## PALO ALTO COLLEGE

# Meeting Title: ECHS CONSORTIUM

MINUTES DATE: 6/6/18 TIME START: 9 AM TIME END: 10 AM LOCATION: OZU 217

MEETING CALLED BY	VIRGINIA LEGGETT
TYPE OF MEETING	ECHS CONSORTIUM
FACILITATOR	VIRGINIA LEGGETT
NOTE TAKER	BARBARA RODRIGUEZ
MEDIA SITE LINK	http://pacms.alamo.edu/Mediasite/Play/1ea07c08502747c2af1c2952ae05397e1d
ATTENDEES	Jimmy Aldape, Pamela Foster, Barbara Rodriguez, John Hernandez, Virginia Leggett, Xochutl Martinez, Jeff Flores, Khalid Zakaria, Melissa Holguin, Steve Mercado, Vicente Guillot, Peter Hernandez, Ginny Traina, Rosena Garcia, Andrea Flores, Daniel Hartman, Anna Weaver, Patrick Lee, Demetria Sance, Reynaldo Juarez, Diana Rangel, Priscilla Chavez, Eddie Rodriguez, Elizabeth Ginn, Anthony Perez

## **Agenda topics**

ITEM 1: TOPIC TITLE: FACULTY FEEDBACK OWNER: ELIZABETH GINN

	Online students need to reach out to their instructor and it is importated to be resolved by the instructor and it is importated to be brought to the attention	g departments directly. Son nt for the instructor to know	ne issues can	
DISCUSSION	Ginny Traina mentioned concern about classroom behavior an use of cell phones in class.			
	Elizabeth Ginn reminded campuses of absences due to extracurricular activities being counted as an unexcused absence. Mandatory training is August 22 with Faculty Department meetings following the dinner break. Interim Dean Patrick Lee emphasized the importance of attending the department meetings due to the NASEP Accreditation PAC is seeking.			
CONCLUSIONS	CONCLUSIONS  ECHS students learn college expectations during convocation, advising sessions, and parent night meetings. Also, all students are expected to review the student code of conduct.			
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE	
Emphasize mandatory faculty training on August 22		HS partners	8/22/2018	

ITEM 2: TOPIC TITLE: GRADUATION HIGHLIGHTS OWNER: ANTHONY PEREZ

DISCUSSION	Shared the "Thank You" video, which is also posted on the Palo Alto College Facebook page. Anthony Perez asked that the high school campuses please submit their post-secondary/transfer intent lists to their ECHS Coordinator so that it can be put in Banner. Rosena Garcia mentioned that the District Advising Guides are driven by the "intent" lists. Mrs. Garcia asked for campus feedback about the advising guides. Most felt that they were helpful, but were not geared toward the high school student and loses the focus on the fact that although these students are working towards an Associate's degree, they are also working towards a high school diploma at the same time. The campuses felt their students are better advised on a case by case basis. The need for ECHS coordinators to visit campus and students on a regular basis would help with advising issues.			
CONCLUSIONS	CONCLUSIONS			
ACTION ITEMS	ACTION ITEMS PERSON RESPONSIBLE DEADLINE			
Campuses submit student "intent" list to ECHS Coordinator		Each HS partner to each PAC Coordinator		

ITEM 3:	TOPIC TITLE: HONORS PROGRAM	OWNER: THOMAS MU	RGUIA
DISCUSSION	Although this is the first year that the honors program is offered to ECHS students, application numbers are extremely low. The honors program is 12 hours of core course work geared towards high school Juniors and Mr. Murguia and his staff will work to make sure it fits into the student's schedule. The classes will show up on the student's transcript as an honors course. Thomas Murguia requests feedback from the campus as to why there may not be an interest in the honors program or the workshops available to students at the PAC campus. The campuses voiced concerns with the workshops being held on Fridays and students missing classes to come to PAC for the workshops. They also stated that busing/transporting students to PAC for a 15-minute workshop is not worth the cost and effort. If workshops were a bit longer it may be a better option for their schedules and costs. Thomas Murguia asked campuses about "Distance Learning" and capabilities at their campus for such an option.		
CONCLUSIONS			
ACTION ITEMS PERSON RESPONSIBLE		DEADLINE	
Reach out to d	campuses for Distance Learning capabilities.	PAC Coordinators	
Handout provided outlining Honors Program			

ITEM 4:	TOPIC TITLE: SPRING 2018	OWNER: ELIZABETH GINN
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DISCUSSION	Final grades: 20-week: 6/8/2018  There was some confusion with the date. Campuses mentioned receiving an email stating 6/1/18 as the final grade reporting date. Elizabeth Ginn sent out a new email reminder with the correct date. The discussion of changing from 20- week to 16-week semesters was also brought up due to issues with grade reporting. Dean Patrick Lee said that although it is not policy, it is highly preferred.
CONCLUSIONS	If any of the campuses felt an absolute need to pursue a 16-week semester change, please speak with Dean Lee and the High School Programs Department.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

ITFM 5:	TOPIC TITLE:SUMMER 2018	OWNER: DIANA RANGEL

DISCUSSION	There is still time to register for Summer II courses as long as student has been recommended by counselor. Madla had concerns with counselors having to "recommend" a student that did not pass a course during regular semester and wanting to take the same course in a shorter time with less resources. Other campuses didn't feel it was an issue and that the success rate would actually be greater given the students usually focus on one course only.			
CONCLUSIONS				
ACTION ITEMS	ACTION ITEMS PERSON RESPONSIBLE DEADLINE			

#### ITEM 6: TOPIC TITLE: FALL 2018 OWNER: ANDREA FLORES

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DISCUSSION	Registration is at 99%. Campuses should expect to receive student rosters soon. Book lists have been sent to campuses by their ECHS Coordinators. Submit your quote requests by July 1 and your book PO's need to receive by August 1 if purchasing through the PAC Bookstore. Any changes in course book requirements will be communicated through your ECHS coordinator in a timely manner. Kathleen Baker, Bookstore Manager, is very good about contacting schools if anything has changed with book requirements.		
CONCLUSIONS			
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
Submit PO to	bookstore	HS Partners	August 1

#### ITEM 7: TOPIC TITLE: EMERGENCY PLAN UPDATE OWNER: DAN HARTMAN

DISCUSSION	Handout provided to all in attendance with specifics pertaining to ECHS students and the reunification process. Each ECHS student should be in the PAC Notification System. Dan Hartman would like to hold a training seminar and drill with ECHS and high school staff before next summer. The expected time is 1.5-2 hours for each session. Campuses stated that the best time for this would be in the fall. Mr. Hartman is requesting that the campuses get back with him on narrowing down a more specific date and if the training session might be best to conduct via internet or webinar.			
CONCLUSIONS				
ACTION ITEMS	ACTION ITEMS PERSON RESPONSIBLE DEADLINE			
Hartman's rev	All campus representatives were asked to sign Mr.  Hartman's revised plan of action to show receipt of handout before leaving today's meeting.  Dan Hartman same day			

Check available training and drill dates and provide "Distance Learning" capabilities at campus	HS Partners and PAC Coordinators	

OBSERVERS	
RESOURCE PERSONS	
SPECIAL NOTES	