

PALO ALTO COLLEGE

Meeting Title: ECHS Consortium

MINUTES

DATE: MARCH 7, 2018

TIME START: 9:00 AM
TIME END:

LOCATION: OZUNA 217

MEETING CALLED BY	Dean Monica Jimenez
TYPE OF MEETING	ECHS Consortium
FACILITATOR	Dean Monica Jimenez
NOTE TAKER	Pam Foster
MEDIA SITE LINK	https://pacms.alamo.edu/Mediasite/Play/59406a2e143a4f328f9c424e7e501b4a1d
ATTENDEES	Jimmy Aldape, Andrea Flores, Diana Rangel, Steve Mercado, Thomas Murguia, Peter Hernandez, Xochitl Martinez, Ginny Traina, Amie DeLeon, John G. Hernandez, Eddie Rodriguez, Bertha Ortiz, Khalid Zakaria, Daniel Hartman, Jennifer Herrera, Kathleen Baker, Anna Neavez, Demetra Sance, Esmeralda Aguirre, Elizabeth Ginn, Theresa Salinas, Barbara Rodriguez, Pam Foster

Agenda topics

ITEM 1: **TOPIC TITLE:** HONORS PROGRAM

OWNER: THOMAS MURGUIA

Honors Program Overview:		
Explained the requirements for the program. Seats reserved for ECHS students. Requirements: TSI Placement into college-level English, high school or college GPA of 3.25 on a 4.0 scale, well-crafted completed application, a personal reference (can be teacher or counselor). Taught by PAC faculty on college campus only.		
Three handouts provided for detailed information: Open House flyer list the courses available, Honors Program Information flyer describes program, and sample Student/Faculty contract provided as an example.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
First come first serve. Online application process. http://www.alamo.edu/pac/honors/ Each section has reserved seats for any ECHS section, consider the time block and transportation for students who apply.	ECHS Students, Partner Schools	First Come-First Serve, applications are open now for the fall 2018

ITEM 2: **TOPIC TITLE:** TEACHER EDUCATION PROGRAM

OWNER:

Teacher Education Overview:		
Dr. DeLeon came to share about Teacher Education Program. She spoke about the EDUC 1301 and EDUC 2301 course and how they count towards the additional 18 hours in the degree.		
If interested in the program you may contact Dr. DeLeon and she will schedule a visit with your campus.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

If interested, contact Monica Jimenez 210-486-3170 or Dr. Amie DeLeon, 210-486-3046	Partner Schools will contact Monica if interested.	As soon as possible
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ITEM 3: **TOPIC TITLE:** FALL CONVOCATION/FACULTY PROFESSIONAL DEVELOPMENT **OWNER: ELIZABETH GINN**

FACULTY PD	Fall Convocation Faculty PD 4:30 – 6:00 pm attendance is low. Faculty PD is a part of the college accreditation, and we ask that you require ISD faculty adjuncts to attend. There was discussion about if time was appropriate and does it need to be changed? It was suggested that starting later at 4:45 or 5:00 PM might be better. Faculty PD attendance helps with NACEP and allows the instructors to be a part of the campus, meet leads and chairs, and feel a part of the campus.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Suggested to record the training and making it available to teachers that could not attend. Elizabeth will meet with the Chairs and work on planning for best time and content. Harlandale S.T.E.M requested a presentation for PAC faculty on changes for the new Blue Print. Monica asked Dr. Eddie Rodriguez, Principal at Harlandale STEM to take the lead on the presentation.	Elizabeth Ginn for Convocation and Principal Eddie Rodriguez will take lead for BP Presentation along Dean Jimenez.	Begin work this term and ready for Fall Convocation

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

IMPORTANT DUE DATES & DEADLINES	<ul style="list-style-type: none"> A. Last day to drop: <ul style="list-style-type: none"> i. 16-week: 4/13/2018 ii. 20-week: 4/30/2018 B. Mid-term grades <ul style="list-style-type: none"> i. 16-week: 3/19/2018 ii. 20-week: 4/2/2018 (Early Alert) C. Final grades and schedule: <ul style="list-style-type: none"> i. 16-week: 5/14/2018 ii. 20 weeks: 6/1/2018
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Handout provided with testing dates and with the final exam schedule on back.

