

# PALO ALTO COLLEGE

## Meeting Title: ECHS Consortium Meeting

MINUTES

DATE: 11-1-2017

TIME START:  
9:00 AM  
TIME END:  
10:00 AM

LOCATION: PAC OZUNA 217

<b>MEETING CALLED BY</b>	Monica Jimenez
<b>TYPE OF MEETING</b>	ECHS Consortium Meeting
<b>FACILITATOR</b>	Monica Jimenez
<b>NOTE TAKER</b>	Diana Rangel
<b>TIMEKEEPER</b>	Diana Rangel
<b>ATTENDEES</b>	Monica Jimenez, Andrea Flores, Dr. Jennifer Stotts, Xochitl Martinez, Jeff Flores, Steve Mercado, Melissa Holguin, Jimmy Aldape, Brenda Bernal, Patricia Hernandez, Vicente Guillott, Peter Hernandez, Nakeia Steel, Dr. John Hernandez, Elizabeth Ginn, Eddie Rodriguez, Ginny Stowitts Traina, Patrick Lee, Anna Neavez, Demetria Sance, Priscilla Chavez, Reynaldo Juarez, Esmeralda Aguirre, Monica Jimenez, Anthony Perez, Diana Rangel, Rosena Garcia & Kathleen Baker

### Agenda topics

**ITEM 1:**

**WELCOME & INTRODUCTIONS**

**TOPIC TITLE: WELCOME/OPENING REMARKS/VIDEO**

**OWNER: MONICA JIMENEZ**

<b>DISCUSSION</b>	ECHS Video	
	After the introductions, Dean Jimenez played an ECHS video highlighting this program. She asked that high schools contact their ECHS Coordinator if they have any stories to share.	
<b>CONCLUSIONS</b>	N/A	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
N/A	N/A	N/A

**ITEM 2: FALL 2017**

**TOPIC TITLE: MID-TERM GRADES & AUTO WITHDRAWAL PROCESS**

**OWNER: ELIZABETH GINN**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Mid-term grades for 16 weeks due October 23, 2017 &amp; for 20 weeks due November 6, 2017.</li> <li>• Last day to withdraw for 16 weeks is November 17, 2017 and for 20 weeks is December 8, 2017.</li> <li>• Auto Withdrawal Process</li> </ul>
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<b>CONCLUSIONS</b>	<p>Mid-term grades—Elizabeth Ginn stated that mid-term grade report was sent out to the high school partners. Some grades were missing and Anthony Perez is compiling a spreadsheet with the missing grades. She mentioned that students can also access their mid-term grade through ACES.</p> <p>Elizabeth Ginn stated that students can initiate their own withdrawal through ACES. An email notification is sent out to the advisor who will, in turn, be able to drop the student. It is advisable for the students to speak with their instructors and high school coordinators to have the conversation of dropping before initiating the drop. Dean Jimenez stated that this auto withdrawal system is new. She recommends encouraging students not to initiate the withdrawal and rather have counselors call us if they want to have their students withdrawn.</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Students will not be permitted to withdraw through their ACES without having a conversation with their instructor, high school counselor, and/or ECHS Coordinator.	All	None

**ITEM 3: SPRING 2018      TOPIC TITLE: REGISTRATION, BOOKS, AND TESTING      OWNER: MONICA JIMENEZ**

<b>DISCUSSION</b>	Review of course requests, registration start and completion dates, list of books/instructional materials, and testing.
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<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>• Dean Jimenez has begun receiving CRNS for the Spring 2018 from Chairs. She is compiling them in one spreadsheet. Once we received all CRNs, ECHS coordinators will be meeting with high school counselors one-on-one to discuss the requested list of courses, times, dates, books, and Instructional Material (IM).</li> <li>• Registration for Spring semester will open up on November 13, 2017. We will register continued students first, especially the students with embedded classes in order to release the CRNS we do not need. The goal is to complete registration by December 1.</li> <li>• When registration includes IM as part of the tuition fees, a P.O. will automatically be generated. Per Dean Jimenez, in the spirit of saving money,</li> </ul>
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	<p>EDUC 1300 will be charged IM. If the school already purchased a book for this course, the course will be cohorted; it cannot be mixed.</p> <ul style="list-style-type: none"> <li>• Per Elizabeth Ginn, before ECHS faculty go on holiday break, we will need to provide them with all the testing dates so that the faculty will take those testing dates into consideration and won't conflict with PAC's final exams. Also high school partners are to provide PAC coordinator with a list of students—to include name, grade and the date they are going to be testing</li> <li>• Kathleen Baker stated that all price quotes for books need to be done before the Christmas Holidays to ensure that the books will be ordered in time for the books to be delivered prior to classes starting in the Spring semester.</li> </ul> <p>Note: If students will not take their first class in Spring 2018, high school partners should start having their students complete ApplyTexas, testing or retesting by February 22, 2018 in order to have everything ready by March before the schedule is built. Upload of TSI will begin in February 2018.</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
ECHS Coordinators meet with high school partners one-on-one to review Spring 2018 master calendar	ECHS Coordinator	November 13, 2017
ECHS Principal/Counselors will provide testing dates to ECHS Coordinators.	ECHS Principal/Counselor	Before the Christmas Holidays
ECHS Coordinator will complete Spring 2018 registration	ECHS Coordinator	December 1 , 2018.

