

## Student Support - Meeting Minutes

<b>Meeting Date:</b>	3/9/20 @ Foothill College (Council Chambers, Rm 2018)
<b>Attendees:</b>	<b>Present:</b> Felisa Vilaubi, Maritza Jackson Sandoval, Sandy Cutshall, Dave Capitolo, Janie Garcia, Christian Rodriguez, Magali Molina Ochoa, Jan Piazza, Adrienne Moberly, Peggy Raun-Linde [ <b>Absent:</b> Tina Dave; Anthony Moss; Randy Bryant; Anthony Cervantes]
<b>Facilitator:</b>	<b>Felisa Vilaubi and Janie Garcia</b>
<b>Minute Taker:</b>	<b>Janie Garcia</b>

### Minute Items

#### 1 Introductions:

- No new team members.

#### 2 Announcements & Updates:

- Desirie- College Fair
  - March 26th
  - 630-730
  - all 6 local colleges
  - at FUHSD
- Felisa- De Anza visited MVLA Adult School ESL Classes (4 total)
  - Event was highly successful due to preparation of students by ESL instructors.
    - Classes reviewed key terms and prepared questions to ask.
  - Peggy question: Was De Anza Outreach at this event?
    - Felisa: No. They did not have the bandwidth to be at the event all day within 6 weeks notice.
  - Sandy: To provide background, this presentation was part of the current EL Civics unit offered at MVLA. Unit centered on goals and goal setting.
  - Felisa: In the future, it would help to have the Transition Advisor/Counselor present at the event, the visual and physical representation contributes to the connection and hand-off.
    - Sandy: We can plan better/ahead of time next year.
    - Peggy: It would be nice to have Sarah Krajewski present information about this model (EL Civics/Community College visit/experience) to the Articulation & Alignment Workgroup meeting.
  - Peggy question: Was there a felt disadvantage to not having De Anza Outreach representatives present?
    - Felisa: For big “representation” events, yes there should be an Outreach person available. However, when students have more specific questions, having a counselor available is more important. Plus Outreach is a benefit for the approach and presence they provide, e.g. swag.
    - Janie: The model that Foothill follows provides outreach, a&r, and course information in one person... me. While having representatives from different departments is ideal, scheduling and bandwidth does not always allow for that.

Even our own Outreach Department is stretched out over multiple events during this time.

- Peggy question: who relayed information to MVLA and PA staff that De Anza has a dedicated outreach person for events?
  - Felisa: at the last De Anza meeting, Nubia Sanchez was announced as 'School Relations Specialist' which means while she is not Adult School specific, those schools do fall on her schedule.
  - Peggy: What about the five new hires?
    - Felisa: They are for more general outreach events with broader overview.
- Dave: I just have to say I do not buy into the excuse of DA Outreach not having the bandwidth.
  - Felisa: You are not alone. Others are in agreement with that statement and DA is working on it.
- Felisa clarification: currently, no matter what you are scheduling, DA requires reaching out to Outreach **and** reaching out to Felisa and Christian as well. Transition advisors should cc Felisa/Christian on any communication with outreach so there is full support.
- NCEL Orientation (Janie)
  - Foothill will hold two Spring orientations designed for current and prospective ESLL students.
  - Thursday, March 19th and Tuesday, April 7th
    - Sunnyvale Center: 6-7:30 pm
  - Due to the onboarding process, I have not yet been able to make visits to the Adult Schools. The plan will be to visit each site briefly to announce the orientations, FUHSD College Fair, and Foothill Field Trip on 4/23.
    - I will invite students to the events and make sure they know who I am and how to contact me if they have questions about Foothill.
  - Question from Felisa: Would it make more sense for FH and DA to do presentations on the same day?
    - Janie: I worry students would not be able to remember/differentiate between information about the two schools if we presented together.
    - Peggy suggestion: rotating classrooms like a conference. Have students go to one classroom for FH and another for DA versus in one room.
    - Desirie : highlight differences.
    - Felisa: students were already asking questions about Foothill when De Anza did their presentation.
      - Janie: having that as context, I think it would be a good idea, especially if we rotated classrooms.
- Janie: New free legal aid at Foothill thanks to FEI.
  - Janie will send out more information via email.

### **3 DACA Presentation (Report Back)**

Desirie:

- Offered by Santa Clara County Office of Education
  - Multiple presenters
- Two part training on supporting DACA and undocumented students in general. (Handouts)
- Emphasis on creating a safe, inviting environment (signage that you're an ally helps)
- Tips:
  - Never ask an undocumented or DACA student to self identify
  - Stay up to date on DACA and other legislation/policy
  - Provide and implement self-care lessons for students and create outlets for students to express themselves.

- Peggy question: did you walk away feeling hopeful? Nervous?
  - Desirie: hopeful because there are a lot of resources and dedicated educators. But, also fearful because no one spoke of what might be coming in the near future with the decision in June.
  - Desirie will send sheet to Peggy who will post on counselor page.

**4a Strategy 1: *Creating Bridge Activities***

- Janie: No responses to feedback request yet from Adult School educators. I will follow up via email.
  - Sandy: Just so you know, Brenda is out due to family loss. Reach out to Julie only)
    - Janie: OK. I will make a note to only reach out to Julie.
- Peggy: I will reach out to Principals/Director to remind them we need submissions by 3/27.
  - Janie: OK. I will not follow up then.

