

Student Support - Meeting Minutes

Meeting Date:	10/26/20 @ Zoom Meeting Link: https://us02web.zoom.us/j/87871733894?pwd=YThYYmUyQ3crajNHQzRuY1VWUWUjdxUT09
Attendees:	Felisa Vilaubi, Peggy Raun-Linde, Desirie Torres, Maritza Jackson Sandoval, Dave Capitolo, Tina Dave, Christian Rodriguez, Randy Bryant, Anthony Moss, Sandy Cutshall, Anthony Cervantes.
Facilitator:	Peggy Raun-Linde
Minute Takers:	Felisa Vilaubi and Janie Garcia

Minute Items

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Intros: Name, Title, Institution, Something new & exciting in your life/work.

Peggy: I will facilitate today's meeting. Apologies for not sending out an agenda prior to meeting. We will discuss the following:

- Site Updates
- Data Dashboard
- Plan Backwards for strategies 1, 2, 4, 12, 13; using new tool, Wakelet.
 - We will not get into strategy work today because we still need time to work out structure of

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Site Updates (including something going well and something that is challenging):

FUHSD Adult School (Desirie):

- Something going well: WASC visit went well and the school received a glowing review. Especially praised on CAEP/consortium work and the Data Dashboard.
- Something challenging: Remote testing. First run will be with ASE and then ESL. It is a complicated process but FUHSD ACE is preparing as much as possible.

MVLA Adult School (Tina):

- Lots happening. ESL testing. CTE is checking off CNA lab skills in parking lot. Gurneys are being brought into the parking lot.
- Career Fair happening this week. CNA students participated in a separate career fair last week to accommodate their schedule. The main fair will be for ESL, ASE, and other CTE programs. The Career Fair will be virtual through multiple Zoom presentations at the same time.

PAUSD Adult School (Anthony):

- Something going well: parking lot testing happened today (10/26) and is set up for the rest of the week. It went well! MVLA invited FUHSD to view their model, which helped in the adoption of the process for FUHSD students.
- 80 students came to the first parking lot test. 30 students are expected tomorrow.
- Something challenging: remote testing. It is hard to segment your time properly within all of the responsibilities of being a Transition Advisor as well.

De Anza College:

- Felisa- Things that went well: we had to transition into virtual counseling, and now we have embraced that reality and are structuring virtual meetings to support students as best as possible
- Felisa- Something challenging: I am in my final year of tenure review and it has to be done virtually. This is something, like much of what we have gone through in 2020, completely unprecedented.
- Christian- Like Felisa, virtual meetings have gone well but there are still challenges due to what's missing in the virtual world. For example: in-person interaction. Proximity to colleagues for seeking advice.
- Dave- Auto tech is half way through the first dual enrollment agreement with FUHSD. Homestead came up with 15 students interested, which was not enough. But, once it was opened to the public, the student gained more enrollment; there are now a total of 40 students. The program will not be able to have a lab component due to shelter in place. Teachers are going onto campus to teach virtually from an empty classroom.
- Randy- kudos to the FHDA team for putting together the Special Admit form and solidifying steps of that process.
- Magali- Things are going well--even better than I thought--and now we are preparing for the Winter Quarter. Step 1 is helping high school students apply to De Anza for Winter.

Foothill College:

- Maritza- I am teaching 3 classes this quarter, so her counseling schedule is very limited. Has agreed to schedule appointments with Adult School students directly in order to not confuse students with such a segmented schedule.
- Janie- In general outreach for Adult Ed is really about keeping up with our calendar- this is her first fall and so it is about establishing an outreach calendar that makes sense- Thank you to Desirie for giving Felisa and I bullet points to present to their students. In addition to calendaring- She is working with the ESL department for fun events that are designed for our current ESL students but can also be shared with the Adult Schools as a way to get them engaged in the colleges. COVID has created a

new set of numbers for students- we have a great model for how to move forward with the Dual enrollment form.

