

PALO ALTO COLLEGE

Meeting Title: ECHS Consortium Committee

MINUTES

DATE: 2/7/08

TIME START:

9:00 A.M.

TIME END: 10:00

A.M.

LOCATION: OZU 217

MEETING CALLED BY	Monica Ayala Jimenez
TYPE OF MEETING	ECHS Consortium
FACILITATOR	Monica Ayala Jimenez
NOTE TAKER	Andrea Flores
MEDIASITE LINK	https://pacms.alamo.edu/Mediasite/Play/f3029963129d40beb39cb9a448e4de6d1d
ATTENDEES	Eddie Rodriguez, Peter Hernandez, Patrick Lee, Xochitl Martinez, Demetria Sance, Vicente Guillot, Esmeralda Aguirre, Steve Mercado, Dr. M. Holguin, Reynaldo Juarez, Jennifer Herrera, Pam Foster, Andrea Flores, Brenda Bernal, Jimmy Aldape, Philip Chavez, Jose Moreno, Diana RangeL, John Hernandez, Khalid Zakaria, Ginny Traina, Sarah Croft, Dan Hartman, Priscilla Chavez, Anthony C. Perez, Kimberly Chavez, and Monica Ayala.

Agenda topics

ITEM 1:

TOPIC TITLE: FALL 2017 & SPRING 2018

OWNER: MONICA AYALA JIMENEZ

DISCUSSION	Fall 2017 and Spring 2018 Cost Share & IM Fees Book Cost Projections
<p>Cost Share & IM Fees The new MOU has been implemented with cost share plan. It is focused on paying for use of instructors. The cost share includes waiving tuition and student activity fees. Discussion of distinction between Instructional Materials (IM) fees and student activity fees. District will send itemized bill including student and CRN. Request to send quotes in quote format rather than billing format. In addition, making sure we send quote to appropriate person. This year, more departments are offering IM. Individual IM fee may vary every year. The IM fee should not go up drastically due to negotiation with publishers.</p>	
<p>Book Cost Projections Book costs have been a challenge due to the rising costs of books. Dean Monica Ayala Jimenez requested book costs since inception of the program and current book inventory. Meetings are scheduled to discuss cost saving measures for future book costs.</p>	
CONCLUSIONS	Meeting with Dean Ayala Jimenez to review book cost inventory, book costs since inception of program, and projection.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

ITEM 2:

TOPIC TITLE: SPRING 2018

**OWNER: MONICA AYALA
JIMENEZ/ELIZABETH GINN**

DISCUSSION	<p>Early Alerts Midterm Grades Testing Graduation, Graduation Festival, and Commencement</p>
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Early Alert

Faculty are receiving reminder emails for early alerts. Reports channel through Dean Ayala Jimenez and then to the Coordinator. ECHS will receive notice as soon possible for intervention. HS courses with HS instructor do not receive early alerts. Each Coordinator will send early alert list to high school.

Mid-term grades

Midterm grades needed at midterm.

Testing

Testing for final exams may conflict with required state exams. Chairs will work with faculty to finalize final exam schedule.

Graduation

Coordinators are completing graduation applications for seniors. 79% percent of Seniors to graduate at the end of the Spring 2018. If students require 1-2 courses, coordinators will come up with action plan on helping students' complete required courses. If 2 or less classes, students allowed to participate in graduation if registered in summer. Discussion of summer Apply TX application and financial aid for students needing classes to graduate. Student should ask 4-year college or university regarding first time in college status, GPA, and financial aid award. Student must understand any long-term ramifications on GPA.

Graduation Festival

Graduation Festival is May 2, 2018 from 9:30-6 p.m. in the Ozuna Legacy Room. Students will complete a graduation survey and receive their cap and gown. The process could take 15-20 minutes.

Commencement

PAC Commencement is Saturday, May 19, 2018 at 1 p.m. Students must arrive 2 hours in advance. In addition, PAC would like to know when high school graduations would occur. Recommendation to have principals join in the faculty section of graduation if space allots; recommendation will be forwarded to graduation committee.

CONCLUSIONS	<p>Elizabeth will send out calendar for testing dates. She will work with ECHS team for review.</p>
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Graduation team will forward list of superintendents and principals to Dr. Flores regarding recommendation for stage seating at graduation.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

ITEM 3: **TOPIC TITLE: FALL 2018 TIMELINE DUE DATES** **OWNER: MONICA AYALA JIMENEZ/ELIZABETH GINN**

DISCUSSION	Fall 2018 Timeline deadlines; refer to timeline	
Fall 2018 Timeline Refer to the Fall 2018 timeline for deadlines. Deadlines are important due to Academic Schedule Build.		
CONCLUSIONS Submit appropriate forms and documents by the timeline deadlines. Master schedule due by March 1, 2018. Academic Schedule Build occurs March 1-31, 2018.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

ITEM 4: **TOPIC TITLE: ADVISING** **OWNER: ANTHONY C. PEREZ**

DISCUSSION	Senior Audits and Advising	
Senior Audits and Advising Coordinators are conducting audits and advising for graduating seniors. The plan of action for students is to complete new applications; students will either attend a 4-year institution or remain at PAC. The deadline for graduation applications is March 15, 2018.		
Parent Night Parent night invitation for Community Connections and resource fair on February 13, 2018 at 6:30 p.m. Please review flyer for further information.		
CONCLUSIONS Coordinator will complete all senior graduation applications.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

ITEM 5: **TOPIC TITLE: ECHS CONVOCATION SUMMARY** **OWNER: ANTHONY C. PEREZ**

DISCUSSION		
Number of Attendees The number of students at the 2017 ECHS Convocation was 394. This year, we had 468 in attendance. A SWOT analysis was conducted and we identified that they day went smoothly and students appeared to have an enjoyable experience. In addition, it was the students' first opportunity to feel as a cohesive group. Preliminary results showed that students want more time with their Coordinator.		

