

# PALO ALTO COLLEGE

## Meeting Title: ECHS Consortium Meeting

MINUTES

DATE: 9-06-2017

TIME START:

9:00 AM

TIME END:

10:30 AM

LOCATION: PAC OZUNA 217

<b>MEETING CALLED BY</b>	Monica Jimenez
<b>TYPE OF MEETING</b>	ECHS Consortium Meeting
<b>FACILITATOR</b>	Monica Jimenez
<b>NOTE TAKER</b>	Andrea Flores
<b>TIMEKEEPER</b>	Andrea Flores
<b>ATTENDEES</b>	Pam Foster, Andrea Flores, Melissa Casey, Brenda Bernal, Khalid Zakaria, Jeff Flores, Steve Mercado, Melissa Holguin, Vicente Guillott, Peter Hernandez, Monette Elizalde, John Hernandez, Elizabeth Ginn, Eddie Rodriguez, Ginny Traina, Patrick Lee, Anna Neavez, Elizabeth Villarreal, Demetria Sance, Priscilla Chavez, Esmeralda Aguirre, Monica Jimenez, Anthony Perez, Diana Rangel

### Agenda topics

**ITEM 1:**

**WELCOME & INTRODUCTIONS**

**TOPIC TITLE: WELCOME/OPENING REMARKS**

**OWNER: MONICA JIMENEZ**

<b>DISCUSSION</b>	Introduction of new ECHS Coordinator for Edgewood ISD, Andrea Flores, and introductions of the Consortium attendees.		
<b>CONCLUSIONS</b>	N/A		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
N/A	N/A	N/A	

**ITEM 2: REQUIRED AND MANDATED TESTING**

**TOPIC TITLE: HIGH SCHOOL TESTING DATES**

**OWNER: ELIZABETH GINN**

<b>DISCUSSION</b>	Discussion of impact of high school testing dates and final exams.

<b>CONCLUSIONS</b>	Harlandale and South San are scheduled to take the SAT on 10/11/17. Also, future discussion about STAAR mandated testing dates that may conflict with final exams. Monica Jimenez shared that she will add the agenda item for a future meeting with Academic Chairs. Elizabeth Ginn mentioned that if faculty members know they will be unavailable due to testing, faculty should attempt to find a substitute.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Each ECHS Partner School should communicate testing dates that may impact attendance.	ECHS Principal/Counselor	As soon as possible

**ITEM 3: ADVISOR/COORDINATOR RESPONSIBILITIES      TOPIC TITLE: ADVISING      OWNER: ANTHONY PEREZ**

<b>DISCUSSION</b>	Discussion of advisor responsibilities.	
<b>CONCLUSIONS</b>	ECHS Coordinators are responsible for ECHS student advising. Advising based on grade level and semester. Reminder to ECHS Counselor to work with ECHS Coordinator to schedule advising times.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
ECHS Coordinators meet with students in individual or group advising sessions.	ECHS Coordinator	Ongoing
ECHS Principal/Counselors provide special event(s) dates to ECHS Coordinators.	ECHS Principal/Counselor	TBD

**ITEM 4: CONVOCATION ITEMS      TOPIC TITLE: ECHS FACULTY      OWNER: ELIZABETH GINN**

<b>DISCUSSION</b>	Discussion of ECHS Convocation. Other items include: internet access, Friday activities held at PAC, Friday resources available to students, new withdrawal process, student evaluation for faculty, communication guidelines, scheduling of courses, and intramural participation.	
<b>CONCLUSIONS</b>	1. ECHS Faculty Convocation held with approximately 50 in attendance.	
2. Students have limited access to internet due to rural areas or lack of providers. Students have plenty of resources at PAC and at his/her home school.		
3. More students are visiting PAC in small group activities. Students are encouraged to utilize resources such as the Academic Learning Studio and/or attend useful workshops.		

4. After census, students are able to initiate withdrawal from courses due to new process. ECHS students are encouraged to meet with HS counselor, ECHS Coordinator, and/or Faculty. Students will not be withdrawn until Faculty and/or ECHS Coordinator approve the withdrawal.
5. New faculty evaluation and ECHS students will now be given the opportunity to evaluate faculty.
6. Communication guidelines for ECHS students and adults in courses. Students are discouraged from providing personal contact information such as a cell phone.
7. Critical nature of release time and advised faculty to release students on-time.
8. ECHS students may participate in intramurals, but are not able to leave the PAC campus.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Separate Faculty Convocation meetings for campus and off-campus faculty.	ECHS Faculty Liaison, HSP Dean, and ECHS Coordinators	TBD
List of PAC Friday resources	Computer labs, Tutoring, and Library	TBD
Each ECHS will determine need of services and contact each department, learning resources, and/or tutoring services.	ECHS Principal/Counselor	TBD
Request for conduct office to provide awareness about minors in the classroom.	HSP Dean and ECHS Coordinators	TBD

**ITEM 5: NEW PROCESS**

**TOPIC TITLE: FALL 2017-ROSTER VERIFICATION**

**OWNER: MONICA JIMENEZ**

<b>DISCUSSION</b>	Discussion of roster verification which involved printed roster with email communication exchange and approval.	
<b>CONCLUSIONS</b>	New process involves running a report to verify students.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
If students need to be withdrawn from the first day of courses until the day before census, faculty are still required to provide a drop form. After census, no drop form required and must use the new withdrawal process.	ECHS Faculty	TBD
Review of course agreements	All	TBD
Report card for each ECHS	HSP Dean and ECHS Coordinators	TBD

**ITEM 7: REVIEW OF TIMELINE**

**TOPIC TITLE: SPRING 2018 TIMELINE**

**OWNER: MONICA JIMENEZ**

<b>DISCUSSION</b>	Reviewed dates of ECHS Timeline.

<b>CONCLUSIONS</b>	Deadlines are approaching. Please send correct items based on the timeline. If not submitted in an appropriate time, ECHS's lose leverage on courses.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Apply Texas Dates (New students)	ECHS Principals, Counselors, and Coordinators	9/15/17-10/2/17
Annual Agreement with Spring Courses, Recommendation List for Spring 2018 (10th-12th grade) & TSI Retest Scores Upload (10th-12th grade)	ECHS Principals, Counselors, and Coordinators	9/22/17
Verification of Eligibility Form, Course Agreements, Recommendation List for Spring 2018 (ECHS 9th graders)	ECHS Principals, Counselors, and Coordinators	10/2/17
TSI Upload for DC/ECHS (9th grade)	ECHS Principals and Counselors	10/20/17

**ITEM 6: BACK TO SCHOOL TOPIC TITLE: NEWSLETTER**

**OWNER: PAM FOSTER**

<b>DISCUSSION</b>	Discussion of newsletter.	
<b>CONCLUSIONS</b>	To encourage participation and improve click rate for ECHS Newsletter.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Distribute flyer to ECHS students; students must add email to receive electronic newsletter.	All	TBD

<b>OBSERVERS</b>	Kimberly Chavez
<b>RESOURCE PERSONS</b>	
<b>SPECIAL NOTES</b>	There will not be a January Consortium meeting due to multiple conflicts. ECHS Consortium meetings will resume in February.