

PALO ALTO COLLEGE

Meeting Title: ECHS Consortium Meeting

MINUTES

DATE: 8-9-2017

TIME START:

9:00AM

TIME END:

10:30 am

LOCATION: PAC OZUNA 217

MEETING CALLED BY	Monica Jimenez
TYPE OF MEETING	ECHS Consortium Meeting
FACILITATOR	Monica Jimenez
NOTE TAKER	Pam Foster
TIMEKEEPER	Pam Foster
ATTENDEES	Demetria Sance, Pam Foster, Steve Mercado, Melissa Holquin, Diana Rangel, Khalid Zakaria, Jimmy Loy Aldape, Ginny Traina, Xochitl Martinez, Anna Neavez, Corporal Adrianna De Hoyos, Priscilla Chavez, Lillie Christiansen, Daniel Garcia, Peter Hernandez, John Hernandez, Mary Ellen Jacobs, Esmeralda Asuira, Reynaldo Juarez, Vicente Guillott, Patrick Lee, Monica Jimenez, Anthony Perez

Agenda topics

ITEM 1: ECHS TUTORING

TOPIC TITLE: TUTORING SCHEDULE/REQUEST SYSTEM OWNER: THOMAS MURGUIA

DISCUSSION	Thomas Murguia reviewed the ECHS Tutoring Schedule and reviewed that tutoring can be requested through the new SharePoint Request System that is being created.	
CONCLUSIONS	ECHS Partner Schools can schedule student tutoring sessions on Friday, using the Schedule shared by Thomas Murguia, using the SharePoint system as soon as it becomes active and live.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Each ECHS Partner School will send the contact name to their ECHS coordinator as soon as possible. Send first/last name, email address and phone number.	ECHS Principal/Counselor	As soon as possible
SharePoint System web address and user instructions will be shared with ECHS Partner Schools.	Thomas Murguia and ECHS Coordinators	TBD

ITEM 2: CAMPUS CARRY

TOPIC TITLE: UPDATE AND MESSAGING

OWNER: CORPORAL DE HOYOS/PAM FOSTER

DISCUSSION	As of Aug. 1 st per Texas law Campus Carry started on Community College campuses. Katherine Doss covered law specifics and help with messaging and that all enrolled students received an informational email. Pam Foster shared the language in the ECHS
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	MOUs pertaining to Campus Carry, Campus Concealed Carry FAQ fact sheet and that we can assist in getting the message out parents and students. Corporal De Hoyos reviewed the Barred/Gun Free Zones and there were discussions about the signs.	
CONCLUSIONS	The Campus Carry Concealed Carry FAQ should be shared with Partner School parents and students. Enrolled students received an informational email about Campus Carry.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Feel free to reach out to the ECHS staff for help with anything pertaining to Campus Carry. Any concerns related to a weapon that you are concerned about, should be directed to Alamo Colleges DPS. Non-emergency DPS number 210-485-0099, 911 Emergency number 210-485-0911	HSP Dean, ECHS Coordinators, Corporal De Hoyos	N/A

ITEM 3: SAFETY

TOPIC TITLE: EMERGENCY MANAGEMENT MANUAL

OWNER: ANTHONY PEREZ

DISCUSSION	Anthony discussed the Emergency Management Manual and that it is needs to be updated with current Emergency Content information.	
	A copy of the manual was shared with each member and the Family Reunification plan was discussed. Drills will be conducted in the fall. ECHS students must wear their College ID at all times for safety.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Partner Schools send contact person and phone number to ECHS Coordinator.	ECHS Principal/Counselor	Monday, August 14 th .

ITEM 4: ECHS BLUEPRINT

TOPIC TITLE: CHANGES FOR 2018-19 SCHOOL YEAR

OWNER: MONICA JIMENEZ

DISCUSSION	Partners and Coordinators will work together on the Outcomes-Based Measures (OBMs). The Blueprint can be found on the TXECHS.com website. Madla and Harlandale shared that they received "America's Top Public Schools" by Newsweek. http://hcsidnews.org/echs-ranked-among-top-high-schools-in-the-nation/	
	Harlandale STEM Principal shared feedback from Blueprint page 3 and the "Target Population" served by ECHS. Discussion about STAAR testing and passing College course and the new Blueprint will provide fidelity and accountable for rigor in the classroom.	
	Discussion about TSI scores and how tracked by TEA and THECB. The CBM002 report was referenced and the ISD schools shared that the TSI results were pulled by TEA using PEIMS and the 01 indicator. Question was asked about accommodations for TSI testing, and accommodations are available. Visit the College Board website and navigate to the Disability Site to find accommodations available for testing at the high school campus. Students testing at PAC will request accommodations via DSS.	

