



# ALAMO COLLEGES DISTRICT Palo Alto College

Wednesday, November 3, 2020 at 1:00 p.m.  
Frank L Madla ECHS Standing Meetings-Agenda

**Attendees:**

Madla	Signatures
Khalid Zakaria	
PAC	
Diana Rangel	

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

**Agenda:**

1. Fall 2020
  - Course Agreements—Received all Course Agreement Forms and TEKS from Mr. Zakaria. Will start processing them through the Jaeger system as soon as the system is set up. All the Course Agreement forms and their TEKS have been submitted. I completed one—MATH 2412, please let me know if you were able to sign it.
  - 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. A list has been sent to Mr. Zakaria.
2. Spring 2021
  - Working on Spring 2021 Master Schedule. Provided a more comprehensive Student Recommendation, including CRNS for Mr. Zakaria’s Review. Registration will take place November 9.
  - 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:
 

Seniors: 44 seniors

Friday, November 6, 2020 1:00 to 4:00 (all)

Friday, November 13, 2020 1:00 to 4:00 (groups of 5 with different zoom meetings) 30 min each group.

Juniors: 35 students

Friday, November 6, 2020 9:30 to 11:30

Friday, November 13, 2020 9:30 to 11:30

Sophomores: 46 students

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

Tuesday, November 17, 2020 from 2:30 to 4:30

Freshmen: 48 students (check Mr. Ogden)

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

Advising Sessions Times and Dates for Fall 2020—Freshmen—/45 freshmen...(2) Monday and Wednesdays at 3:10 p.m.--Ogden/ Sophomores/40 sophomores—(2) Wednesdays at 2:30 p.m./ Juniors—35 students—Fridays (8:00 to 12:00)/ Seniors—45—Fridays afternoon ( 1:00 to 4:00)  
Standing Meetings for Fall 2020 Times and Dates—Wednesdays at 11:00

#### 5. 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

6. Any other item?