

Student Support - Meeting Minutes

Meeting Date:	9/29/20 @ Zoom Meeting ID: 940 8143 5395 Password: 641551
Attendees:	Felisa Vilaubi, Janie Garcia, Peggy Raun-Linde, Josh Pelletier, Jan Piazza, Magali Molina Ochoa, Desirie Torres, Randy Bryant, Tina Dave, Sandy Cutshall, Christian Rodriguez
Facilitator:	Felisa Vilaubi and Janie Garcia
Minute Takers:	Felisa Vilaubi and Janie Garcia

Minute Items

1 Intros: Name, Title, Institution, Something new & exciting in your life/work.

2 Site Updates:

FUHSD Adult School:

- Fall started Sep. 14th
- Newly using Schoology, more robust curriculum and course system.
- FHDA visits set for October 26th
- WASC to visit soon virtually, week of Oct 12. (first online visit)
- Took a great amount of effort to get students into classes but Desirie, Jan, and the entire staff really pushed.
- No CTE coordinator at the moment. Adrienne has stepped up to support
- Work skills class replaced by classroom visits to upper level ESL- presentations by Desirie.
- Will offer on campus support for technologically disadvantaged students.
- Loaned out close to 60 chromebooks.
- Tech teachers in lower level ESL courses. Teachers who were not able to obtain a contract due to enrollment are filling these positions. (Co-teaching model.)
- Changed to 12 week trimesters.

MVLA Adult School:

- ESL program is still completely virtual, including placement testing (interviews & placement testing on Zoom.)
- Parking lot testing for CASAS (paper) was set to start this week (9/28) but delayed until next week due to hot weather. Provided visual example via video of simulated parking lot testing. Will also put tables in the parking lot in case students need it.

- Curriculum investment: ESL purchased licenses for “Future” textbook from Pearson. Students have online access plus books.
- ASE no longer using Odysseyware; now using Edgenuity. Remote testing has 4 options, including up to 5 students, if they have Windows 10; one on one has been the most used option thus far. Have tested 20 students thus far.
- Job and Career Fair on 10/29; Tina to send out more details to CCs and other Adult Schools. Figuring out how to hold the Job and Career Fair all online.
- Everything remains online/virtual. Skills classes might be held in person soon.
- Also preparing for in-person return with all appropriate protocols in place for Covid 19.
- Working towards getting iPads unlocked out of the management system in order to be able to loan.

PAUSD Adult School:

- Traditionally have offered a transition class for post secondary, open to students in upper level ESL courses (Intermediate Low to High). Taught by Sara Silver (MVLA teacher.) In the future could be extended to students in lower level ESL courses. Start date is 10/14.
- Testing: currently testing in person following strict Covid protocols; however, may adopt MVLA’s parking lot testing process.
- New portable to be computer lab.

De Anza College:

- Still virtual for all sessions. Officially through Winter Quarter.
- Silver lining with online is meeting student needs that we previously would not have. Ex: taking a lunch break from work for a counseling appointment and working students able to take more classes because online
- The Special Admit process for Adult School students is moving forward. FHDA team established, including Admissions & Records Deans.
- First year offering CTE Dual Enrollment for high school students. Looking forward to growing the program next year. DE is open for all programs but the classes are based on what HS students were interested in: Child Development, Business, Auto Tech, and counseling class. HS partners are already indicating other programs they are interested in.
- New DE classes for Auto Tech helped enrollment stay the same for Fall 2020.
- Total of 108 enrollments for non-credit classes in Auto Tech. Popular class is a Smog course because they do not need college credit in order to fulfil the professional requirement. Students coming from as far as Manteca. Private programs can be as much as \$3k.
- Students can reach out to the financial aid office for support getting technology access.

- Students in general receive more support because courses are virtual. Ex: Commute/transportation is not a barrier.
- In the process of hiring a new CTE counselor (to make 2 total): Trisha Tran.

Foothill College:

- Foothill has offered emergency relief fund to help students with accessing computers and internet. <https://foothill.edu/virtualcampus/>
- Zoom office hours are offered for both students and staff to support with tech support needs.
- Expected to be virtual through winter, but most likely the entire year- maybe summer?
- Foothill has kept mostly virtual, some specific allied health are meeting on campus- new cohorts are delayed until 2021.

Peggy Reminder:

- WIOA funds can be used to purchase tech like chromebooks for students to borrow.

