## PALO ALTO COLLEGE

# Meeting Title: ECHS Consortium Committee

TIME START:

**MINUTES** 

DATE: 2/7/08

9:00 A.M. TIME END: 10:00 A.M.

MEETING CALLED BY	Monica Ayala Jimenez
TYPE OF MEETING	ECHS Consortium
FACILITATOR	Monica Ayala Jimenez
NOTE TAKER	Andrea Flores
MEDIASITE LINK	https://pacms.alamo.edu/Mediasite/Play/f3029963129d40beb39cb9a448e4de6d 1d
ATTENDEES	Eddie Rodriguez, Peter Hernandez, Patrick Lee, Xochitl Martinez, Demetria Sance, Vicente Guillot, Esmeralda Aguirre, Steve Mercado, Dr. M. Holguin, Reynaldo Juarez, Jennifer Herrera, Pam Foster, Andrea Flores, Brenda Bernal, Jimmy Aldape, Philip Chavez, Jose Moreno, Diana RangeL, John Hernandez, Khalid Zakaria, Ginny Traina, Sarah Croft, Dan Hartman, Priscilla Chavez, Anthony C. Perez, Kimberly Chavez, and Monica Ayala.

### **Agenda topics**

ITEM 1:	TOPIC TITLE: FALL 2017 & SPRING 2018	OWNER: MONICA AYALA JIMENEZ
	Fall 2017 and Spring 2018 Cost Share & IM Fees	
DISCUSSION	Book Cost Projections	
Cost Share & IM Fees		

The new MOU has been implemented with cost share plan. It is focused on paying for use of instructors. The cost share includes waiving tuition and student activity fees. Discussion of distinction between Instructional Materials (IM) fees and student activity fees. District will send itemized bill including student and CRN. Request to send quotes in quote format rather than billing format. In addition, making sure we send quote to appropriate person. This year, more departments are offering IM. Individual IM fee may vary every year. The IM fee should not go up drastically due to negotiation with publishers.

#### **Book Cost Projections**

Book costs have been a challenge due to the rising costs of books. Dean Monica Ayala Jimenez requested book costs since inception of the program and current book inventory. Meetings are scheduled to discuss cost saving measures for future book costs.

CONCLUSIONS	Meeting with Dean Ayala Jimenez to review book cost inventory, book costs since
CONCLUSIONS	inception of program, and projection.

ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
ITEM 2:	TOPIC TITLE: SPRING 2018	OWNER: MONICA AYA JIMENEZ/ELIZABETH (	
	Early Alerts		

DISCUSSION	Midterm Grades	
	DISCOSSION	Testing
		Graduation, Graduation Festival, and Commencement

#### **Early Alert**

Faculty are receiving reminder emails for early alerts. Reports channel through Dean Ayala Jimenez and then to the Coordinator. ECHS will receive notice as soon possible for intervention. HS courses with HS instructor do not receive early alerts. Each Coordinator will send early alert list to high school.

#### **Mid-term grades**

Midterm grades needed at midterm.

#### Testing

Testing for final exams may conflict with required state exams. Chairs will work with faculty to finalize final exam schedule.

#### Graduation

Coordinators are completing graduation applications for seniors. 79% percent of Seniors to graduate at the end of the Spring 2018. If students require 1-2 courses, coordinators will come up with action plan on helping students' complete required courses. If 2 or less classes, students allowed to participate in graduation if registered in summer. Discussion of summer Apply TX application and financial aid for students needing classes to graduate. Student should ask 4-year college or university regarding first time in college status, GPA, and financial aid award. Student must understand any long-term ramifications on GPA.

#### **Graduation Festival**

Graduation Festival is May 2, 2018 from 9:30-6 p.m. in the Ozuna Legacy Room. Students will complete a graduation survey and receive their cap and gown. The process could take 15-20 minutes.

#### Commencement

PAC Commencement is Saturday, May 19, 2018 at 1 p.m. Students must arrive 2 hours in advance. In addition, PAC would like to know when high school graduations would occur. Recommendation to have principals join in the faculty section of graduation if space allots; recommendation will be forwarded to graduation committee.

CONCLUSIONS	Elizabeth will send out calendar for testing dates. She will work with ECHS team for
	review.

Graduation team will forward list of superintendents and principals to Dr. Flores regarding recommendation for stage seating at graduation.

ACTION ITEMS		
	ACTION	TTEMC
	ACTION	TIEMS

TEM 3:	TOPIC TITLE: FALL 2018 TIMELINE DU DATES	E OWNER: MONICA A JIMENEZ/ELIZABE	
DISCUSSION	Fall 2018 Timeline deadlines; refer to timeline		
Fall 2018 Time Refer to the F	eline all 2018 timeline for deadlines. Deadlines are in	nportant due to Academic	c Schedule Buil
CONCLUSIONS	Submit appropriate forms and documents by	the timeline deadlines.	
Master sched	ule due by March 1, 2018. Academic Schedule E	Build occurs March 1-31, 2	2018.
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
TEM 4:	TOPIC TITLE: ADVISING	OWNER: ANTHONY	C. PEREZ
DISCUSSION	Senior Audits and Advising		
is to complete deadline for g Parent Night Parent night in	and Advising are conducting audits and advising for graduating anew applications; students will either attend a raduation applications is March 15, 2018. Invitation for Community Connections and resound flyer for further information.	4-year institution or rem	ain at PAC. The
CONCLUSIONS	Coordinator will complete all senior graduation	n applications.	
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
TEM 5:	TOPIC TITLE: ECHS CONVOCATION SUMMARY	OWNER: ANTHONY	C. PEREZ
DISCUSSION			
Number of At	tendees		

The number of students at the 2017 ECHS Convocation was 394. This year, we had 468 in attendance. A SWOT analysis was conducted and we identified that they day went smoothly and students appeared to have an enjoyable experience. In addition, it was the students' first opportunity to feel as a cohesive group. Preliminary results showed that students want more time with their Coordinator.

Recommendation of adding a student panel to understand difference between college and high school.			
CONCLUSIONS	ECHS Convocation may have to change next ye	ear due to renovations.	
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE

ITEM 6:	TOPIC TITLE: STUDENT AMBASSADOR TRAINING	OWNER: ANTHONY C. PEREZ
DISCUSSION	Leadership Training and ROPES	
Innovation gra nominate 5 Ju course. Dates • Friday 2:00 p • Friday 2:00 p • Friday	, March 9, 2018, 7 Habit's Training Part 2 -, Palo Alto Colle	y Effective Teens and ROPES Dzuna 102/117 from 9:00 am – ege, Ozuna 102/117, 9:00 am –
CONCLUSIONS	Students should be available from 9-3. There may be som campus will coordinate with ECHS.	e conflict with bus schedules;

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

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