

Wednesday, September 2, 2020 at 2:00 p.m.
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
 - STU 0190—Provide an updated enrollment report—STU 0190
 - Stipend—Provide a list of CRN’s with students enrolled with more than 15 students taught by DC instructors, double check to make sure everything is okay.
 - Course Agreements—Forms have been updated and will set a meeting to go over all the course agreements. The form will be provided to us by this Friday. We already have the courses needed to submit Course Agreements
 - Parent Consent Forms updates—sent another email to students who still haven’t submitted their Parent Consent Forms. I will provide you with the names of students who have not submitted their Parent Consent Forms. The deadline to submit Parent Consent Form is September 30, 2020.
 - Updates on Class of 2024 ApplyTexas. Most of your students have completed their Fall 2020 ApplyTexas. Today we will complete the last 6 students. We will set up another Zoom after September 15, 2020 to complete the Spring 2021 ApplyTexas
 - Provided banner ID’s and ACES Usernames. Will set a zoom meeting to complete the AlamoEnroll Modules for next week.
2. Spring 2021
 - Annual Agreement for Spring 2021—deadline?
 - Provided a Counselor’s Timeline when items need to be submitted.
3. 4-Year Plan—Have been completed and will be reviewing it during this meeting—AA in Criminal Justice, AS in Nursing, AA in Business, AAT in ECH-6 and AS in Computer Science
4. Steps to complete the AlamoEnroll Modules
5. Working on Advising Dates--revisit
6. ECHS Consortium:
Items discussed during consortium such the Historical Data for the past 6 years, students completing 15 college credit hours and deadlines will be discussed during our next Standing Meeting.

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

7. 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