document evidence of satisfying benchmarks	
Requests for courses	Tara	Will need to be routed through department chairs who will share with admin assistants	
TCC-TR campus closing	Tara	All campuses and offices will be closed for Winter Break starting December 14. Normal business hours will resume on Thursday, January 2 at 8 a.m.	Badge access will be used to access the building and lunch delivery for Monday, December 16, needs to be coordinated.
TCC Login	Jeana	Catherine Higdon now has network access	