For College Procedure
2.01.01.14: *Committees*

ECHS Advisory Team Meeting

MINUTES

Meeting Date: Friday, March 28, 2025
Place: Held virtually on Teams and hosted by Dean Villalobos
Mission del Paso Campus

Call to Order: 2:00 p.m. Dean Villalobos

Members Present: Edith Aguirre, Norma Ballenger, Priscilla Basurto, Carlos Sandoval, Laura Silva, Alejandra Avila, Jose Pacheco-Lucero, Lorena Flores, Steven Gomez, Claudia Fannon, Aida Mata, Diana Medina, Ben Ortega, Gabriela Shimshock

Administrative liaison/Secretary: Suzanne Ramirez

I. Welcome - Dean Villalobos welcomed the group.
Introduction of new Dean of Arts, Math, and Science division at Mission del Paso, Dr. Jose Pacheco-Lucero, who joined in January. This meeting is a joint meeting between the two divisions. Dean Villalobos also introduced Ms. Edith Aguirre, who will serve as the ECHS liaison for Dr. Pacheco.

Dr. Pacheco reports that he is in the process of onboarding and meeting the new team partners from Cotton Valley and San Elizario, who will now be linked with the Arts, Math, and Science division. Ms. Aguirre will be liaison for this advisory group. Messaging will go out soon for the next advisory meeting. Please pencil in April 30th as the date and they will be confirming soon, as well as the location at MDP campus.

Dean Villalobos confirms which schools will be linked with which divisions.

- Dean Villalobos: MECHS (Mission) and TEC (Trailblazers - Americas)
  - Division: Communications and Social Sciences

- Dean Pacheco: CVECHS (Cotton Valley- Fabens) and SEECHS (San Elizario)
  - Division: Arts, Math, and Sciences

Counselors can always reach out to their respective deans regarding any issues or questions concerning faculty or course sections.
Dean Pacheco notes that Mission librarians, Norma Ballenger and Priscilla Basurto, are joining as well as they are linked to San Eli and Cotton Valley.

II. Discussion Items:
Dean Joshua Villalobos updates:

a. In addition to the change regarding administrative liaisons (see above), he would like to note spring semester graduation events, and invites ECHSs to please report out as to any specialized graduation events. Additionally, please note and send invites if you will need Dean Villalobos or Dean Pacheco to attend so they can schedule themselves to be present.

The EPCCCD does not discriminate on the basis of race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity.

- Lorena Flores (Cotton Valley) reports that there will likely be a senior breakfast for stoles and will be providing the date once confirmed.

- Steven Gomez (Americas) Stoling ceremony will be Tuesday, May 6th, at 5:30pm at America's HS at the Theater. Projected 87 EPCC graduates.

- Alejandra Avila (San Eli) will also report once they have confirmed the dates.

- Ben Ortega (MECHS)- Stoling ceremony will be Tuesday, April 29th at 5:30pm at SISD district service center. Invite will go out to deans.

b. EPCC graduation ceremonies will be held this spring **May 16th.**
It's not been decided on which times. Tentatively there will be three:
9:00 AM, 1:00 PM, and 6:00 PM. Once confirmed, this will be communicated.

c. Carlos Sandoval would like to remind about upcoming events, Leadership Summit and Partners Connect. Leadership Summit will be June 10th -12th in Denton, TX. Registration is now available. Partners connect will be April 15th – 16th in Georgetown, TX. You can find both on the new website for TEA CCRSM. https://texasccrsm.org/events/

A reminder. ECHS Summer reports will likely be released in June. There is a one-year lag for the data.

d. Dean Villalobos: re: purchase requests for leftover money in accounts. Please send them to the Dean's office. Reach out to Deans Villalobos or Pacheco so that their offices can help you fill these requests. For any questions, reach out to respective dean to confirm amounts and process for ordering items. Lorena Flores and Dean Pacheco will connect regarding this matter for Cotton Valley.

e. Dean Villalobos: re: new TSIA2, there have been challenges for students, and asked how the schools are doing with getting students into the college level courses. Some student parents have reached out regarding TSI bootcamps. He would like to confirm that there are EPCC bootcamps for those who are having difficulty getting through the TSIA2. All ECHS students are EPCC students, so they can be using the bootcamps. All students, whether on site or off site, have options for onsite training for TSIA2. If anyone has any questions and needs help with getting students to tutoring for this, please reach out to the deans.
Edith Aguirre notes that, following up on the San Eli ECHS site visit, information on EPCC online TSIA2 bootcamps will be shared.

III. ECHS Updates:
- Faculty and Administration changes
- Freshman and Senior Cohort updates
- Student Support Initiatives
- Management of Classes and Student Registration

MECHS (Mission Early College)

Principal Ben Ortega: MECHS just finished Bridge Camp over spring intercession. At capacity for incoming freshman cohort with number at 135 students, currently.

Graduating a senior cohort of 100 students. All students are on track to graduate. Expected enrollment next year of 455, if current freshman and number of students hold.

Supports – Still offer same student support services that are available all year. There is a tutoring center with a dedicated instructional coach and a new tutor on board for a total of 4 part time tutors supporting students. Holding biweekly TSI testing sessions, two individuals help support this. TSI tutoring camps held during intersession as well. Students are referred through teacher recommendation after students attend so many tutorial sessions to do the biweekly sessions. Will continue to offer same support.

Another update is on the perimeter fencing which will start to go up around MECHS starting Saturday, March 29th. There was a concern regarding electrical items, and they are looking at this. In response to Uvalde (shooting), all of the campuses in SISD will be getting perimeter fencing. Each will be a six day turnaround to complete.

No changes in administration. No changes in faculty, other than the SISD reductions in force, which will mean three less faculty next year.

San Elizario ECHS
Assistant Principal Laura Silva:
Faculty and administrative changes: none at the moment.

