

## Full TST

January 13, 2026

1:30 – 3:00pm

Attendees: Desirie, Sripriya, Tina, Janie, Zee, Christian, Tiffany, Kim, and Jenée

Virtual Warm-up: Sripriya

Notes: Kim

Time keeper: Zee

Process Observer: Jenée

### Agenda

- Warm Up: Lead Sripriya (5min)
- Check In / Updates: (10 min)
  - Plan for an in-person meeting by June
- Fill out *TST Project Gantt Tracker* (50 min)
  - Discuss Request Form to help schedule College info / Application workshops
  - Format for the May college info session: on line, in person, hybrid? (Schedule for the first week of May.)
  - Winter Newsletter for spring opportunities will go out around January 26 (aligned with course schedule release)
    - Discuss courses to be promoted (send flyers to Jenée by 1/21)
    - Foothill 403 A/B in Spring (6 weeks each)
- Colleges Tracking (non dual enrollment) Adult School Student Transitions (15 min)
- End Meeting (10 min)
  - Set Agenda for February
    - Discuss DA COUN 5
    - DA ESL 251
  - Set team roles for February
    - Warm Up: Christian
    - Timekeeper: Tina
    - Note Taker: Desirie
    - Process Observer: Jenée

Todo: Jenée sent newsletter request to team: Due 1/20

If time:

Dual Enrollment Checklist for Spring & Summer (50 min)

- Continue to refine process steps in the Dual Enrollment Checklist, scheduling of transition activities, and creating/sharing transition support tools.