



ALAMO COLLEGES DISTRICT Palo Alto College

Wednesday, December 9, 2020 at 11:00 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—Provided a report and will be reviewing it during our Standing Meeting.
- 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—sent to you. Will send you an updated one once I receive the MM for the students who need to register for MATH 1414.
- 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: ECHS Convocation will be on January 15, 2021. Will provide you with more information and the actual time at a later time. I will provide the list of those students who already provided me with their shirt sizes and those we are still lacking for the ECHS Convocation. We need all the shirt sizes by the end of the week.

- An agenda will be sent to Mr. Zakaria by the end of the week
- Shirts will be delivered by the end of the week for the Convocation

6. HS Counselor Deadline for Spring 2021

HS Counselor Deadlines:	
Annual Agreement	September 18, 2020
Recommendation List for continuing DC or ECHS PAC sections In order to request the appropriate number of seats from chairs, this deadline is extremely important. It is ONLY courses that you employ an approved adjunct which has a later date. Once the chairs build the master schedule we cannot guarantee that late requests can be honored.	September 18, 2020
TSI Retest Upload for continuing DC or ECHS PAC sections	September 18, 2020
ApplyTexas (New Students)	September 15 to October 2, 2020
Verification of Eligibility	October 2, 2020
Parent Consent Forms	September 30,, 2020
Course Agreements (new or renewal) <i>*Review. All course agreements should have been completed prior</i>	October 2, 2020
Recommendation List for HS sections This is an extended timeline for the sections that are taught by HS adjuncts at the respective HS campus.	October 2, 2020
Submit Transcripts for New Faculty	October 15, 2020
Complete AlamoENROLL Modules	September 15 to October 16, 2020

TSI Test (New, Retests)	September 15 to October 23, 2020
TSI Upload for DC New Students and ECHS HS sections	Due by 10/30/2020
Review Books with PAC Liaison	December 11, 2020
Submit Request for quote to Bookstore	December 15, 2020
Submit PO for Books	December 18, 2020
1st Registration Report Verification	January 4, 2021
ECHS New Student Convocation	January 8, 15 or 29, 2021
Spring Census Date	February 2, 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***