Freshman and senior cohort updates: There is an incoming freshmen cohort of around 60, and a senior cohort with between 20-30 that are on track.

Alejandra Avila: TSI testing available almost every month. There is a teacher on site for TSI tutoring.

Regarding student registration, Ms. Villareal is working on that but could not attend the meeting.

Laura Silva: Issue to note is that sometimes students do not end up on the roster until end of semester. There have been cases where these students are identified, and the issue is fixed. Dean Villalobos notes that faculty will have difficulty inputting final grade if student is not on the roster and this is an issue to continue to be aware of.

TEC (Trailblazers Early College at Americas)

Assistant Principal Steven Gomez:
No faculty or administrative changes. However, there are some changes forecast, including the retirement of Administrative Assistant, Ms. Claudia Fannon, who will be retiring at end of the school year. Congratulations to Ms. Fannon.
Reduction in force for district will be happening and enrollment is dropping. The school will likely lose teachers but at this point no ECHS teachers have been identified as being reassigned (they will stay on campus). But as numbers drop, the school is forecasted to lose other big positions and possibly an administrator. There are changes with administrative duty changes. Mr. Gomez will not be director of ECHS next school year.

Cohort updates: Freshmen cohort is at 131 and an 8th grade group of 135 that they have rostered. Spring Bridge Camp was in March. There are 117 in the senior cohort and 87students will receive their Associate's degree in May. Two earned Associates in December.

Support initiatives: Bridge camp held in March with 8th graders coming in. Also invited upper classmen to meet the 8th graders and host games and icebreakers. In this way, 8th graders feel welcome. Recently held SAT night hosted by TEC students. SAT upcoming. 40 students studied, tutored each other, and had peer to peer mentorship to prep for the SAT this Monday 3/31. Along with bridge camp, they held TSI prep and exams during spring break. This is in addition to the ongoing TSI testing offered at least once a month on the campus on Saturdays.

Student registration: Ms. Mata – reports no issues with registration at this time.

CVEC (Cotton Valley Early College at Fabens HS)

Lorena Flores:
Faculty and administrative updates: Principal Aguayo is departing and Asst. Principal Leticia Arce-Miranda is retiring. The goal is to have a new principal onboarded by April 30th but this may take some time. It is uncertain if Ms. Arce Miranda's spot will be filled. In the meantime, Mr. Martel is Asst Principal, and he is currently the only admin on campus. Pleases contact Ms. Flores for anything needed in the meantime, and she will work with Mr. Martel.

Cohort updates: 35 seniors graduating and 35 freshmen coming in. Ms. Flores is working to recruit to pick up additional freshmen. Total enrollment is 185.

Supports: Bridge Camp will be June 9th – 13th. Monthly TSIs ongoing. The challenge is that they are short staffed so there is not so many people to run camps. They are trying to do them monthly if they can, but sometimes it is not possible. There is a TSI class offered for students, and potentially one for math offered next year. This will also depend on new administration coming in and any changes they may want.

Registration: Doing well. Issues handled on a case-by-case basis.

IV. Reminders: Dean Villalobos

- Dean Villalobos asked Ms. Silva if San Eli will be busing in students again in the fall. Ms. Silva reported, yes and will confirm. The dean noted that since MDP has predominantly 8-week hybrid courses, the sooner the campus knows then it will be easier to accommodate students coming on to campus that might need 16-week courses, and he can find instructors for those courses.

- In regard to all the changes happening across districts, a request to please send a quick email once there is a confirmed change, including changes in administration. One of the more challenging things is whenever there is need to address an issue with a faculty member. Dean would like to know who should be CC'd to help move along the issue that needs to be addressed. Updates in administration will help with this.

- Grades Due Date: **Monday, May 19th**. Reminders go out. This is really important as the system closes and can only re-open for a 24-hour period. It can be hard to track down faculty who might not have input grades. ECHS has

been great at getting faculty to turn in grades on time, but sometimes it happens that a faculty member does not.

Reminders: Dean Pacheco:
The division has a MS Teams and will add advisory members to the Teams channel and list servs. Now that there are two deans on campus, please include both deans in communications for the time being. Messaging will come from Ms. Aguirre and himself regarding upcoming meetings and timelines for purchasing.

V. Other items

Norma Ballenger shared information on one of the library databases which is provided by the tech share program, called Learning Express. The Learning Express Library has different types of prep tests, including modules on the TSI 2. She demonstrated how to access these via the EPCC library. On the EPCC Library, go to "Online databases," click on "Career and Testing" tab, then on "Learning Express Library". Students would need to create account and can proceed to do practice tests. The program tracks what they are working on and their progress. There is also career and technical resources. Ms. Ballenger will provide a step-by-step guide for registration and access for DC and ECHS partners. There may be a recording done through Tejano virtual events, and she will follow up on this to share info.

Diana Medina reminded that registration for fall semester opened Monday (3/24). April 15th is the last day to withdraw from a class for dual credit students. Additionally, there is the dual credit forum on April 1st at 4:30 at the ASC.
There are new dual credit counselors. Dr. Gomez is the new assigned counselor to Americas.

There is a new portal for registration. Ms. Flores does not have access yet. There are questions regarding training and news on the new portal. Ms. Medina confirms that the ones who are using the new portal should proceed. Ysleta will be starting with new portal. If you are using the old portal (Sharepoint) continue with that for now. By spring 2026, everyone should be onboarded to the new portal and training will be provided.

VI. Next Meeting and Upcoming Events

Villalobos – MECHS and Trailblazers. Please reserve Friday, Sept 5th at 2:00pm for the first meeting of fall semester.

Dr. Pacheco will reach out to schedule his meeting.

Dean Villalobos adjourned the meeting at 2:45 p.m.