

January 21, 2024 Full TST Meeting

Zoom

In Attendance: Sripriya, Felisa, Nury, Kim, Tiffany, Gina, & Jenée

Outcomes / Goals

~~Work on language for~~ CCA Apply Supplemental Question email/survey

Work on To Dos for Annual Plan

- #3.2A: Bridge/Foundation Courses:
 - Continue Discuss CC option for courses throughout the year for ELL & ASE students
 - Check in on college needs for COUN 5 as a summer course
- #3.1C: Continue Discussing warm hand offs after college bridge courses

Agenda 1:00 - 2:30pm

1. Meeting Norms & Agency Updates (1:00–1:15m)
2. ~~Work on language for~~ CCA Apply Supplemental Question email/survey (1:15 - 1:45)
3. Work on To Dos for Annual Plan (1:45-2:30pm)
 - a. Bridge/Foundation Courses (1:45-2:00pm)
 - i. Continue Discuss CC option for courses throughout the year for ELL & ASE students
 - ii. Check in on college needs for COUN 5 as a summer course
 1. Dates of the summer Coun 5 course- 7/1, 7/3, 7/8, 7/10, 7/15, 7/17
 - 2.
 - b. Warm Hand Offs (2:00–2:30pm)

1. Review Janie's feedback on Supplemental Question option for CCAApply

Supplemental Question update:

- Each college controls their supplemental questions on their application, and therefore can design it differently if so desired. Have the colleges aligned with the questions for consistency.
- Thoughts- who can we bring in from De Anza that work within Banner and CCC Apply- Kim Te? Casie Wheat? To see what we can and cannot do with the CCCApply supplemental questions vs a survey? (Feedback by Friday)

	<ul style="list-style-type: none"> When ready to create supplemental question, Admissions & Records is the department to go through. <ul style="list-style-type: none"> For Foothill, dean or supervisor of A&R are best points of contact. (Anthony Cervantes & Anthony Caceres) For De Anza, Anthony suggested also working with the supervisor, Kim Te, if Nazy is busy/unavailable.
	<ul style="list-style-type: none"> I have sent Jenée the drafted emails Felisa and I worked on to share with the Transition Team for context.
feedback/parameters for CCAapply	<p>One yes/no question</p> <p>One drop down question</p> <p>Auto populated email will be triggered- then a survey can be taken to identify what adult school the student went to.</p> <p>Although this info will need to be manually input- it potentially be info to bring to AR to add the question to the application.</p>

a. Potential next steps for Supplemental Question:

<p>1. In the 1/13 meeting, discuss new Supplemental Question info, then bring it to the Transition Team.</p> <p>Have colleges agree on the yes/no question and potential drop down question</p> <p>2. Make sure Nazy (DA dean of enrollment services) is onboard with this.</p>

Emails:

Hello and thank you for your recent application to Foothill College.

You are receiving this email because you indicated you have previously attended an Adult School. At Foothill College, we are committed to supporting students who come from adult education, to ensure you have the best experience possible.

To start, we ask you to please complete this survey about your Adult School experience. It should only take a few moments and your answers are confidential. [Click here for survey.](#)

Once your survey is received, you will be contacted by our Student Success Specialist, who can

help you enroll in classes and access free support services for college students.

If you have any questions, please reach out to us by email at fh-adultschools@fhda.edu.

You should be proud of yourself for seeking higher education at Foothill College. We know this is not an easy process, which is why we are here to help you.

Welcome to Foothill!

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Once your survey is received, you will be contacted by _____, who can help you enroll in classes and access free support services for college students.

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Welcome to De Anza!

Survey Janie & Felisa created.

If clicking the email box at top of survey takes care of email, what ask for it again at bottom??

A lot of students have the same name. First on separate line from last

Should there be a question asking for preferred name?

For classes: ESL, CTE (Career Tech), High School Diploma or GED. Prent Ed, Citizenship, other (ditch apprentice, wo