

NSCCC Student Support Work Group  
Meeting Minutes  
Tuesday, March 8, 2022  
12:30 – 2:00 p.m.  
online

Anthony M, Lori R, Felisa V, Janie G, Gina R, Desirie T, Megan M, Randy B, Sandy C, Tom K, Josh P, Jenée C

1. Items for Information: (12:30 – 2:40pm)
  - a. Any updates from the group?
  - b. Updates on College / Adult School Liaisons
  - c. All adult school students (regular and dually enrolled) who apply to FH/DA will need to fill out the regular college application. Only students who are dually enrolled need to *also* fill out the Special Admit form.
2. Items for Discussion: (12:40 – 1:10pm)
  - a. IK-12 Information Session w/ FUHSD (Lori & Jason)
    - i. WG discuss additional questions for FUHSD/Jason (12:40 – 12:50pm)
    - ii. Demo & Questions for Jason (FUHSD) (12:50 – 1:10pm)
      1. What type of form does IK-12 support? Fillable pdf? Can the system also support the college's Adobe document?
      2. How does FUHSD's IK-12 system incorporate users (adult school transition advisors) from different academic institutions?
        - a. Does the special admit form need to be initiated/sent out through an FUHSD email?
        - b. Does FUHSD create a login for all Transition Advisers and administrators in our consortium?
    - iii. After understanding the workflow of FUHSD's IK-12 system, how does the SS WG want the form to flow through the system?
3. Annual Plan Activity Work: (1:10 – 2:00pm)
  - a. Finalize verbage for student email for Cohort Survey\*
  - b. Finalize the Passport- so the LB can okay it. Then we can create the final polished version- maybe a fillable pdf?
  - c. (if time) Brainstorm Professional Development Opportunities

\*Draft of student email:

Dear (student name),

In order to help improve our adult school to college transition services, we are sending this student survey out to you and all of our students who have transferred to college. We know your time is important, so the survey should only take about 5 minutes to complete. I thank you in advance for taking this survey and for helping improve the transition process for future students. [Link to Survey](#)

Sincerely,(Advisor name)