



TEXAS COMMUNITY COLLEGE TEACHERS ASSOCIATION

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M E M O R A N D U M

DATE: August 2007

TO: TCCTA Convention Section Chairs

FROM: Carole Hawkins, Assistant to the Executive Director

SUBJECT: Friday Afternoon Section Meeting Time

In the past several years, a number of section chairs have requested time at the convention, in addition to the regular section meeting times, to hold extra meetings. To facilitate these special programs, we will attempt to make space available for sections to offer a third program on Friday afternoon, from 2:30 until 3:45 p.m. **However, since meeting space will be extremely limited, rooms will be made available for these programs on a first-come, first-serve basis. By all means, do not feel obligated to request a Friday afternoon meeting.**

Furthermore, due to popular request, we plan again to schedule several Technology Seminars during this time period, and encourage you and your colleagues to attend one or more of these. Usually the Technology Seminars are sponsored by financial supporters of TCCTA, and offer our members an opportunity to learn about the latest developments in educational software and equipment.

All sections must plan programs for Friday and for Saturday morning; a Friday afternoon meeting cannot replace the Saturday morning program.

If you have questions about this or any other matter relating your section meeting, please contact me at chawkins@tccta.org, or 1-800-288-6850, extension 12. (In Austin, call 328-2044.)