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

- Peggy update:
  - Transition team members have individually sent out the electronic survey to their students (approx. 26 in total)
  - 4 responses thus far: 3 FUHSD, 1 MVLA
  - We will push to receive responses through 3/27/20
  - Next steps:
    - Follow up via phone by Transition team members
    - Resend survey after contact has been made
    - After deadline (3/27) Janie and Felisa will organize the data
    - Felisa question: If we struggle with a confirmed matriculating population, should we try to blast email the survey to all students in ASAP who indicated matriculation goals?
      - Desirie: That might not be as successful for my site due to some recent confusion on who is supposed to update ASAP, Transition Counselor or teachers.
        - Felisa: your numbers are already pretty good, so maybe this would be a more helpful process for MVLA and PA.
        - Sandy: for MVLA, the updates are in there, I'm just not sure who would be able to take on that task due to being understaffed on Leadership and front office teams.
  - Second survey is on hold for now until we figure out data resources.
  - Peggy to approach Leadership Board again with a request to fund some amount of data uploading soon.
  - Desirie: can you send me the names of students who have responded so I do not reach out to them.
    - Peggy: I will send that information to all transition staff.
- Janie question: I was recently asked if Adult School students coming into non-credit classes are encouraged to meet with counselors at the CC?
  - Felisa: Desirie emails me to give me a heads up about ASE students transitioning to De Anza, but not ESL students unless they request.
  - Janie: For Foothill specifically, there has been discussion about offering services in an equitable manner. For example: although, non-credit ESL courses are offered at the Sunnyvale Center campus, students who take those courses should be encouraged to meet with a counselor for academic planning support.
    - One option to do this is by adding a helpful step in MyPath cards for Adult School Students/Adult Learners specifically. Because there is still no way to identify Adult School Students through the Open CCC application, specific

departments or services would need to be willing to add an “Adult Learner” step to their MyPath cards.

- Felisa idea: sign or photo in office, “have you attended an Adult School?!” could be helpful to assist in tracking this population.

**4c Strategy 4: Individualize Student Transition Plan and**

- Peggy: Do we still feel like we want to track data on which students have received services?
  - Felisa: Can I ask a clarifying question? I thought Strategy 4 was about creating a list of services we guide students through during their transition to CC.
  - Peggy: We wrote in the plan that the data which was to be tracked was services Adult School students received once they transitioned to CC.
- Felisa: Transition Advisors and Counselors are already tracking students who have transitioned.
  - Peggy: But is the tracking tool we are using now enough to track every student with confidence?
  - Janie: Right now, yes. However, we have other events coming up that might create more opportunity for students to get missed.
- Adrienne: I thought this tracking process was intended to know which students are not successfully completing each transition step.
- Peggy: ESL staff (not sure from which adult school) are still saying they are not completely aware of what transition services are even available to their students. Is this something there should be more PD for?
- Felisa: There is definitely value in tracking students. We can recognize that what we are collecting is not ‘bigger picture’, but it has a good deal of value.
- Janie: I like the idea of providing an in service to let teachers know how to answer difficult questions and how to help students be more successful. That way we can ensure there are no skipped steps and the information students get is accurate. In terms of more effort in data tracking: having dedicated effort to data tracking could help both CCs and AEs. We could track Adult School students transition staff and counselors might have missed and we could track adult learners (based on age and other demographics) who might be better served at Adult Schools before they can be served well at CCs.
- Peggy: we need to revisit, omit, or reform into something that makes more sense in terms of data collection with tracking student transition.

**Strategy 5: Complete & Implement a College Transition Checklist**

- Felisa: Internal transition form is updated. It is not great but it would be nice to start using it to see how it works. (This can be further discussed at the next Transition Team meeting.)
  - Felisa question: has the Transition Team been meeting?
    - Desirie: We met in January but not February.
- Felisa: “external” FHDA form is in limbo while I try to get both FHDA Admissions & Records/Counseling reps to sign off.

**4d Strategy 6:**

- Felisa update: The proposal has been sent to the appropriate places but we are still on hold until it moves forward and is decided upon. It is essentially stuck in shared governance.
- Felisa update: Janie and I learned that both FHDA College Promise Programs do not require a HS Diploma or GED to qualify.
  - Requirements are: first time college student, full-time status (12+ units each quarter), CA residency

**4e Strategy 9: Inter-agency Transition Services**

- Foothill Field Trip (4/23) agenda/timeline for the day determined.
  - Desirie question: Did that go out in an email?
    - Janie: Tina sent it out, I thought she copied the Transition Team, I will forward it to you now.

- FUHSD College Fair is set for 3/26, 6:30-7:30 pm
  - Adrienne question: Do we have a headcount for students coming? We are trying to determine how we can follow CDC's guideline for public gatherings.
    - Peggy: Usually, both PA and MVLA have small groups, a dozen or less.

Tabling #5 w/in this portion of the agenda for a future meeting.

**4f Strategy 10: Resource Database**

Tabling this portion of the agenda for a future meeting.

**5 Preparation for next Meeting**

Strategy 1:

- Move presentation of findings to Leadership Board to May?
  - Group reached a "yes" consensus.

Strategy 2:

- Get on Leadership Board Agenda for June 2020 to present survey findings. (Peggy?)
  - DONE

Strategy 4 & 5:

- Involve Leadership in what way(s)?
  - Priority is about efforts toward data and tracking.
- Chairs reach out to the data Chair?

Strategy 6: TBD above (4d)

- Peggy to email Chancellor Judy.

Strategy 9:

- Update on Outreach attendance for May meeting.
  - May's meeting will be moved to De Anza to accommodate their Outreach team attending.

**6 Open Forum/Wrap up:**

- Peggy question: how are auto tech numbers going for Spring?
  - Dave: Most popular non-credit is in Auto: the smog course. DA currently has 16 courses of non-credit and 80% of the population attending are first-time DA students.