

PALO ALTO COLLEGE

Meeting Title: ECHS CONSORTIUM

MINUTES

DATE: 4/4/18

TIME START: 9 AM

TIME END: 10:30 AM

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	https://pacms.alamo.edu/Mediasite/Play/59406a2e143a4f328f9c424e7e501b4a1d
ATTENDEES	Jimmy Aldape, Khalid Zakaria, Andrea Flores, Brenda Bernal, Esmeralda Aguirre, Peter Hernandez, Xochitl Martinez, John Hernandez, Ginny Traina, Monica Jimenez, Pam Foster, Priscilla Chavez, Bertha Ortiz, Patrick Lee, Elizabeth Ginn, Theresa Salinas, Adriana Dehoyos, Angelica Lozano, Kim Chavez, Jennifer Herrera, Barbara Rodriguez, Steve Mercado, Eddie Rodriguez, Daniel Hartman, Reynaldo Juarez, Diana Rangel, Vicente Guillot, Demetria Sance, Anthony Perez

Agenda topics

ITEM 1: TOPIC TITLE: SACS-COC ACCREDITATION OWNER: MONICA JIMENEZ

DISCUSSION	Dean Jimenez, High School Pre-College Programs, shared outcome of site visits and “suggestions” per Dr. Flores’s email. Substantive change discussion focused on bullet seven: Pathway and prospectus. Any school that provides 50% or more of ECHS classes (including online) on their campus must submit a report 6 months prior to semester (January 1/July 1). Information needed in the report would include facility size, adequate resources available to students, etc.
CONCLUSIONS	ECHS will work with campuses on prospectus to ensure we are in compliance with policies. ECHS will increase their site visits for one on one student and staff interaction. PAC will be working with faculty and campuses on development of syllabus. Julie McDevitt, Coordinator of Measurement & Evaluation, will be reaching out to faculty for feedback.

ITEM 2: TOPIC TITLE: ECHS EMERGENCY MANAGEMENT PLAN OWNER: DAN HARTMAN JR

DISCUSSION	ECHS requires additional planning because of the structure (minors) of the program on site. Emphasize is on notification, communication, protective action, reunification. It is imperative that campuses and Administration review the “rules and responsibilities” and provide feedback by May 2. Most concern is with implementing a strong plan for “reunification” of students. Dan Hartman Jr., Coordinator of Risk Management, encourages campuses to have paper based back up contact information for all students in case of internet/wifi outage. Challenges brought forth by ECHS staff and Corporal Dehoyos are that students are leaving campus without knowledge by chaperones, not wearing student IDs, and chaperones unaware of student’s whereabouts on campus. Goal is to be proactive and have a plan in place for the safety and liability of students/Districts/PAC.
------------	--

CONCLUSIONS	<p>Mr. Hartman asks that campus liaisons read the plan and understand the importance of implementing the rules and responsibilities of the schools as well as keep emergency contacts updated and accurate. All agree that the need for a meeting with chaperones to address concerns, roles, and responsibilities is necessary. This plan will be reviewed on an annual basis and feedback from campuses and departments is key to success of the ECHS Emergency Management Plan.</p> <p>Contact information for Dan Hartman: Dan Hartman Jr. Coordinator of Risk Management Office: 210-486-3944 Cell: 716-989-9568 Dhartman15@alamo.edu</p>
--------------------	---

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Chaperone Training will be scheduled	HSP Dept./Campuses	

ITEM 3: TOPIC TITLE: DESIGNATION APPLICATION OWNER: MONICA JIMENEZ

DISCUSSION	<p>Dean Jimenez reminded all that applications are due by next Friday. Dr. Flores will need to review entire application before signing so please submit ASAP so that we make sure to get all approvals done in a timely manner. Campuses may email applications to Dean Jimenez and cc their ECHS Coordinator who will pass along to Barbara Rodriguez, Administrative Services Specialist for High School Programs.</p>
-------------------	---

