

PALO ALTO COLLEGE

Meeting Title: ECHS Consortium Meeting

MINUTES

DATE: 10-4-2017

TIME START:
9:00 AM
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	Pam Foster, Andrea Flores, Melissa Casey, Brenda Bernal, Khalid Zakaria, Jeff Flores, Steve Mercado, Melissa Holguin, Vicente Guillott, Peter Hernandez, Monette Elizalde, John Hernandez, Elizabeth Ginn, Eddie Rodriguez, Ginny Traina, Patrick Lee, Anna Neavez, Elizabeth Villarreal, Demetria Sance, Priscilla Chavez, Esmeralda Aguirre, Monica Jimenez, Anthony Perez, Diana Rangel, Ken Harris, Brenda Bernal, Melissa Casey, Thomas Murguia, Dan Hartman, Xochitl Martinez, Cynthia Sanchez, Jimmy Aldape, Lilly Christiansen, Daniel Garcia, Monica Garcia

Agenda topics

ITEM 1: FALL 2017

TOPIC TITLE: TUTORING & LIBRARY WORKSHOPS

OWNER: CYNTHIA SANCHEZ/THOMAS MURGUIA

DISCUSSION	PAC tutoring and library workshop presentation.	
	Library workshop contact: Cynthia Sanchez, csanchez@alamo.edu	
	Tutoring workshop contact: Thomas Murguia, tmurguia@alamo.edu	
CONCLUSIONS	When contacting the above mentioned representative, allow at least a week's notice and keep the student attendance at 15 per workshop.	
	The process for scheduling a library and/or tutoring workshop was reviewed. After the presentation, Ms. Sanchez inquired about Partner School chaperones, and what was considered after hours for students. She also mentioned that parents called looking for ECHS students at that library, and asked what process to follow. It was determined that if parents are looking for students that the traditional student college process will be utilized. Campus DPS will be called to assist, for students on campus after the end of the school day.	
	A question was asked about when faculty are absent and cannot teach. If faculty is absent and a substitute is not available, a sign will be placed on door if time permits. The Chaperone does need to be notified when faculty are absent, and the students are accounted for during the scheduled time of that class.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
See ECHS Workshop Schedule handout and contact the appropriate person to sign up.	*See discussion above	N/A

ITEM 2: FALL 2017 **TOPIC TITLE: SPRING 2018 ROSTER VERIFICATION** **OWNER: DEAN, MONICA JIMENEZ**

DISCUSSION	Discussion of roster verification.	
CONCLUSIONS	Roster verification occurs: prior to first day of school, first day of school, and Census day.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send roster verification to PAC ECHS Coordinator.	ECHS Counselor	Per schedule
Collect and check rosters.	PAC ECHS Coordinator	Per schedule

ITEM 3: FALL 2017 **TOPIC TITLE: EARLY ALERTS, MIDTERM GRADES & PSAT TESTING** **OWNER: ECHS FACULTY LIASION, ELIZABETH GINN**

DISCUSSION	Discussion of Early Alerts, midterm grades, and PSAT testing.	
CONCLUSIONS	Elizabeth Ginn explained that Early Alerts is a manual process that is not ongoing. Often times, the instructor will send an email to the PAC ECHS Coordinator to provide student progress.	
Midterm grades are due Oct. 23 rd . Elizabeth Ginn reminded everyone the dates for PSAT testing and has sent several reminder emails to let faculty know students will be absent.		
UIL Waivers will be sent to Elizabeth to facilitate faculty signature.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Communication of student progress via email, and faculty will submit midterm grades.	Faculty	Ongoing/ midterm grades: Oct. 23 rd
ECHS students taking the PSAT/SAT will be recorded as an excused absence. PAC ECHS Coordinators sent a list to instructors of students who will be absent.	Faculty/PAC ECHS Coordinator	Oct. 11th

ITEM 4: SPRING 2018 TIMELINE **TOPIC TITLE: REGISTRATION** **OWNER: DEAN, MONICA JIMENEZ**

DISCUSSION	Discussion of timeline. Timeline sent to chairs on Tuesday, Oct. 3 rd . The 9 th grade course requests will be submitted to Chairs the week of Oct 9 th – 13 th .	
CONCLUSIONS	Minimal courses impacted for 9 th graders. Registration will be completed by December 1 st .	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Submit 9 th grade course requests on Master Schedule.	Dean of HSP and ECHS Coordinators	Week beginning Oct. 9th
ECHS student registration.	ECHS Coordinators	Dec. 1st

