**O’Donnell P-TECH, February 25, 2022**

1. Introductions – 2:00pm to 2:05pm
2. Fall Semester Recap – 2:05 to 2:20 pm
3. Recruitment Review 2:20pm to 3:00 pm
   1. P-TECH Overview
      1. Crosswalk/Mater Schedule Status
      2. What does the freshman year schedule look like for all students and/or for particular programs of study
      3. What has been communicated
   2. Recruitment Product Review
      1. Application and Admissions Policy
      2. Brochures for Programs
      3. Recruitment Plan with Timeline
         1. What do parents need to know?
         2. What do students need to know?
      4. Written Communication Plan
4. Getting Ready for Fall 2022 – 3:00 to 3:45pm
   1. Guiding Questions
      1. What do students need to know?
         1. Knowledge
         2. Skills
         3. Expectations
      2. How will our IHE be involved?
      3. How will our business partners be involved?
   2. Summer Prep, Bridge, Orientation?
      1. College Prep – TSIA 2.0, Study Skills Strategies, Time Management
      2. Partner Orientations and Student Prep
         1. South Plains College
         2. Industry Partner
   3. Creating the communication timeline
5. Administrative 3:00 to 3:15pm
   1. Upcoming events/webinars
      1. <https://www.texasccrsm.org/Events>
   2. Next coaching visit and topics
      1. Coaching Visit 3 before end of April
      2. Coaching Visit 4 before mid-July
6. Depending on time: Work-Based Learning Development
   1. <https://gateway.on24.com/wcc/eh/2729722/category/39785/p-tech-tclas>

**Recruitment/Communication Timeline**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Month** | **Day** | **Topic** | **From** | **Modality** | **Objective of this Communication** |
| February |  |  |  |  |  |
| March |  |  |  |  |  |
| April |  |  |  |  |  |
| May |  |  |  |  |  |
| June |  |  |  |  |  |
| July |  |  |  |  |  |

**Suggested Topic Ideas**

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| --- | --- |
| * P-TECH Classroom visits * P-TECH Parent Informational Session * Individual Counseling Sessions * Newsletter * Invitation to significant spring event on your campus * Meeting at middle school or at high school / tour / ceremony / parent-teacher conferences | * Welcome from Principal and Director, from Counselors, from IHE partner, from B & I partner * Welcome to parents * Summer bridge: preview / registration / schedule |

**Modality Options**

* Email - Social Media (create a group)
* Text - Delivery to house
* Letter by mail - Podcast / Recorded video
* In person event

Action Planning – How will we achieve our recruitment timeline?

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| --- | --- | --- | --- |
| **Action Item** | **Responsible** | **Due Date** | **Connection to Timeline** |
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