

Student Support - Meeting Minutes

Meeting Date:	10/14 @ De Anza Campus
Attendees:	Felisa Vilaubi, Janie Garcia, Peggy Raun-Linde, Sandy Cutshall, Dave Capitolo, Jon-Michael Kowertz, Magali Molina Ochoa, Maritza Jackson Sandoval, Randy Bryant, Robert Borregard, Desiree Torres, Vince Chacko
Facilitator:	Felisa Vilaubi and Janie Garcia
Minute Taker:	Janie Garcia
Time Keeper:	TBD

Minute Items	Time Allocated	Action by Whom	Date to be Actioned By
<p>1 Introductions:</p> <p>Helen Pang De Anza College:</p> <ul style="list-style-type: none"> ● CTE Counselor and Career Services ● workshops on career exploration ● presents info on CTE courses at De Anza ● supports adult students as well ● Question: do transition advisors want Felisa and Helen to have guided appointments/presentations for Adult School students @ Adult School or CC campuses? <ul style="list-style-type: none"> ○ Face to face important for seamless transition ○ Presentation would be helpful but what is the bandwidth for this? ○ Do we want videos of this type of presentation? Might consider creating so that they can be used as needed with individuals or groups of AS students. Help with bandwidth. ● Manages Career related website which lists job opportunities and workshop/activities. 	10m		
<p>2 Dual Enrollment:</p> <ul style="list-style-type: none"> ● Helen, Felisa, and Magali met to talk about fee waiver proposal for Adult School. ● Questions that arose: <ul style="list-style-type: none"> ○ Amount of credits eligible for fee waiver? <ul style="list-style-type: none"> ■ Less than 12 credits per quarter. ○ At what point will students transition to first time college student? (timeline to ensure transition into full CC student status.) 	5m		

- Identify this via transition plan at the adult school sites. No need to write into policy.
 - What parameters can be set that serve every type of adult school student?
 - Student must take at least one course w/ adult school while co-enrolling at CC
 - Require signature from AS staff (transition advisor) to ensure guidance and tracking. (Is an admin signature needed? Group thought not. Just TA/TC.)
- Need this available during summer.
- Proposal currently is generic and focuses on just who the adult school student is and why they need fee waiver. **Group suggested credits be parameters and that AS students can be within other consortia as well as ours.**
- Currently- Special Admit process requires transcript at FH but not at DA.

3 Updates & Announcements:

Peggy-

- Website. Career Planning (Counseling Services) page.
 - Career planning, transition/counselor readiness.
 - Events
 - Transition Staff at AS and CC
 - Steps for warm handoff between Transition Advising at AS and enrollment in CC
 - Who to call- resource for transition staff.
 - **Group suggested break out into a student page and a counselor page even if it is repetitive**

Felisa-

- Invited transition and student support staff to De Anza high school partnership breakfast.
 - Extremely valuable experience.
- For students coming to De Anza, that want to challenge HS GPA placement, contact Felisa.
 - She is working on getting English staff to allow placement by special circumstances.
- John Michael and CC staff can do trainings.

Desirie-

- Tina and Desirie went to financial aid training at Mission College. (Every September)
- Desirie will hold off on financial aid presentations at Fremont Union AS until after doing PD event in

the future. Said SO valuable with changes for year.

Janie-

- Co-Chair Retreat
 - We had both VPI's from Foothill and De Anza in attendance which was really great.
 - Janie gave a breakdown of backwards planning and Annual Plan Strategies 2019-2020. Janie went over which strategies live in Student Support.
- Future: create check in process for CC counseling staff to get info from current students.
- Maritza question: What is the process of communicating between AS transition staff and CC counseling staff?
 - Right now should be happening all in email.
- Peggy question: do CC counselors want all the background information from what is being tracked in Naviance or ASAP?
 - Felisa- process currently followed is an email that includes items such as goals, interests, what has happened (e.g. FAFSA, Promise, etc.), and when appointment is. Maritza says perfect. Include checklist info summarized in brief email helpful.
- Felisa question: can students request counseling appt at Foothill with Maritza specifically? YES! Link to online signup will be put on website by Peggy.
- Felisa question: what is the timeline we have for continuing backward planning?
 - strategies completed by end of the year.
 - moving forward we will continue backward planning at each meeting.
 - Work on one item and backward plan one or more items.

	<p>the future. Said SO valuable with changes for year.</p> <p>Janie-</p> <ul style="list-style-type: none"> ● Co-Chair Retreat <ul style="list-style-type: none"> ○ We had both VPI's from Foothill and De Anza in attendance which was really great. ○ Janie gave a breakdown of backwards planning and Annual Plan Strategies 2019-2020. Janie went over which strategies live in Student Support. ● Future: create check in process for CC counseling staff to get info from current students. ● Maritza question: What is the process of communicating between AS transition staff and CC counseling staff? <ul style="list-style-type: none"> ○ Right now should be happening all in email. ● Peggy question: do CC counselors want all the background information from what is being tracked in Naviance or ASAP? <ul style="list-style-type: none"> ○ Felisa- process currently followed is an email that includes items such as goals, interests, what has happened (e.g. FAFSA, Promise, etc.), and when appointment is. Maritza says perfect. Include checklist info summarized in brief email helpful. ● Felisa question: can students request counseling appt at Foothill with Maritza specifically? YES! Link to online signup will be put on website by Peggy. ● Felisa question: what is the timeline we have for continuing backward planning? <ul style="list-style-type: none"> ○ strategies completed by end of the year. ○ moving forward we will continue backward planning at each meeting. ○ Work on one item and backward plan one or more items. 			
4	<p>Identify "Entering Class": Parking Lot for next meeting.</p> <ul style="list-style-type: none"> ● Will email Transition team. 	30m	JG or FV	1 week
5	<p>Identify transition alumni: Parking Lot for next meeting.</p> <ul style="list-style-type: none"> ● Will email Transition team. 	25m	JG or FV	1 week
6	<p>Bridge Activities:</p> <ul style="list-style-type: none"> ● Do we have our student populations identified? <ul style="list-style-type: none"> ○ Yes and No. ○ Draft list of populations and needs. 	15m	JG	Next Mtg.

	<ul style="list-style-type: none"> <ul style="list-style-type: none"> ■ Share w/ Adult School Leadership and Teaching Staff to gather consensus. Peggy will email TA's about what to bring. ■ TA Bring or send prior the formalized list to next meeting for SS Workgroup to then work on that strategy ● Math class efforts are already happening through curriculum and alignment <ul style="list-style-type: none"> ○ Adult school (Robert) is aligning instruction based on math skill requirement in various CC programs. ○ Peggy- we might entertain this for bridge class option so students can take the support class through CC instead, to target more students than just ASE students who need toward HSD or GED. ● Math 212 is across the board pre-requisite for CTE classes per Robert and Randy <ul style="list-style-type: none"> ○ critical thinking part is huge per Randy 			
7	<p>Open Forum/Wrap Up:</p> <ul style="list-style-type: none"> ● Overview of Placement process. What do CC counselors look at? <ul style="list-style-type: none"> ○ AB705 update. ● Add to ideas for questionnaire: <ul style="list-style-type: none"> ○ How well prepared did students feel? Robert would like a question specific to math. Will work on questionnaire next time. ● Backward Planning Structure <ul style="list-style-type: none"> ○ Groups. ○ Structure 	15m		