Partner School Testing Dates & Finals Schedule: Elizabeth will work with faculty to accommodate scheduling for finals. Dean Jimenez mentioned that the District Superintendent meeting is scheduled to talk about cost share on April 5th during this discussion.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Elizabeth will share dates to faculty to accommodate final exam scheduling. Coordinators can run Early Report the next day after mid-term grade deadline.	PAC faculty, ECHS Coordinators	

ITEM 5: **TOPIC TITLE:** TIMELINE DUE DATES **OWNER: MONICA JIMENEZ**

APPROACHING DEADLINES	<ul style="list-style-type: none"> March 1-31st - Master Schedule Build April 15th – Submit transcripts for New Faculty Before May 31st – Review books with ECHS Coordinator July 1st – Submit request for Quote to Bookstore
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Book inventory for ECHS Partner Schools is very important, so please submit inventory through ECHS Coordinator. The team will work to match books to the courses with the intent to save money. Coordinators will schedule meetings with schools to review textbook submissions, to ensure books are ordered on time, deadline is May 31st.

PAC Chairs are required to submit IM fees by March 23rd. District needs the information for accurate cost share billing.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
ECHS Coordinator will schedule a campus meeting to review textbooks before May 31 st deadline. Send book inventory to Coordinator. Send all course agreements by Feb. 16 th .	Partner Schools, & ECHS Coordinators	

ITEM 6: TOPIC TITLE: ONLINE COURSE EXPECTATIONS OWNER: ELIZABETH GINN

DISCUSSION

Concerns with Online courses: firewall issues at the high schools prevent work from being submitted. Proctors have to have log-in for the students, South San can contact IT, but it takes time. South San asked for a list of things being blocked, she could have IT work on it. Elizabeth stressed that students need to have access and are required to submit work on time and method outlined in syllabus.

Internet Access options for students:
Hot Spot Checkouts (South San received hot spots through a grant), City libraries also provide hot spot checkout to allow access to the internet.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Dean Jimenez asked that all firewall challenges be addressed before classes start.	Partner Schools	

ITEM 7: TOPIC TITLE: ECHS NEWSLETTER OWNER: PAM FOSTER

ECHS Newsletter Update:
The last Newsletter for this school year will be distributed on April 25th. Focus will be on our first graduating class and highlight students from your campus. Remind students that there is a "Star Readers" drawing to win a prize each quarter for reading the newsletter.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Please work with Coordinator to submit news story by April 17 th .	Coordinators and Partner Schools	April 17 th

ITEM 8: TOPIC TITLE: TUTORING & LIBRARY WORKSHOP NEW REQUEST SYSTEM OWNER: THOMAS MURGUIA & CYNTHIA SANCHEZ

Requesting Tutoring and Library Workshops:
Training was conducted on how to use the new Tutoring and Library Workshop Request System.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Anthony Sanchez will edit and prepare a video training, and the link will be sent out to the counselors who were unable to attend. Please email Thomas Murgia (tmurgia@alamo.edu) and Cynthia Sanchez (csanchez@alamo.edu) for now, as we are waiting for the usernames for ISD contacts to be sent from District. The usernames will be shared as soon as they are received. Contact information is listed on the handouts shared at the meeting.	Thomas Murgia, Anthony Sanchez, & Cynthia Sanchez	

ITEM 9: TOPIC TITLE: FACULTY FEEDBACK OWNER: ELIZABETH GINN

Positives messages shared by Elizabeth: Dave Fort says ECHS students are eager to participate in MUSI 1306, Joseph Coppola said South San students doing well, and Kathleen from Bookstore thanked schools for business and the student business. Very positive comments about student's progress in courses.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Teaching Circles will be organized to discuss high school behavior related to civility, best practices, consequences,	Elizabeth Ginn	

and continuous improvement to discuss concerns about ECHS student behavior.		
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