

February Meeting  
2/15/2023  
9:30–10:30  
*Attendees: Desirie, Tiffany, Nury, Leah, Gina, Maritza, & 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.**

Annual Plan Activities

- **#3.1C:** Increase Students Access & Participation in CTE Pathways:
  - **Description:** Gather CTE Interests for ESL & ASE Students
- **#3.2A:** Transition Services at the AS and Onboarding Support at the CC
  - **Description/Objective/Rational:** Support Students Transition Interests: Calendering & Implementing AS/CC Transition Activities
- **#2.1B:** Increase the Targeted Academic Support
  - **Description/Objective/Rational:** Support Students Once They Have Transitioned: Dual Enrollment Cohort Model & Regular Transitions

Agenda 9:30–10:30
Introductions & Meeting Norms (9:30 – 9:40am)
Updates (9:40–10:00am)
<u>Annual Plan Activities</u> focused Work: (10:00 - 10:30am) <ul style="list-style-type: none"><li>● Check the calendering Process (#3.2A) (10:00 to 10:10pm)<ul style="list-style-type: none"><li>○ As of now, does anything need to be added?</li></ul></li><li>● #2.1B: Increase the Targeted Academic Support (10:10 to 10:30pm)<ul style="list-style-type: none"><li>○ Helpful practices for transitions: lessons learned &amp; and areas for growth:<ul style="list-style-type: none"><li>■ start focusing on COUN5 for Spring 2024</li><li>■ Utilize this info for Healthcare Pathway</li></ul></li></ul></li></ul>

- Healthcare Pathway Map

## Outcomes / Goals

Schedule TST meetings for ~~March, April, May, & June~~

Make sure TST Calendar is up-to-date

Start reflecting on the 2023 De Anza COUN 5 cohort process to improve service/student support for the 2024 cohort.

## Agenda 9:30–10:30

### Introductions & Meeting Norms (9:30 – 9:40am)

### Updates (9:40–10:00am)

#### Director:

- Website has been updated <https://www.nscadulthood.com>
  - Need photos from Sripriya, Gina, Nury
- Propose whole TST meeting is 1.5 hrs & AS only meeting is at a separate time
  - Schedule meetings for March, April, May, & June

#### De Anza (info still accurate?)

- Dual Enrollment forms go to Christian (cc)
- Adult Ed forms: yes, still send the PDF to the adult ed email [da-adultschools@fhda.edu](mailto:da-adultschools@fhda.edu) + tag Christian and Felisa. We will forward them for processing.
  - Starting in March, Tiffany & da-enrollment email will be submitting the dual enrollment for De Anza
- Tiffany coordinates the CTE specific tours of De Anza- reach out to her
- COUN5
  - Have students have pre-computer skill

#### Foothill:

- Dual Enrollment forms go to Nury & Janie
  - Add dates Feb 29th for Spring
- Counseling at Foothill
  - Sunnyvale counselors- Kim Lang & Maritza
    - 3 openings
    - Workflow for students who need more support:
      1. reach out to Nury and/or Janie first (students do not need an id to speak to them), then if a meeting with Maritza is needed, they can reach out to

Maritza.

a. number)

2. Spring: schedules and best way of communication/scheduling appointments. (Spring Wednesdays 2-6pm) Winter (2-5pm)

- Students can Email directly, too: Maritza directly (need student id number)

- Help getting an appointment call helpline: Quick Question Session

1. <https://foothill.edu/counseling/quick-questions.html>

- Group counseling (7 or more) for students in special programs

- TST can sit in on a students appointment if the student requests it

- Foothill Calendar Links:

1. <https://foothill.edu/calendar/>

2. <https://foothill.edu/events/>

Foothill Dual Enrollment summit

FUHSD: Dual enrollment forms are being submitted for Spring. 2024.

Job Fair @ FUHSD on March 19th, 2024.

PAAS

MVLA: Field trip to De Anza & Foothill Sunnyvale Center 3/20

In March, Gina goes into the classrooms to discuss next steps

### **Annual Plan Activities focused Work: (10:00 - 10:30am)**

***Did not get to this part of the agenda***

Check the calendaring Process (**#3.2A**) (10:00 to 10:10pm) TST Calendar

- As of now, does anything need to be added?

**#2.1B:** Increase the Targeted Academic Support (10:10 to 10:30pm)

- Helpful practices for transitions: lessons learned & and areas for growth:
  - start focusing on COUN5 for Spring 2024
  - Utilize this info for HEalthcare Pathway
    - Healthcare Pathway Map

Keep creating the Collaborative Cohort Model that Supports COUN5, ECE, Healthcare, and Other potential Cohorts / Consortium Projects

1. For cohorts what are best practices for supporting students that we have learned so far?

- a. ECE & Coun5 Pathway

- i. before students transition or join the cohort?

1. Challenges:

- a. Several students did not qualify due to visa restrictions

- b. Delay with CWID#'s

- c. Minimum # of students needed for certain courses

- d. In person courses required verification of vaccination status and there were glitches in the vaccination verification upload system

**e. The community colleges both have a different process**

2. Continue doing
  - a. Utilize a Cohort Tracker
3. Do differently
4. New supports
- ii. During the class
  1. Challenges:
  2. Continue doing
    - a. embedded tutors, text, software, other wraparound supports
    - b. Utilize Student Cohort Survey to improve student transition services
  3. Do differently
  4. New supports
- iii. After they finish
  1. Challenges:
  2. Continue doing
  3. Do differently
    - a. Feedback loop- in class end of term survey.
  4. New supports

**Notes from Adult School meeting:**

Feedback loop- in class end of term survey.

Class information

Time of class schedule

Collateral: flyers, info.

Priority Registration: Adult school students currently fall into priority group 7 (classes are full or waitlisted).

College staff register students directly into the class rather than asking students to add from the portal.

Discuss scheduling out the recruitment & onboarding for De Anza Coun5, and tie that work into how the Transition Support Team can help support recruitment, enrollment, and transition support for the students in the HC pathway (and beyond).

Review CAEP Summit 2022 Dual Enrollment Barriers:

- Several students did not qualify due to visa restrictions
- Delay with CWID#'s
- Minimum # of students needed for certain courses
- In person courses required verification of vaccination status and there were glitches in the vaccination verification upload system
- **The community colleges both have a different process**

## **Additional Actions:**

### Guest Speaker Series:

- financial Aid person come and give main points of change
- Residency / Visas (Pauline brown)
- Application Support / blocked applications

Felisa brings the ESL pronunciation cheat sheet to the meeting. As have their ESL instructors look at it. (10:50-11:20)

- General understanding of using canvas
- <https://foothill.edu/onlinelearning/canvas-student-orientation.html>
  - JANIE TO LOOK INTO IF THIS is offered every quarter. If not, can we get it for AS students taking courses winter/spring
    1. Yes- offered every quarter. (Janie)