**ITEM 4: HSP PARENT NIGHT**

**TOPIC TITLE: HSP PARENT NIGHT**

**OWNER: ANDIE FLORES**

<b>DISCUSSION</b>	<p>The HSP Parent Night took place on October 17, 2017 and was well attended. This event was geared towards seniors. The topics that were discussed—Alamo GPS, tips on how to complete FAFSA and TAFSA and scholarships. At the end of the presentation surveys were distributed. We had positive feedback.</p> <p>The next HSP Parent Night event will be November 14, 2017. This event will be geared towards freshmen and new Dual Credit students and we will review student success and expectations. Dean Jimenez stated that our student conduct officer will be presenting as well regarding plagiarism, academic integrity, etc. We encourage all of our new students and families to attend.</p>
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<b>CONCLUSIONS</b>	
	Flyers were sent out via email to all our high school partners promoting this event.

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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Distribution of Parent Night flyer; promotion of event	All	11/14/2017

**ITEM 5: ECHS CONVOCATION**

**TOPIC TITLE: 9<sup>TH</sup> GRADE CONVOCATION**

**OWNER: ANTHONY PEREZ**

<b>DISCUSSION</b>	New Student Convocation will take place on January 11, 2018. A variety of sessions will be conducted.	
<b>CONCLUSIONS</b>	We are requesting for high school partners to gather sizes from their freshmen in order to order the correct sizes for the Convocation shirts. Anthony developed a convocation committee to include ECHS personnel and representatives of high school partners to get ideas on the Convocation agenda.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Shirt sizes from high schools	ECHS Coordinator and HS Counselors	November 11, 2017

**ITEM 6: HOLIDAY REMINDER**

**TOPIC TITLE: THANKSGIVING BREAK**

**OWNER: DIANA RANGEL**

<b>DISCUSSION</b>	PAC's Thanksgiving holidays will be November 23, 2017 through November 24, 2017. All ECHS students will need to attend PAC classes even though high schools will be closed.	
<b>CONCLUSIONS</b>	N/A	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**ITEM 7: HONORS CEREMONY**

**TOPIC TITLE: SPRING 2017 HONORS CEREMONY**

**OWNER: MONICA JIMENEZ**

<b>DISCUSSION</b>	PAC will celebrate all students' accomplishments who received a 3.5 GPA or better in the Spring 2017 by honoring them in a ceremony that will be held November 8, 2017. Emails through both personal and ACES email were sent out to students requesting to RSVP. Both traditional and ECHS students will be combined into one Honor ceremony. Administration will be there to celebrate these students with their relatives and friends. Over 500 students will be receiving an honors certificate.	
<b>CONCLUSIONS</b>	To encourage participation and attendance	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Emails were sent to all honor students and to RSVP if student will participate.	All	TBD

**ITEM 8: NEWSLETTER      TOPIC TITLE: ECHS NEWSLETTER      OWNER: MONICA JIMENEZ**

<b>DISCUSSION</b>	Discussion of ECHS newsletter and review of audience.	
<b>CONCLUSIONS</b>	Please send any items for the newsletter to your ECHS Coordinator.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**ITEM 9: FUTURE EVENTS      TOPIC TITLE: CORE 4 STEM/MOU/SAFETY      OWNER: MONICA JIMENEZ**

<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1. The CORE 4 STEM event will take place on Saturday, November 4, 2017 from 8 a.m. to 2 p.m.</li> <li>2. Rosena Garcia, Director of High School Programs, will be setting up meetings with each high school to review MOU.</li> <li>3. Anthony Perez will follow up with risk management on what is the best venue to follow if a mass evacuation is needed.</li> </ol>
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<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>