

Student Support - Meeting Minutes

Meeting Date:	1/27/20 @ Foothill (Council Chamber, 2018)
Attendees:	Christian Rodriguez, Felisa Vilaubi, Maritza Jackson Sandoval, Peggy Raun-Linde, Sandy Cutshall, Anthony Cervantes, Tina Dave, Randy Bryant, Dave Capitolo, Anthony Moss, Janie Garcia, Jan Piazza, Robert Borregard
Facilitator:	Felisa Vilaubi and Janie Garcia
Minute Taker:	Janie Garcia

Minute Items

1 Introductions:

- Brief go around for reminder of names, roles, and institution.

2 Announcements & Updates:

- New Foothill College Outreach Program Coordinator II, Adult Education... Janie Garcia
- Peggy-
 - Data Work Group met to discuss alignment of practices. The Transition Advisor/Counselor Team joined.
 - Data team will have check-in meetings with Peggy moving forward.
- Transition Advising Meeting Update:
 - April 23rd Foothill field trip for all consortium Adult Schools
 - 120 students
 - Discussed FHDA visits to Adult Schools coming up this semester.
 - Possible activity: De Anza present to EL Civics students who are learning goal setting skills
 - Question from Peggy: is 4 weeks enough time to schedule outreach presentation. (JG take back to Josh)
 - Felisa- for De Anza, depends on the time of year due to limited staff available for site visits. (Only 1 person currently.)
- Curriculum Alignment group update:
 - Data presentation by David Ulate and team.
 - Possible tool for cohort/student tracking
 - Totals, specific programs from AS through CC
 - Extremely flexible and user friendly
 - Question from Peggy to Dave Capitolo: Would this tool be helpful for our consortium in general?
 - Dave- Yes. But follow up question... 237 total students is the current number. Would we increase that or follow the current students we have?
 - Peggy- Each year we would be able to identify a cohort and follow them if we load the data annually.
 - Topic discussed at meeting: websites talk about steps but not why. (Building background information for students.)
 - Anthony C.: CCC My Path
 - Career exploration aligned with regional salary info and school/programs needed at FHDA

- Accessibility?
 - Felisa: at De Anza students might be able to use the results from this tool for priority reg. instead of declaring a major.
 - Peggy- great tool for Transition Advising
 - Anthony M.- is the information saved?
 - Anthony C. Yes. Students can revisit it once it's completed.
 - Tina- Is this tool already going to counselors?
 - Anthony C.- Not at this time. Next steps being discussed. Question considered: at what point of admissions should it be applied?
- College Fair at FUHSD
 - March 26th. 6:30-7:30
 - 6 colleges for CTE
 - Can we find out which representatives will be present from FHDA?
 - Janie to find out for Foothill

3 Updated Annual Plan Strategies:

- Peggy recap updated work:
 - Took strategies and tasks already identified per our Annual Plan, specifically to be worked on/completed by Student Support Work Group, and added specific to do items with monthly deadlines
 - Covered each strategy with Work Group
 - Verified w/ Work Group there is a consensus with presenting annual plan strategy work/accomplishments to Leadership Team. (Agreement confirmed.)
- Questions or Comments from Work Group:
 - Randy- Strategy 6: which chancellor? And, should we include exact Board Language reference of "Special Admit"?
 - Work Group agreed, yes.
 - Anthony C.- What is CASAS?
 - AS staff Robert and Sandy provided an explanation of the diagnostic tests and uses at Adult Ed.
 - Anthony C.- Do we already have a tool for tracking AS to CC transitions?
 - Peggy- yes. Spreadsheets kept for each AS in addition to web based registration system (ASAP) and Naviance (if applicable).
 - Possible to use the data tool presented at last Articulation & Alignment meeting in the future.
 - Anthony C. will see a demo on Starfish on 1/28/20.
 - JG will touch base w/ Anthony to follow up on his interpretation of usefulness.
 - To receive demo of Kudos (?) as well
 - Anthony to update group next time.

4 Overall:

- Question to Work Group: Do we want to cover each sub topic of Agenda Item 4 as a work group or break into sub groups to divide effort?
- Group decided to work fully together this time around.

4a Strategy 2: Tracking a Cohort & Transition Success Analysis

3.

- Update: We created a survey based on November and December work group meetings where members brainstormed and then revised survey questions.
- Feedback from Work Group (student friendly? clarity? helpful?):
 - Who are we sending the survey to?

	<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> ■ Students who were to enroll in Fall 2019. ○ Do we want to collect data on whether the student elected to go to a different school? Moved out of the area? <ul style="list-style-type: none"> ■ Yes. Added. ● Work Group went over each question together, Janie compiled notes and shared with Peggy for reference during final edit. <p>4. Peggy will be responsible for finalizing survey edits. Who will send it out? Facilitate student participation.</p> <ul style="list-style-type: none"> ● Is FHDA better for this since students are expected to have already engaged with cohort of students? ● Then designate Transition Advisor/Transition Counselor to follow up? ● Can we create an Adult School Student specific alias that can go directly to a FHDA counselor? <ul style="list-style-type: none"> ○ What can we call it? ● Can our survey be sent via text using Survey Monkey? <ul style="list-style-type: none"> ○ Peggy- we can create a Pinger account for texting Survey Monkey link. ○ How can we be mindful of students identifying it is not spam. <p>2. Not necessary at the moment. Counselor will have to look up student anyway.</p> <ul style="list-style-type: none"> ● Anthony C. we can use cohort but not attributes.
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4b	<p>Strategy 4: Individualize Student Transition Plan</p> <ul style="list-style-type: none"> ● Implementation was initially end of Winter 2020 quarter. May need to extend time for official implementation date. ● "Passport" Idea: student controlled document to carry which indicates what steps of the transition plan/checklist they have successfully completed. Includes pieces such as CWID, usernames and passwords, in addition to check list indicators. ● Still needing to get a district wide approved New Student Checklist <ul style="list-style-type: none"> ○ Physical form (Felisa has one page examples) ○ If this happens, eliminates the need for separate passport. ○ JG and FV to work on it together. ● How can JG help at Foothill? <ul style="list-style-type: none"> ○ If not me, who? <p>3. Peggy to speak with Leadership Board to follow up how AS's are collecting student transition data. Clarification and discussion of alignment.</p>
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4c	<p>Strategy 1: Creating Bridge Activities</p> <ul style="list-style-type: none"> ● Do we need to include the term bridge activities? <ul style="list-style-type: none"> ○ Should we give examples of pre-existing activities? ○ Getting away from the term to control response to narrative. ● Defined: in our search for specific catered transition support.
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5	<p>Preparation for what's to come:</p> <ul style="list-style-type: none"> ●
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6	<p>Open Forum/Wrap Up:</p> <ul style="list-style-type: none"> ● Anthony C. to provide an update on Starfish and Kudos PD. ●
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