

# PALO ALTO COLLEGE

## Meeting Title: ECHS CONSORTIUM

MINUTES

DATE: 6/6/18

TIME START: 9 AM  
TIME END: 10 AM

LOCATION: OZU 217

MEETING CALLED BY	VIRGINIA LEGGETT
TYPE OF MEETING	ECHS CONSORTIUM
FACILITATOR	VIRGINIA LEGGETT
NOTE TAKER	BARBARA RODRIGUEZ
MEDIA SITE LINK	<a href="http://pacms.alamo.edu/Mediasite/Play/1ea07c08502747c2af1c2952ae05397e1d">http://pacms.alamo.edu/Mediasite/Play/1ea07c08502747c2af1c2952ae05397e1d</a>
ATTENDEES	Jimmy Aldape, Pamela Foster, Barbara Rodriguez, John Hernandez, Virginia Leggett, Xochutl Martinez, Jeff Flores, Khalid Zakaria, Melissa Holguin, Steve Mercado, Vicente Guillot, Peter Hernandez, Ginny Traina, Rosena Garcia, Andrea Flores, Daniel Hartman, Anna Weaver, Patrick Lee, Demetria Sance, Reynaldo Juarez, Diana Rangel, Priscilla Chavez, Eddie Rodriguez, Elizabeth Ginn, Anthony Perez

### Agenda topics

**ITEM 1:                    TOPIC TITLE: FACULTY FEEDBACK                    OWNER: ELIZABETH GINN**

<b>DISCUSSION</b>	<p>Online students need to reach out to their instructor with any issues pertaining to the course or technical problems before contacting departments directly. Some issues can be resolved by the instructor and it is important for the instructor to know of issues in case they need to be brought to the attention of all students/class.</p> <p>Ginny Traina mentioned concern about classroom behavior an use of cell phones in class.</p> <p>Elizabeth Ginn reminded campuses of absences due to extracurricular activities being counted as an unexcused absence. Mandatory training is August 22 with Faculty Department meetings following the dinner break. Interim Dean Patrick Lee emphasized the importance of attending the department meetings due to the NASEP Accreditation PAC is seeking.</p>	
<b>CONCLUSIONS</b>	<p>ECHS students learn college expectations during convocation, advising sessions, and parent night meetings. Also, all students are expected to review the student code of conduct.</p>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Emphasize mandatory faculty training on August 22	HS partners	8/22/2018

**ITEM 2:                    TOPIC TITLE: GRADUATION HIGHLIGHTS                    OWNER: ANTHONY PEREZ**

<b>DISCUSSION</b>	Shared the “Thank You” video, which is also posted on the Palo Alto College Facebook page. Anthony Perez asked that the high school campuses please submit their post-secondary/transfer intent lists to their ECHS Coordinator so that it can be put in Banner. Rosena Garcia mentioned that the District Advising Guides are driven by the “intent” lists. Mrs. Garcia asked for campus feedback about the advising guides. Most felt that they were helpful, but were not geared toward the high school student and loses the focus on the fact that although these students are working towards an Associate’s degree, they are also working towards a high school diploma at the same time. The campuses felt their students are better advised on a case by case basis. The need for ECHS coordinators to visit campus and students on a regular basis would help with advising issues.		
<b>CONCLUSIONS</b>			
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
Campuses submit student “intent” list to ECHS Coordinator	Each HS partner to each PAC Coordinator		

**ITEM 3: TOPIC TITLE: HONORS PROGRAM OWNER: THOMAS MURGUIA**

<b>DISCUSSION</b>	Although this is the first year that the honors program is offered to ECHS students, application numbers are extremely low. The honors program is 12 hours of core course work geared towards high school Juniors and Mr. Murguia and his staff will work to make sure it fits into the student’s schedule. The classes will show up on the student’s transcript as an honors course. Thomas Murguia requests feedback from the campus as to why there may not be an interest in the honors program or the workshops available to students at the PAC campus. The campuses voiced concerns with the workshops being held on Fridays and students missing classes to come to PAC for the workshops. They also stated that busing/transporting students to PAC for a 15-minute workshop is not worth the cost and effort. If workshops were a bit longer it may be a better option for their schedules and costs. Thomas Murguia asked campuses about “Distance Learning” and capabilities at their campus for such an option.		
<b>CONCLUSIONS</b>			
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
Reach out to campuses for Distance Learning capabilities.	PAC Coordinators		
Handout provided outlining Honors Program			

**ITEM 4: TOPIC TITLE: SPRING 2018 OWNER: ELIZABETH GINN**

<b>DISCUSSION</b>	Final grades: 20-week: 6/8/2018 There was some confusion with the date. Campuses mentioned receiving an email stating 6/1/18 as the final grade reporting date. Elizabeth Ginn sent out a new email reminder with the correct date. The discussion of changing from 20- week to 16-week semesters was also brought up due to issues with grade reporting. Dean Patrick Lee said that although it is not policy, it is highly preferred.		
<b>CONCLUSIONS</b>	If any of the campuses felt an absolute need to pursue a 16-week semester change, please speak with Dean Lee and the High School Programs Department.		



Check available training and drill dates and provide "Distance Learning" capabilities at campus	HS Partners and PAC Coordinators	

<b>OBSERVERS</b>	
<b>RESOURCE PERSONS</b>	
<b>SPECIAL NOTES</b>	