

# PALO ALTO COLLEGE

## Meeting Title: ECHS Consortium Committee

MINUTES

DATE:  
12/06/2017

TIME START: 9:00  
TIME END:10:30

LOCATION: OZU 217

|                   |  |
|-------------------|--|
| MEETING CALLED BY | Monica Ayala-Jimenez   |
| TYPE OF MEETING   | ECHS Consortium  |
| FACILITATOR       | Monica Ayala-Jimenez   |
| NOTE TAKER        | Anthony C. Perez   |
| TIMEKEEPER        |  |
| ATTENDEES         | Monica Ayala, Kim Chavez, Diana Rangel, Pam Foster, Xochitl Lozano, Jeff Flores, K. Zakaria, Brenda Bernal, Priscilla Chavez, Dr. Eddie Rodriguez, Dr. John Hernandez, Peter Hernandez, Elizabeth Ginn, Kathleen Baker, Steve Mercado, Anthony C. Perez, Sara Croft, Andie Flores, Demetria Sance, Loy Aldape, Rosena Garcia, Ginny Stowitts-Traina, Patrick Lee |

### Agenda topics

**ITEM 1: TOPIC TITLE: FALL 2017 OWNER: ELIZABETH/MONICA**

|   |  |          |
|---|--|----------|
| DISCUSSION  | <b>Finals Dec 11-16.</b> Faculty grades due on 12/18, viewable to students on 12/19. ECHS faculty convocation, provide suggestions for training to faculty. Suggestions: Timelines<br>Using canvas for grading, invite ECHS principals and counselors for faculty Boot Camp. |          |
| <b>Library and Tutoring</b> hours extended for finals.                                    |  |          |
| <b>Advising</b> -Set hours for graduation application. Deadline, March 30 <sup>th</sup> . |  |          |
| <b>EOC Evaluations</b> -available online Nov 20-Dec 10. Encourage students to complete.   |  |          |
| CONCLUSIONS   | Elizabeth Ginn will continue to send out dates and deadlines to ECHS faculty. Encourage faculty to attend ECHS Faculty Boot Camp during PAC Convocation.   |          |
| AS plan- missing grades must be submitted before faculty leave for holiday break.         |  |          |
| ACTION ITEMS  | PERSON RESPONSIBLE   | DEADLINE |
|   |  |          |
|   |  |          |

**ITEM 2: TOPIC TITLE: SPRING 2018 OWNER: ELIZABETH/MONICA/KATHLEEN**

|  |  |  |
|--|--|--|
| DISCUSSION   | <b>Roster</b> report sent to HS partners, verify registration with ECHS coordinator.<br><b>Books</b> -if ordering from bookstore, submit orders ASAP to ensure that the books will be available for the start of school. |  |
| <b>First Day Readiness</b> -notify coordinator if books are not available by first day. Online classes-students must check in on first day. Check technology beforehand for online courses. Verify Academic calendar and HS testing dates. |  |  |

**Graduation**-2 or less classes, allowed to participate if registered in summer. Summer bridge scholarships may be available. Students can only wear PAC approved regalia and honor cords/stole, etc.

**CONCLUSIONS** Elizabeth will send out calendar for testing dates, will work with ECHS team for review.

Monica will work with grad team to determine honor cord for ECHS students.

| ACTION ITEMS                           | PERSON RESPONSIBLE | DEADLINE |
|--|--------------------|----------|
| Request honor cord list from Grad team | Andie Flores       |          |
|  |                    |          |

**ITEM 3: TOPIC TITLE: ECHS CONOVOCATION OWNER: ANTHONY C. PEREZ**

**DISCUSSION** STEM student will Emcee. Southside student will sing national anthem. High schools need to submit 5 student volunteer names for the event.

Sessions: Conduct 101, Intro to Advising, Student Resources Tour, Classroom Expectations

**CONCLUSIONS**

| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
|--------------|--------------------|----------|
|              |                    |          |
|              |                    |          |

**ITEM 4: TOPIC TITLE: ECHS INNOVATION GRANT OWNER: ANTHONY C. PEREZ**

**DISCUSSION** Innovation grant awarded to develop ECHS Ambassador program. HS campus will nominate 5 Juniors. Students will complete 7 habits for highly effective teens and Ropes course.

**CONCLUSIONS**

| ACTION ITEMS                                    | PERSON RESPONSIBLE | DEADLINE |
|---|--------------------|----------|
| Finalize ambassador program agenda and expenses | Anthony C. Perez   |          |
|   |                    |          |

**ITEM 5: TOPIC TITLE: PARENT NIGHT SUMMARY OWNER: ANDIE FLORES**

**DISCUSSION** Andie Flores provided information about the Nov 14<sup>th</sup> parent night. Topics discussed

Include classroom conduct and student expectations while on campus.

**CONCLUSIONS**

**ACTION ITEMS**

**PERSON RESPONSIBLE**

**DEADLINE**

Plan for February Parent Night

HSP Team

**ITEM 6:**

**TOPIC TITLE: UPDATES**

**OWNER: ALL**

**DISCUSSION**

**CONCLUSIONS**

**ACTION ITEMS**

**PERSON RESPONSIBLE**

**DEADLINE**

**OBSERVERS**

**RESOURCE PERSONS**

**SPECIAL NOTES**