

## Student Support Workgroup Meeting 1/15/19

Notetaker: Janie Garcia

- Speaking w/ Our Guests!
  - Antoinette Chavez
    - Adult Learner/Community Ambassador/Overseas US Citizens Program Coordinator
    - Ambassador Program
      - Peer to peer
        - 16 yo and up
      - Campus Tours
      - Hands On Presentations
      - Transition Support for Adult Learners
        - Scholarship
        - Residency/AB 540
        - Disability Resource Center
      - Used to have five teams- now 3
        - Tour
        - Outreach/Recruitment
        - Mentor/Mentee
          - Dream Team now FEI to focus on AB 540
          - Office Team can't be funded
      - Two types of undocumented students
        - AB 540
        - Undocumented- do not qualify for AB 540
    - Overseas US Citizens
      - Follow up- how big is this population?
    - How do people learn about Antoinette:
      - Website improved
        - Students now directed to Antoinette if they identify as Adult Learner (25 and older)
        - Admission and Records homepage... tiles to self identify. (Anthony talking about making more user friendly)
        - Antoinette will sit in on counseling meeting.
      - (650) 949-7813; (650) 949-7634 - (fax)
      - Room 2149
  - Anthony Cervantes
    - Admission and Records Supervisor
      - Can expedite application process.
      - We can probably skip Anthony and go straight to Antoinette.
    - Dual Enrollment
    - Middle College
    - College Now
    - Adult Learners
  - International Office

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- General Line is OK
- Ouida Mathis- Residency expert
- (Tina) Regarding who should we contact first, Anthony or Antoinette?
  - Antoinette should be next step after Anthony Cervantez
    - We can probably skip Anthony and go straight to Antoinette.
- How can we improve/help student transition to Foothill:
  - Identify them!
    - Get Anthony numbers!
      - Peggy to address Anthony's questions when she meets about data.
      - Peggy said current match between Adult SIS and CC database is "fuzzy" but there is improvement on the horizon
  - Data guy Dave Auladi(?)
  - Identify how our MOU is sensitive to FERPA
    - We could also have a release form
    - Especially for tracking purposes
  - Moving forward: should do field trips directly through Antoinette for all adult schools
  - Make sure we are continuing the conversation on how we can send students we cannot serve (for variety of reasons) to Foothill-- specifically Antoinette.
- Peggy Idea:
  - Focus on getting more classified staff to participate in the consortium workgroups
    - Not only voluntary?
- Community College Promise Programs
  - Only trouble is our students are less traditional than this type of program supports
  - Anthony C. says Foothill helps students outside of the norm.
    - Lisa Mandy (possible contact at De Anza)
  - BOG now called California Promise Fund/Grant
    - AB 540 are only undocumented type who can come
- How students can be proactive about AB 540 security...
  - Dual Enrollment in the Community College while at Adult School
    - Might help for someone who doesn't have the secured ABE/ASE 3 years
- Felisa announcement:
  - Meeting tomorrow with De Anza ESL Department to discuss non-credit
- CTE Pathways/Work Transition
  - De Anza suggests still doing transition for all students no matter what their pathway at the community college
  - GREAT POINT: utilize transition staff at Adult Schools and CCs strategically!
  - NEW in Fall 2019!
    - Non Credit Classes:

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- Environmental Studies
  - DMT- Design Manufacturing Technology
    - Machine/Machining/Machinery (?)
  - Health Tech (intro courses)
  - Sunnyvale-Cupertino AE wants to reinstate/recreate feeder course into auto program at De Anza
- Peggy Led
  - Leadership team has revised Mission/Vision Statements
  - Question from Felisa:
    - Can Student Support revise our Mission/Vision/Goals?
      - Peggy thinks we are right on the money. (we're "rockin' it!")
        - But, yes we can.
  - Activity:
    - How are we serving the mission/vision.
      - Helps to improve morale
      - We have accomplished a lot!
  - SMART Goals
    - What are they?
      - Specific: Who, what where, when, how?
      - Measurable: How much, how often, how many?
      - Attainable/Aligned
      - Relevant: Is it really important to you/consortium?
      - Timebased
    - Our goals are sound.
      - (1) Familiarize students with college campuses.
      - (2) Formalize a process of transition to meet student goals.
      - (3) Research information available that describes the actions, behaviors, and attitudes of successful students in post-secondary education.
      - (4) Creating our own 211/Support Services resource.
        - Specific:
          - (what) Resource Database
          - (who) Support Services, Students
          - (when) Immediate and ongoing
          - (how) share the responsibility, have it conveniently accessible (for students and staff)
        - Measure:
          - How many- one centralized resource
          - Talk about every month. Or if we have a committee, meet twice per month
        - Achievable
          - Yes. As long as we are not reinventing the wheel
        - Relevant

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- Yes.
- Timetable
  - Accessible/Up and Running by Fall 2019
- SMART GOAL: To create a resource database of local support services conveniently accessible by students and staff as of Fall 2019 by a committee who meets twice per month and via updates and feedback from the Student Support Workgroup each month. This database should be centrally located for all consortium members and updated on an ongoing basis.
- Peggy's contact info:
  - Email: [DirectorNSCCC@gmail.com](mailto:DirectorNSCCC@gmail.com)
  - Phone: 510-371-2145 (text is preferred)