

Student Support - Meeting Minutes

Meeting Date:	12/9/19 @ De Anza, Auto Tech Dept.
Attendees:	Felisa Vilaubi, Janie Garcia, Peggy Raun-Linde, Sandy Cutshall, Anthony Moss, Christian Rodriguez, Desirie Torres, Robert Borregard, Tina Dave, Dave Capitolo, Randy
Facilitator:	Felisa Vilaubi and Janie Garcia
Minute Taker:	Janie Garcia
Time Keeper:	N/A

Minute Items

1 Introductions:

- No new members at this meeting.

2 Announcements & Updates:

- Felisa: “we’re getting through finals week.”
- Anthony: Attended presentation from De Anza about non-credit ESL. New non-credit courses rolling out in January 2020, for the first 3 levels only. Rest of the levels to follow in Winter 2021.
 - Peggy: Curriculum & Alignment group is interested in tracking and analyzing whether or not students from the adult schools feed into these non-credit ESL courses or test at too high of a level for enrollment. Department Chair and Dean from De Anza’s Language Arts Dept. has been invited to the next workgroup meeting in order to discuss.
- Peggy: Clarification regarding transition credit for entering community colleges: non-credit courses **do** count. CTE non-credit, for example. Peggy to follow up with details as a result from writing to the state for confirmation. (Peggy to verify if that includes non-credit ESL or only other departments; belief is non-credit ESL does not count in Launchboard but will count in internal annual plan reporting to the state..)
- Peggy: meeting last week occurred with transition advising staff and leadership team regarding agreements and scope of work that exists consortium wide and ensuring aligned transition services are happening. As a result, a subsequent meeting has been scheduled regarding data and how to align tools and practices consortium wide for tracking transition services.
 - Desirie and Anthony: walked away from the meeting acknowledging that the current spreadsheet only captures warm hand off and that more data tools are necessary for tracking success of services.
 - Tina: there was an acknowledgement that not all students are going to need all services on transition check-list. Peggy added that the agreement is that all students will be *offered* the services.
 - Felisa: it is helpful to go through as many checklist items as possible surrounding applying to FHDA.
 - Desirie: the meeting with Leadership was a great use of time, however it seems like principals from each Adult School have different expectations. Thus it would be

helpful for leadership to have a collective, agreed upon understanding of the expectations and scope of work for transition staff.

- Peggy clarification regarding Desirie's statement: there seemed to be an understanding that all services will be offered, but it is acknowledged that not all students will need the same services.
- Tina: Wants to make sure that the checklist on the website says she (transition advisors?) should not be meeting with all students. Peggy: the expectation is that teachers and transition staff at the adult schools are working together to identify students who need transition services. All transitioning students should be offered the services listed on the website per the meeting. However, the concern is also how to reach the students who are not meeting with transition staff.

3 Organizing Our Efforts:

- Peggy: Walked away from last meeting feeling like there was some frustration regarding what work/actions we are accomplishing each month. As a result, she brainstormed a deeper breakdown of activities and timeline for our first annual plan goal. Peggy went over updates to activities and timeline outlined in shared document.
- Desirie: Did we determine who our current "cohort" is identified to be?
 - Peggy: Yes. We will focus on students who enrolled for Fall 2019 based on Transition Advisors collected student data.
- Robert: offered example of data system.
 - similar to what has been used for academic counseling support, a packet that tracks which courses students are taking successfully. Expressed concern regarding how to know if transition services (checklist, etc.) are occurring.
 - Janie: we are working on collecting quantitative and qualitative data to see if transition services have been implemented as well as gauge level of effectiveness.
 - Peggy: data dashboard template would be helpful.
 - Felisa: We have the tools in place to help counselors. She agrees it would be helpful for students to have a physical checklist to take from Adult Schools to Community Colleges to ensure they know what steps to follow and succeed throughout their transition..

4 Gaps in Services, Strategy #2:

- Group clarified we are focusing on students who attended FHDA in Fall 2019.
- Group broke into pairs to create and finalize questions.
- Peggy will take the questions and create survey in Google Forms or Data Monkey; Sandy offered to review/edit
- Anthony confirmed he will complete his list of counseled students by Friday 12/14. See October minutes.

1) Determine data system we will use and what data points will be used to identify student success:

- Decide at the next meeting. Peggy to discuss with Data Group between now and then.

2) Determine who will be in charge of getting data set organized in whatever system:

- Decide at the next meeting. Peggy to discuss with Data Group between now and then.
- Important to know for verifying student data regarding enrollment at FHDA: student information can be accessed for both FH and DA students by counseling staff from either school.

3) Finalize questions that will be on survey for student cohort:

- Reminder: include questions about support services at both adult schools and community colleges so we can analyze accessibility and effect of such services.

- Felisa, Christian, and Maritza to fill out “answer all that apply” options for question regarding FHDA resources (Question 6B).
- Randy, regarding #4 answer matrix created: perhaps a data person can look at the mock up and create a streamlined option.

4) Determine who will send out survey in January and in what format (e.g.: text, email, phone call, meeting):

- Text and email
- Who? TBD after format has been finalized.

5 Open Forum/Wrap Up:

- Robert- Wants access to math placement tests from Foothill and De Anza.
 - Felisa: it no longer exists for either school.

Parking Lot:

- N/A