

Transition Support Team Meeting

August, 15, 2023

Full Team: 1-2pm

Adult School only: 2-2:30pm

Online

Attendees: Sripriya, Desirie, Gina, Felisa, Joselyn, Cody, Nuri, Tiffany

Please identify what you specialize in at your campus and how that aligns with the work the TST Team has set to accomplish in this year's annual plan activities. Thanks

Sripriya Kannan- Testing and Transitions Advisor, PAAS (Responsible for Placement Testing and On-boarding of Adult ESL Students, support all Adult ESL students, specializing in college & career transitions including dual enrollment)

Desirie Torres - Counselor @ FUHSD Adult School (support all CAEP students on campus, specializing in college & career transitions including dual enrollment)

Gina Riccitelli - Transition Advisor, MVLA Adult School (support all CAEP* students on campus, specializing in college & career transitions including dual enrollment)

Cody Putz- Program Coordinator for Adult Ed, Foothill College

Janie Garcia - Program Coordinator for Adult Ed, Foothill College. Experience in Outreach/onboarding to college, English and ESL course knowledge, education and career pathways, supporting incarcerated students, CAEP, adult ed transitions, career exploration.

Joselyn Perez - Student Success Specialist for Adult Education (Foothill College)

Gina Riccitelli - Transition Advisor, MVLA Adult School (support all CAEP* students on campus, specializing in college & career transitions including dual enrollment)

Tiffany Rodriguez-Tran; Senior Program Coordinator for Dual Enrollment, Noncredit, and Career Education Programs at De Anza College; support all dual enrollment on campus (CCAP and non-CCAP) students, conduct career training (credit and noncredit) outreach presentations, tabling, attending events, application workshops, assist in articulation agreement development with adult schools, assist in new partnership agreements with various organizations and schools.

Nury Akylbekova - Student Success Specialist for Adult Education

Christian Rodriguez- Counselor for English Performance Success at De Anza College

Leah Smith- Counselor for English Performance Success at De Anza College

Felisa Vilaubi- Counselor for English Performance Success and HEFAS Counseling Liaison at De Anza College

(*CAEP: ESL, ABE/ASE, K-12 Success, AWD and CTE)

Foothill

General Questions, Dual Enrollment, & Outreach

Foothill College Adult School Email: fh-adultschools@fhda.edu

Cc: Cody, Joselyn, & Nury

Please cc Jenée

De Anza

General Questions, Dual Enrollment, & Outreach

De Anza College Adult School Email: da-adultschools@fhda.edu

CC: Leah Smith, Felisa Vilaubi, Christian Rodriguez, Tiffany and attach completed PDF when possible to assist students as best as possible!

Please cc jenée

Meeting Norms

STUDENT FOCUSED: We will prioritize students' experiences and outcomes.

GROUP MEMBERS ARE HEARD, RESPECTED AND SUPPORTED: Actively participating and listening for understanding. Assume best intentions.

FLEXIBILITY: We will stay open to new ideas and understand and respect the goals of the other parties.

LEADERSHIP AND STRUCTURE OF MEETING: We will stay on topic and have a clear purpose and agenda for our meetings. We will monitor and follow up on any conflict that arises.

To help create a sense of engagement, connection, and shared participation, team members participate in the meeting with their video on when able.

Agenda

- Review Meeting Norms (1:00 – 1:10)
- Introduce Shared Transition Support Team Credo (1:10–1:30)
- Discuss schedule TST Meetings for the 2023-24 AY (1:30 – 1:40)
 - If needed, a doodle poll can be used after september meeting (9/12 1-2:30)
- Review TST Annual Plan Activities (1:40 - 1:50)
- Set Agenda for September meeting (1:00 – 2:00)
 - Hellos and Meeting Norms
 - Check communication system
 - Share student journey: (Jamboard) (1:10-1:35pm)
 - Start sharing our best practices for sharing student interest
 - Start the calendaring Process (1:35 to 2pm)
 - First quarter outreach

Goals/Outcomes

Welcome everyone back

Get grounded in our meeting norms & Shared Transition Support Team Credo

Review TST activities in the annual plan and become clear on our goals for the year

Activities

Introduce Shared Transition Support Team Credo (1:45 - 2 pm)

- These shared agreements were rigorously discussed, unanimously agreed upon, and signed off by both adult school and college representatives of the Leadership Board.

Review TST Annual Plan Activities

These were set as agenda items for the September meeting:

Share student journey Jamboard

Share our best practices for sharing student interest

Get more ideas on career transitions and community

Create a space for conversations about areas for grow

Start calendaring Process:

- aligning dates

- what format/calendar system—where does it live

Set Agenda for September meeting