CONCLUSIONS	The Blueprint will be discussed throughout the next school year to prepare for implementation in Fall 2018.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Reach out to TEA Coach to request verification and clarification of the OBM's. Add review of one Guiding Principal per ECHS Consortium Meeting.	HSP Programs/Partner Schools	N/A

ITEM 5: FALL 2017 SDCHEDULES **TOPIC TITLE: MASTER SCHEDULE, ROSTERS, COST SHARE, BOOKS, ENROLLMENT MGMT WEEK (8-21 – 8-25)** **OWNER: MONICA JIMENEZ**

DISCUSSION	Rosters will be sent using the "ECHS Registration Report". Preliminary reports provided, and final review after census must be signed by principal/director/counselor and returned first day of school and day after census.	
Much discussion about books, cost and language in the MOU pertaining book cycles.		
No new students can be added/enrolled during Enrollment Management Week from 8/21-8/25		
CONCLUSIONS	Schools may request to use previous editions. Approval required by Department Chairs.	
Partner Schools requesting Publishing Cycle for textbooks.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
PAC Dept. Chairs will start documenting the Publishing Cycle for textbooks, and at a minimum the copyright date. ECHS Team will pull data on OER offerings and savings for schools.	PAC Dept. Chairs, HSP Programs Dean and Coordinators	Spring 2018 Master Schedule Cycle

ITEM 6: 2018 GRADUATION REPORT **TOPIC TITLE: ECHS DATABASE STUDENT PROGRESS TOWARDS DEGREE ATTAINMENT** **OWNER: MONICA JIMENEZ**

DISCUSSION	The ECHS Summer Wildly Important Goal (WIG) was shared. The goal was set to ensure that the ECHS Coordinators updated each student into the ECHS Graduation Database, to track the progress of ECHS students towards Associate degree attainment.	
CONCLUSIONS	The ECHS team successfully entered the data and the preliminary report reflects that 73% of the 4 ECHS are on target to graduate, lacking 1-5 courses for the spring. 15% of the students are lacking 6-7 classes, indicating they will need to take classes in summer to graduate.	
Students that lack on 2 courses needed in summer may participate in commencement. ECHS Team will develop plan to assist in summer registration, including FAFSA & Scholarship assistance.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Graduation Report will be reviewed individually with Partner Schools at standing meetings to verify accuracy of data..	ECHS Coordinators	Sept. 6 th

ITEM 7: ADVISING SCHEDULE **TOPIC TITLE: INTEGRATING ADVISING AS PART OF CAMPUS SCHEDULE FOR 2017-18** **OWNER: ANTHONY PEREZ**

DISCUSSION	Partner School will work with the ECHS Coordinator to develop a schedule to complete College advising for the 2017-18 schools year.	
	Ensure students are ready for graduation and review Advising Syllabus.	
	PAC Graduation will be on May 19 th at 3:00 PM. Transcripts were discussed.	
CONCLUSIONS	First transcripts are free, process needed to waive holds for transcript attainment for Exit advising.	
	Student Cap and gown are provided at no cost to the student by Palo Alto college. Students will receive a Stole or Cord indicating they are an Early College student.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Schedule meeting to develop college advising schedule.	Partner School and ECHS Coordinator	8/21/17
Follow-up on Graduation location	Kim Chavez	9/6/17

ITEM 8: SPRING TIMELINE TOPIC TITLE:

OWNER: MONICA JIMENEZ

DISCUSSION	Due dates and deadlines are very important, thank you for working with us to help you meet the deadlines to ensure successful registration of our students.	
	A handout with all of the important dates and Consortium Meetings was shared.	
	The Department Chairs begin schedule building on October 1 st . Registration goal to be completed by December 1 st .	
CONCLUSIONS	By having registration completed early, this allows time to update ECHS Graduation database and offer intentional advising on progress towards graduation.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Coordinators will send updates and review timeline at regularly scheduled Standing meetings.	ECHS Coordinators, Partner Schools	Various – see timeline

ITEM 9: ECHS NEWSLETTER TOPIC TITLE:

OWNER: PAM FOSTER

DISCUSSION	The first newsletter will be distributed on September 27 th and it will be an amended newsletter to include a Back to School theme.	
	If you have a specific story or information that you would like featured in the newsletter, please send to your Coordinator.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
If you have a specific story or information that you would like featured in the newsletter, please send to your Coordinator.	ECHS Coordinator & Partner School	Friday, August 25th

ITEM 10: HOLIDAY & TESTING DATES

TOPIC TITLE: NOTIFYING DEPARTMENTS OF REQUIRED DATES

OWNER: MONICA JIMENEZ

DISCUSSION	The STAAR testing window for the fall is Dec. 4 th through 8 th .	
CONCLUSIONS	ZECLA and Harlandale STEM dates received. Handout provided.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Testing dates from Partner Schools provided to ECHS Coordinators.	ECHS Coordinator and Partner School	Aug 28th
OBSERVERS		
RESOURCE PERSONS		
SPECIAL NOTES	Partner schools, please remind high school adjunct instructors to attend DC/ECHS Concurrent Enrollment Convocation for Faculty and their respective Department meeting following the 4:00 – 5:30 PM training., on Wednesday 8-23. *Please see and place on your calendar all other important dates provided under the Events section on the agenda.	