

# ***Titan Advisory Committee Minutes***

Monday, January 08, 2007

## Attendees:

Aaron Wong  
Sue Freborn  
Teri Hickle  
Kimra Buchanan  
Jess Salazar  
Brent Thomas  
Josh Garcia

## Jess' report

### Informal results of student survey

Not all students have PCs; those that do are not all connected to web

### Progress of TBHS handbook, hard copy project

#### Handbook presentation

Attempted to create a sequential format in 6-7<sup>th</sup> grade reading format

All forms available were catalogs by form type and serialized

Created a FAQ for items and referenced these into the catalog

Comprehensive collection of materials and forms all in one place

## Observations

How will this address our mission to respond to the issue of information delivery and the problem of managing the delivery of materials to the users (new students, transfers, and parents).

This will help avoid the redundancy of information across the academies by capturing the information that is generic to the campus

Could this binder be a deliverable via USB fees?

The binder is vulnerable to the changes that will occur over time.

This will become a modular, changing document that will require updating as items change

The basics will remain somewhat static, yet updating is possible and "doable" with this approach.

There may be a need to "beamerize" any new documents and concentrate on making the message bite-size.

This type of comprehensive documentation will help make the information readily available at feeder schools as well

Promoting the small school concept in one document will conserve staff and leadership time attempting to explain the academies without the framework of the overall campus.

Integrating this type of manual will present some conflicts with the "district" message for 13th year planning.

Let's add a page or section on that outlines the successes at TBHS (bragging page)

This will allow us to standardize the core classes where possible, yet will allow academy based classes to reflect the description for those classes

Make this the Family Handbook, not the student handbook only.

Add clubs and organization information section, Booster and PTSA etc.

Add staff section

Getting the registration process completed successfully with the required information will help the student succeed

Develop an executive overview of the style vs. details, a concept page to develop a framework for reviewing this binder.

How this document attempts to change and improve the communication “style” at TBHS.

Focus on the use of continuity and branding to improve the delivery model of all communications at TBHS

Action item for the next meeting:

We will focus on page 4-17 (section 1 and 2) to start to develop any changes that would help, send feedback to Jess throughout the month to allow him time to include/consider our feedback.

13th year plan nights will occur and registration will occur in February. We would like to have these materials available for use in these nights and future registration meetings and for any new students to TBHS.