

# PALO ALTO COLLEGE

## Meeting Title:

MINUTES

DATE: 5/02/18

TIME START: 9 AM  
TIME END: 10:00

LOCATION: OZU 217

MEETING CALLED BY	DEAN MONICA JIMENEZ
TYPE OF MEETING	ECHS CONSORTIUM
FACILITATOR	DEAN MONICA JIMENEZ
NOTE TAKER	BARBARA RODRIGUEZ
MEDIA SITE LINK	<a href="https://pacms.alamo.edu/Mediasite/Play/59406a2e143a4f328f9c424e7e501b4a1d">https://pacms.alamo.edu/Mediasite/Play/59406a2e143a4f328f9c424e7e501b4a1d</a>
ATTENDEES	Brenda Bernal, Jimmy Aldape, Andrea Flores, Diana Rangel, Pam Foster, Barbara Rodriguez, Steven Mercado, Jeff Flores, Ginny Traina, Sarah Croft, Peter Hernandez, Xochitl Martinez, Virginia Leggett, John Hernandez, Melissa Casey, Monica Jimenez, Daniel Hartman, Vicente Guillot, Kim Chavez, Patrick Lee, Demetria Sance, Renaldo Juarez, Khalid Zakaria, Angelica Lozano, Katherine Doss, Katherine Baker, Eddie Rodriguez, Elizabeth Ginn, Theresa Salinas, Melissa Vandercook, Esmeralda Aguirre, Priscilla Chavez

## Agenda topics

**ITEM 1:**                      **TOPIC TITLE: STUDENT CONDUCT/ACADEMIC INTEGRITY**                      **OWNER: KATHERINE DOSS**

DISCUSSION	Dean Katherine Doss discussed the need for ECHS students to understand the importance of student conduct and the repercussions of misbehavior. Especially that of criminal conduct which includes, but is not limited to, theft. Students need to be aware of the fact that although violations pertaining to code of conduct stay within the PAC system, however, criminal misconduct is reported to outside entities. Dean Doss asks that campuses remind students that they are expected to behave as college students and emphasize the repercussions for repeat offenses. Dean Monica Jimenez suggested the need for supervision of ECHS students in high traffic areas such as the Café and bookstore to minimize issues with misconduct.
CONCLUSIONS	If there are any questions or concerns feel free to contact Dean Katherine Doss, Student Success, 210-486-3338, <a href="mailto:kbeaumont@alamo.edu">kbeaumont@alamo.edu</a>

**ITEM 2:**                      **TOPIC TITLE: FACULTY FEEDBACK**                      **OWNER: ELIZABETH GINN**

DISCUSSION	Elizabeth discussed concerns that Academic departments have voiced with 9 <sup>th</sup> graders that may need additional help with passing classes. Faculty would like to look into tools available to those students that may be of assistance to them. There is also a need to remind students that absences due to extracurricular activities are still considered an absence and will be treated as such.  Special mention: Isabella Mendez, Madla Sophomore, competed in a speech competition. She was one of 2000 participants of all ages and received the People's Choice Award.
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**ITEM 3: TOPIC TITLE: SPRING 2018 DATES OWNER: ANDREA FLORES**

<b>DISCUSSION</b>	<ul style="list-style-type: none"><li>A. Last day to drop:<ul style="list-style-type: none"><li>i. 20-week: 4/30/2018</li></ul></li><li>B. Final grades and schedule:<ul style="list-style-type: none"><li>i. 16-week: 5/14/2018</li><li>ii. 20-week: 6/1/2018</li><li>iii. Final Exam Schedule</li></ul></li></ul>
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**ITEM 4: TOPIC TITLE: GRADUATION FESTIVAL/CEREMONY OWNER: ANDREA FLORES**

<b>DISCUSSION</b>	<p>Graduation Festival is today. There is a “FAQ” in all student packets and it is important that everybody read through the packet and be aware of graduation process and times. Everybody will receive one parking pass and additional vehicles are \$10. Remind students to dress nice but comfortable due to extensive time standing and no purses or additional items allowed. Zach asked about volunteering back stage and HSP will check with Graduation committee to see about staff being able to be back stage and see students before ceremony. All District Superintendents have been contacted to participate in the graduation ceremony. If students cannot attend today’s graduation festival, they will need to pick up their cap and gown at the admissions office as soon as possible. ECHS students will be recognized with silver stoles which will be distributed to each campus once they have been received by HSP Department. Students may decorate their caps. The guest speaker is going to be Dr. Carmen Defolla and Erika Nirenberg.</p>
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**ITEM 5: TOPIC TITLE: SUMMER SCHOOL 2018 OWNER: DIANA RANGEL**

<b>DISCUSSION</b>	<p>For graduating seniors, you will need to reapply for summer classes and do a new Apply Texas, apply for financial aid and provide proof of meningitis shot at least 10 days prior to class. ECHS Coordinators are available to assist with meningitis paperwork if needed. For students going to a different university in the fall they will need to notify PAC of this and may do a reverse transfer. May 27 is the payment deadline and students will be dropped if payment or payment plan has not been received.</p> <p>Early Admit students do not need to reapply for summer classes.</p>
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**ITEM 6: TOPIC TITLE: FALL 2018 DATES OWNER: MONICA JIMENEZ**

<b>DISCUSSION</b>	<ul style="list-style-type: none"><li>A. Cost Share Projections This is the first year that we will be doing cost share. The department will be looking at next year’s requests and student numbers to have a projection to share. These numbers may fluctuate based on changes to the finalized schedule and student enrollment. This will help school districts and PAC with estimating budget needs for next year. Please work with your campus ECHS coordinator to share stipend estimates. This will not be finalized until Census date and doesn’t include IM fees.</li><li>B. Timeline due dates:<ul style="list-style-type: none"><li>i. April 15<sup>th</sup> – June 1<sup>st</sup> – Registration/Schedule Changes</li><li>ii. April 15<sup>th</sup> - Submit Transcripts for New Faculty</li></ul></li></ul>
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- iii. May 31st - Review Books with ECHS Coordinator
- iv. July 1st - Submit Request for Quote to Bookstore
- v. August 1st - Submit PO for Books

Catherine discussed the book timeline. Realistically the submittal for book quote should be closer to June 1 and PO submittal should be before August 1. As soon as classes and registration is complete please send book requests. You can change quantity on spreadsheet provided to you. PO is final commitment for book order and you will be notified when books are in. Standard turnaround time on orders is ten business days.

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