

**Full TST**  
**3/10/2026**  
**1:30 pm - 3:00 pm**

Attendees: Jenee, Desire, Tina, Zee, Tiffany, Janie,, Kimberley, Sripriya, Christian

Warm Up: Zee

Time keeper: Desiree

Note Taker: Sripriya

Process Observer: Jenée & Whole TST

*TST Project Gantt Tracker*

- Adult school students have to change DE status if they are no longer at the adult school (De Anza said that they have to go to CCCApply and apply for Spring). (10 Min) **CONTINUE IN NEXT MTG.**
  - a. Foothill: Students need to apply again when they become a matriculated student (the status will change or FH can do it manually). We can explain to the student when they matriculate they need to apply again or we can let the student know we will notify the college.
  - b. De Anza: Recommend the student to reapply
    - i. Tiffany can't make changes in banner but she has requested to help with this. Don't add a specific section number on the DE form. Add the course name not the CRN#. Students are categorized as Special Admit Adult Ed Learners (there is no way to determine unless they reapply).
- NSCCC Visit Form (15 min)
  - a. Desire made a draft of the Visit form through IK12. The form allows initiation by the AS TS advisor, then goes to the approver- similar to the Dual Enrollment form.  
Feedback on the form:
    - AS Team can look at the forms together before sending to the college so we do not have conflicting dates
    - Meant to streamline the request process
    - Good to institutionalize the process.
  - Set Subcommittee Both visit form and DE Guide : Sripriya, Desire, Zee, Christian (before week of April 20th- TBD not April 24th)
  - Set Subcommittee: Discuss Student Friendly Dual Enrollment Guide (15 min)
    - a. A simple guide, one for each of the colleges (identifying the different steps for each college)

b. FH has the student sign the DE first and DA has it the reverse, Tiffany has the form where the student fills it out first, will send it out.

- Set Summer Transition Activities: COUN5, 403A/B (saved seats) , ESL 251 (saved seats) (20 min)
  - Info / Application Workshop scheduling updates: FH still taking DEs for Spring but many classes filling up. College application workshops: PAAS: 4/27 & 4/29, FUHSD: MVLA:
  - Course Flyers ready at college info sessions & Newsletter; Schedule comes out 4/27, flyers to Jenee by 4/14- Jenee will send out a calendar invite reminder for the flyer. All flyers will be ready for all AS CCC info sessions
  - **Due Date: Identify Saved seats for Foothill 403A/B: requesting 15-20 saved seats for AS- Janie checking and will get back**
  - **Due Date: Coun5 if we have the 20 seat min: Cutoff date for DA to know if the class will go: June 5th**
  - **Due: DE Forms In**
  - Summer Courses Starts 6/29 FH has NCEL 400 and 426 Full year scheduling for the CC has not happened yet. Summer classes are accelerated, invite students to try the class and get a feel for their level at a community college.
  - At DA other summer classes for AS: ?, email Jenee. DeAnza ESL 251 (listening and speaking) for summer (pre-req ESL 234) Rather than a CASAS score placement, assessment of skill level. ESL 265 was identified in 2021/2022 the transitional course for AS ESL students. 265 is a lower level reading and grammar. Right now we will focus on Counseling 5 and continue to solidify DA summer opportunities
  - Janie will find out of the summer schedule is set
  - We will finish with the summer scheduling and promotion in the April meeting
- Introduce ELL HC Grant (15 min) ELL round three. If we get the grant funds, we will have a coordinator (not Jenee). Intro to Health and Med Term are the foundational courses that were successful. Intro to health would be the stepping stone into the community college for the healthcare pathway. If we get the funding get a LVN program at FUHSD
  - a. Concentric Circles: Rather than a linear path.
  - b. Welcome Center: Versions/elements of a welcome center at each school. There is a main coordinator and then a liaison for each school, planning stages. Figuring out what this will all look like. Jenee would like feedback from everyone on how to implement it. Moving towards viewing transitions in pathways.

Grant due 3/18 so feedback to Jenee is welcome

Janie suggested that coordinator also attend leadership board meetings

- Set Agenda for April Meeting: (5 min)

Fall Transition Activities

- Make sure Summer students have followup counseling to plan for Fall
- AS TST connects with their returning students to make sure they have?

Look over TST Team Presentation for Member Summit

- Sign Up for Roles: (5 min)

Warm Up: TinaD

Time keeper: Zee

Note Taker: Desirie

Process Observer: Jenée & Whole TST