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Peggy Consortium Update:

- Working with Data Group, a subgroup has been created for dedicated work to the Data Dashboard.
- Every institution in this consortium has done a wonderful job to adapt to the virtual education need and keep programs alive despite many in-person components being taken away/threatened.

3 Data Dashboard Share

- Data Dashboard demonstration- Peggy shared that there have been some updates with the Dashboard- David Ulate has a temp employee who actually created the data dashboard in Google which means it is accessible.
- The Data workgroup is coming up with some parameters so that we can have guidelines on how to access the Dashboard.
- Headcounts- are unduplicated people- so someone who has taken a class at the AS, will show up as one person for the headcount. Enrollment of nearly 26k translates into over 21,000 classes taken.
- Within these total headcounts, we can see demographic trends such as: gender, ethnicity, age group.
- Additionally, someone using the tool can use the *Slicers* to sort data trends for specific institutions, programs, and student types. Black colored slicers are student experience specific; e.g.: college, credit status, academic term, ethnicity, etc. Red colored slicers are related to Adult School/CAEP.
- Data of headcount is also being collected by academic year.
 - 2017-2018 was a big year
 - We do not yet have full data on 2020-2021.
- The tool is being used in Google right now to ensure the data is not compromised and can be accessed by multiple people at the same time. (Google is a bit slower than excel when it comes to sorting data.)
- Data can be viewed by program to see what pathways students take. E.g.: started nursing at DA before Adult School, or started with CNA at the Adult School before transitioning to CC.
- Recent discussion with Raji, Chair of A&A Workgroup: are students co-enrolled? What pathway patterns are there? Trends are already seen in departments like Child Development. This analysis will help determine which classes are offered, and which Bridge/Dual Enrollment classes would be most fruitful.
- Maritza question: Is it possible for us to go in and just look at a copy? So we can research and practice?

- Peggy- We can offer training through a video but the dashboard is not ready for individual use. The Data Group wants to be careful that inaccurate or misinformed conclusions are not made based on individual Data Dashboard exploration.
- Janie- David said he can give someone a copy to use to get familiar, but the functionality would be limited through Google Sheets. I'm not sure if that is a blanket offer to everyone.
- Peggy- short answer is yes, it's possible; which was the point of using Google sheets. However, there is a margin for filtering data incorrectly that we must be aware of. For example: numbers and trends differ depending on whether or not they are duplicated/unduplicated counts.
- Next month, Peggy, will tell us if individual access can be granted. Or if we will do an auxiliary training.

4 Planning Backwards Using Wakelet:

- Our Wakelet URL is posted on our consortium webpage.
- Wakelet works like a webpage to provide information, but it also gives *view only* access to shared documents that stay updated in real time.
- This tool could be used to house strategy/annual plan work as well as professional development opportunities, in addition to any other resources we want to add.
- Overall, Wakelet offers us a means for easier access and easier workability and furthers our goal of systematized processes.
- What do you all think?
 - Dave- looks like a good idea. working in smaller groups is probably smarter. but, we still have to figure other logistics out..."the devil is in the details." This might also be a good solution to getting more effort done between the monthly meetings.
 - Maritza- I appreciate the choice of being able to work on a strategy that matches my expertise so I can be of highest value.
 - Sandy- There is so much going on at the meetings that this is a nice opportunity to just focus on the piece that I am working the most on and am involved with more in-depth. I would be interested in knowing if we have talked more about using part of our monthly meeting for subgroups to get together.
 - Peggy- this is definitely coming from the discussion we had last time about how we want to work on strategies. Pieces definitely still need to be determined in terms of logistics.
 - Anthony- The idea of using some of this meeting time to hear from others would be beneficial for taking some of the pressure off of the Transition Team. We could also benefit from learning from others.

- Janie and Felisa said something to the effect of, “yes! We appreciate you all and this is feeling collaborative and smart in terms of progress and efficient work already. Let’s work smarter, not harder!”
- Peg, Janie, and Felisa will meet around 11/16 to prepare for our next meeting on 11/30.

5 Open Forum/Wrap up:

Topics for Next Mtg. Agenda:

Wakelet

Subgroups for strategy work