3 2020-2021 Annual Plan: Updates & Strategy Work

Breakout Rooms Discussion:

- (Anthony, Sandy, Danielle) Comfortable breaking out into groups but worry about the workload staying in the context of SSWG tasks. Good group size 3-5. Will members be alternating or set? Utilize Survey Monkey and other tools for pre-thinking in between meetings (whole group and subgroup.)
- (Adrienne, Desirie, and Tina): Relocating time. Subgroup meeting for 1 hour then meeting as whole group for 2nd hour of monthly meeting. People being in groups that are most related to their positions at their institutions. Would like to bring other workgroups together so we can stay up to date on their work as well. Also coming together to see finished products of what we accomplished.
- (Dave, Christian, Josh): Updated context of SSWG and how much work the group has and how much we have accomplished. 1) Does it make sense to have a representative from each institution in each subgroup? 2) Does it make sense to have people within their own discipline or should we mix disciplines even if the strategy does not directly affect their program/department for fresh perspectives? 3) What is the forum of the additional meetings? What is the frequency? What is the workload? 4) Be mindful that this should stay fun and respectful of people's volunteer time and effort.
- (Jan, Magali, Randy): Assigned to subgroups that are related to expertise/work. Instead of setting a separate meeting for subgroups, keep the 2 hour monthly and have subgroups meet together for 1 hour of main meeting.

- Peggy addition: One of the things we may want to consider is depending on what the strategy is.

Annual Plan Matrix (Peggy):

- Our workgroup had so many things happening at once and then Covid hit and things felt disjointed all in one swoop. With that said, we accomplished a good amount of our strategy work (about half) from the Annual Plan for 2019-2020.
- Some strategies that have been completed are still ongoing annually and we will need to check in on them.
- Strategy 1, Bridge Activities: we need to explore what we are doing and timeline out what will be annual or auxiliary/special.
- Strategy 2, Track A Cohort: student survey went out and we got some data back. The Leadership Board approved funding the Data Dashboard. We will use the Data Dashboard to track students currently transitioned from Adult School and attending CCs so we can administer the same survey to gather data on how our efforts are successful and how we need to improve.
- Strategy 5, Transition Checklist: Transition Team to meet with Peggy and Co-Chairs (Felisa and Janie) to discuss checklist usage and success, as well as where we can improve.
- Strategy 9, establish systemic transition support. Processes and events to support transition are in place across the consortium.
- Strategy 10, establish a resource database. Up and running.
- Strategy 12, PD about SSWG efforts/Transition Support for Adult School staff and faculty. New for this year.
- Strategy 13, Passport (based on FUHSD's model) for students to take from Adult School with them to CCs for transition, counseling, academic planning support. New for this year.

Special Announcement from Peggy:

- We have been chosen by the state as one of ten consortia to be featured in a research study by Hanover. We were selected based on our enrollment numbers of students transitioning from adult schools to community college. The study will focus on our efforts, which have resulted in higher enrollment than most consortia.

Special Admit for Adult School Students:

- Coordinators can attend the training for the Transition Team on the Special Admit process and should contact Peggy for more information.

Site Visit Calendar:

- We will revisit this at the Transition Team meeting on Monday, 10/5.

Bridge Activities:

4 Calendaring: 2020-2021 Student Support Workgroup Meetings:

- Peggy to send out calendar invites for all meetings. Dates are as follows: 10/26, 11/30, 1/25, 2/22, 3/22, 4/26, 5/24, and 6/21.

5 Open Forum/Wrap up:

Topics for Next Mtg. Agenda:

Notes from Breakout Groups:

Tina, Adrienne, and Desirie: We like the idea of having subgroups related to our direct work. We also discussed the idea of breaking up the time (2 hour monthly meetings broken into two 1 hour meetings) where we could break out into subgroups. It would be a good idea for us to share where we are in our planning from last year and possibly showing our group what we have accomplished so far. We want to see what the other groups in the consortium are working on.

Dave, Josh, Christian: Groups are set up to help with productivity between meetings

Should someone from each school be on each sub-group?

Should folks work in sub-groups be from the same discipline?

Should sub-groups be mixed disciplines so new ideas come out of it?

What form of communication would be used between groups?

How often would sub-groups meet? How to report back?

Anthony, Sandy, and Danielle:

-We are comfortable breaking into groups.

-Need a level of fluidity/flexibility

-Not keen on adding time to our workgroup meeting time. Already maxed out.

-Group size 3 - 5 people.

-Send out a survey ahead of time that might be more efficient within the meeting.