**ITEM 5: SPRING 2018
TIMELINE**

TOPIC TITLE: BOOKS

OWNER: DEAN, MONICA JIMENEZ

DISCUSSION	Discussion of book ordering for ECHS college classes and items that will be utilized for process improvement. Kathleen Baker, Follett Bookstore Manager, presented the due dates for faculty to submit books to be used in courses. Kathleen reviewed how the books are ordered for traditional students. She also presented the process on how ECHS Partner Schools should order through Follett Bookstore, see attached handout.	
CONCLUSIONS	The PAC Follett Bookstore does not have a warehouse. If books are ordered late, they will not arrive on time. Books ordered late could also be placed on back order. PAC chairs submit books intended for use along with CRN, and instructor names during schedule build. The deadline to submit books to bookstore by chairs: Fall, April 15 th and Spring, October 15 th .	
The Master Schedule was updated to include important items needed to order books for Partner Schools for process improvement. IM fees include the textbook.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Partner Schools will ask for quote, once PO is submitted to Follett Bookstore the books are ordered. For the spring term, books must be ordered by the deadline to receive in time for the first day of class. Partner Schools can order books from other vendors.	Partner School and Follett Bookstore Manager, Kathleen Baker	Dec. 1st

**ITEM 6: DISCUSSION OF
TRANSPORTATION**

**TOPIC TITLE: PARTNER SCHOOL
TRANSPORTATION SCHEDULES**

OWNER: DEAN, PATRICK LEE

DISCUSSION	Discussion about Partner School transportation schedules current and future.	
CONCLUSIONS	As challenges arise for scheduling students, working collaboratively on innovative ideas can help to ensure meeting the needs of students. Ideas for review are: Friday classes which would need to be cohort only, 7:00 AM course offerings for traditional students, offering afternoon courses at a discounted price, and the Partner Schools attending at 8:00 AM and being able to attend classes until 4:30 PM. PAC does not have a policy to exclude ECHS students from driving to campus. Each school district must determine their own process for allowing students to drive to the college campus.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Continue to review and discuss innovative ideas to meet student scheduling needs.	All	Ongoing
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ITEM 7: SPRING 2018 TOPIC TITLE: INSTRUCTOR APPROVAL OWNER: DEAN, PATRICK LEE

DISCUSSION	Discussion of new instructor approvals.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
ECHS Coordinator will facilitate the submission of unofficial transcripts, sealed transcripts and have all instructors apply using the appropriate Requisition number from the PAC Chair. The deadline to request a new instructor for Spring is Oct. 15 th .	Partner Schools, potential Adjunct Instructors, ECHS Coordinators, and PAC Chairs	Oct. 15th

ITEM 8: SPRING 2018 TOPIC TITLE: NEW STUDENT CONVOCATION OWNER: ECHS COORDINATOR, ANTHONY PEREZ

DISCUSSION	Discussion of New Student Convocation Planning Committee.	
CONCLUSIONS	Anthony confirmed that meeting at the end of the month would be the best time for all on the Committee to meet. Student volunteers from all Partner Schools will be needed and identified through the Planning Committee.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Anthony will send out calendar invites for the first meeting in October.	ECHS Coordinators, Partner Schools and Planning Committee	TBD

ITEM 9: FALL 2018 TOPIC TITLE: TIMELINE OWNER: DEAN, MONICA JIMENEZ

DISCUSSION	Review of Fall Timeline.	
CONCLUSIONS	Partner Schools should share with ECHS Coordinator a contact person for book order, and who to contact in summer. Classes can change in the summer which can impact the Partner School book order. Having an assigned person to follow up on books during June and July will help with communication and process improvement.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Kathleen Baker shared the Fall deadline for submitting PO's for book orders for the fall term through Follett.	ECHS Coordinators, and Partner Schools	August 1 st , 2018

ITEM 10: FALL 2018

TOPIC TITLE: CLOSING

OWNER: DEAN, MONICA JIMENEZ

DISCUSSION	Introduction of Dan Hartman: Palo Alto College new Coordinator of Risk Management	
CONCLUSIONS	Mr. Hartman will work on safety matters pertaining to High School Programs and Early College High School students.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
All schools must update their Emergency Contact Tree	High School Principal	

OBSERVERS	Kimberly Chavez,
RESOURCE PERSONS	
SPECIAL NOTES	There will not be a January Consortium meeting due to multiple conflicts. ECHS Consortium meetings will resume in February.