



ALAMO COLLEGES DISTRICT Palo Alto College

Tuesday, December 15, 2020 at 10:00 AM
Frank L Madla ECHS Standing Meetings-Agenda

Attendees:

Madla	Signatures
Khalid Zakaria	Yes
PAC	
Diana Rangel	yes

The purpose is to ensure we are intentionally planning and building timely supports that align and enhance the ECHS mission.

Agenda:

1. Fall 2020

- Parent Consent Forms updates. Deadline to submit the Parent Consent Form is October 2, 2020. If Parent Consent is not on file by then, it will prevent me from registering that student for Spring 2021. I’ve sent several emails to students and updates and I haven’t heard from them. Ninety-seven (97) Parent Consent Forms were sent out and I have received 94—1 withdrew.
- Fall 2020 Final Grades – Will be send a preliminary report Tuesday, December 15.

2. Spring 2021

- Book Review for Spring 2021—Done. Mr. Zakaria reached out to Bookstore Manager already.
- All your students should be registered by now with the exceptions of the new students who still need to complete their TSI.
- Waiting on some MM to register some of your students in MATH 1414
- STU 0190 will be provided after the Fall 2020 Final Grades are posted.
- Provided a Counselor’s Timeline when items need to be submitted.
- TSI: Submitted
- Annual Agreement for Spring 2021. Submitted.
- VOE form was sent to you. Submitted
- Student Recommendation—Submitted.

3. 4-Year Plan—Have been completed and reviewed—AA in Criminal Justice, AS in Nursing, AA in Business, AAT in ECH-6 and AS in Computer Science

4. Advising Sessions—An attendance report was sent to Mr. Zakaria.

Seniors: 44 seniors

Friday, November 11, 2020 1:00 to 4:00 (all)--done

Friday, December 4, 2020—2:00--done

Juniors: 35 students

Friday, November 20, 2020 9:00 to 11:00--done

Sophomores: 46 students

Thursday, October 22, 2020 from 2:30 to 4:30--done

Freshmen: 48 students (check Mr. Ogden)

Wednesday, November 4 at 3:00 to 4:30--done

- 5. EVENT: Class of 2024 ECHS Convocation will be on January 15, 2021. Letter has been sent to counselors and students. Shirts has been delivered for the Convocation.

6. HS Counselor Deadline for Spring 2021

HS Counselor Deadlines:		
ApplyTexas for new students		November 30, 2020
Complete AlamoENROLL Modules		December 10, 2020
TSI Upload Submitted (New, Retests)		February 21, 2021
Annual Agreement (Fall and Spring)		February 28, 2021
Verification of Eligibility		February 28, 2021
Parent Consent Forms		February 28, 2021
Course Agreements (New or Renewal)		February 28, 2021
Recommendation List		February 28, 2021
Submit Transcripts for New Faculty		April 15, 2021
Review Books with PAC Liaison		May 16, 2021
Submit Request for Quote to Bookstore		May 31, 2021
Submit PO for Books		June 15, 2021
1st Reg Report Verification		June 6, 2021
2nd Reg Report Verification		August 12, 2021
First Day of Class		August 23, 2021
Fall Census Date		Sept 8, 2021

EVENTS:

- 12/4 Last day to withdraw for 20-week courses
- 12/5 Last day of classes for 16-week courses
- 12/5 Graduation Drive Through Ceremony 3:30 – 5:30 pm
- 12/7-12/12 Final Exams for 16-week courses
- 12/11 Review books w/ PAC liaison
- 12/14 Final Grades
- 12/15 ISD request for quotes (books)
- 12/18 ISD request Pos for books

12/21 through 1/1 Winter Holiday Break

No January Consortium