ITEM 4: TOPIC TITLE: FACULTY FEEDBACK OWNER: ELIZABETH GINN

DISCUSSION	<p>Test dates have been sent to faculty. VP Tanner with Academic Success, and Dean Lee with Mathematics/Accounting/Engineering will work to set up a "feedback" meeting. Dean Lee is working with Chairs and communicating any conflicts brought to their attention by campus or students for alternate exam dates. Dean Lee is asking campuses for suggestions on options available to students for taking exams if a conflict has arisen. Mid-term grades submitted March 19 and stress discussing adding or dropping courses with students.</p>
-------------------	--

ITEM 5: TOPIC TITLE: SPRING 2018 DATES OWNER: ANDREA FLORES

DISCUSSION	<p>Last day to drop: 16-week: 4/13/2018 20-week: 4/30/2018</p> <p>Final grades: 16-week: 5/14/2018 20-week: 6/1/2018</p>
CONCLUSIONS	<p>Andrea Flores, Early College High School Coordinator, reminded campuses of last day to drop as well as dates for final grades.</p> <p>Ms. Flores asked campuses to remind students that there are extended library hours and tutoring in the library for all students during Final Exam schedule.</p>

ITEM 6: TOPIC TITLE: GRADUATION APPLICATION NUMBERS OWNER: KIM CHAVEZ

DISCUSSION	<p>There are 204 Applications for ECHS (161 for spring and 43 for summer) which is 87% of ECHS seniors graduating with an Associate's Degree. Dean Jimenez reminded schools of</p>
-------------------	--

	<p>the invitation sent by Dr. Flores for one representative per campus to sit on stage at graduation. Please provide name of representative to Dean Jimenez ASAP for gown/regalia. Campus may submit graduation application if waiting on AP grade and student will get award once grade is received. Xochitil Martinez, Director of ECHS at South San ECA, asked about AP Exam credit date for transcript. Dean Jimenez stated that ECHS will check on timeline and dates for AP grades and follow up with Testing Center.</p> <p>Graduation Festival: Wednesday May 2 from 9 am-6:30 pm, PAC Legacy Rm 101 Palo Alto College Graduation: Saturday, May 19 @ 1 pm, Freeman Coliseum</p>
--	---

ITEM 7: TOPIC TITLE: SUMMER SCHOOL 2018 CHECK LIST OWNER: DIANA RANGEL

DISCUSSION	Students will need to complete the “Apply Texas” ASAP or they cannot participate in graduation. For first time college students: May 1 is the deadline to meet with coordinator on requirements and advising. Welcome Center has a financial aid event Saturday, April 7. No NSO for summer but is required if continuing for Fall.
CONCLUSIONS	

ITEM 8: TOPIC TITLE: FALL 2018 DATES OWNER: MONICA JIMENEZ

DISCUSSION	<p>March 1-31st - Master Schedule Academic Build: New Course Agreements April 15th - Submit Transcripts for New Faculty May 31st - Review Books with ECHS Coordinator June 1st – ECHS Registration July 1st - Submit Request for Quote to Bookstore August 1st - Submit PO for Books</p>
CONCLUSIONS	ECHS is compiling final schedule next week and will share for adjustments. Campuses please submit any new or additional IM fees. Peter Hernandez, Science & Kinesiology Chair, mentioned the online site not having IM fee updates. Therefore, ECHS will work with Chairs to see about any IM adjustments. Campuses must submit PO for books (or quotes at least) to bookstore by July 1st.

ADDITIONAL/SHARE:

1.	Ginny Traina, Social Studies Chair, shared information for PAC Fest and provided flyers to everybody. Mentioned that students can volunteer to work the event for extra credit.
2.	Dr. Eddie Rodriguez, Principal of Harlandale STEM, shared videos of Harlandale STEM students participating in the Whataburger Rube Goldberg machine project. https://stories.whataburger.com/this-goldberg-machine-takes-our-latest-menu-reveal-to-the-next-level/