

March Adult School TST Meeting

3/14/24

10-11am

Attendees: Sripriya, Gina, Jenée

To Do:

- Set recruitment/enrollment due dates for COUN5 (set date for flier). These are from last year:
 - **Faculty: Christian Rodriguez**
May 28th- June 13th
Tuesday/Thursday
4:30-6:20.
First week in person in L46
Second and Third weeks will be online.
 - **Friday, March 21:** College Provide Class Info Flier to Adult School
 - **Friday, April 25th:** Open spots for other adult schools if they haven't filled their 12 spots.
 - **Friday, May 3th:** Determine if the adult schools collectively have at least 20 students and share this information with community college.
 - **Friday, May 17th:** Dual Enrollment forms due.
 - **Friday, May 17th:** Send a list of students from each adult school to the community college so they can add the students to the Counseling 5 course (these students will already be approved for dual enrollment)
- Resources:
 - Make new cohort tracker (made a new tab for this year's course)
 - Tutoring support survey (general- might not need this because the tutor will be embedded this year)
 - Look over "cheat sheet"
 - #2 Know how to access MyPortal: & #3 Log in to Canvas
 - If students need to know these things before the class, it is recommended that a workshop be held to help support the ELL students.
 - Can this be a 1.5 hour workshop that the college (Christian) provides the week before the class starts??
 - Potential Wk Shop 4:40pm. At College in a computer lab?
 - Christian to check on this by 5/3.
- 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).

March All TST Meeting

3/13/2024

2:45-4:15pm

Attendees: Maritza, Christian, Desirie, Gina, Tiffany, Sripriya, Nury, Janie, Jenée

Agenda 2:45-4:15pm
Meeting Norms (2:45 – 2:50pm)
Updates (2:55–3:15pm)
<u>Annual Plan Activities</u> focused Work: (3:15 - 4:05am) <ul style="list-style-type: none">• Check the calendering Process (#3.2A) (3:15–3:20pm)<ul style="list-style-type: none">◦ As of now, does anything need to be added?• #2.1B: Increase the Targeted Academic Support (3:20-4:05pm)<ul style="list-style-type: none">◦ Helpful practices for transitions: lessons learned & and areas for growth:<ul style="list-style-type: none">■ start focusing on COUN5 for Spring 2024■ Utilize this info for Healthcare Pathway<ul style="list-style-type: none">• Healthcare Pathway Map
Plan next meeting 4:05-4:15

Outcomes / Goals
Schedule TST meetings for April, May, & June
Make sure TST Calendar is up-to-date
Reflecting on the 2023 De Anza COUN 5 cohort process, how can we continue to improve service/student support for the 2024 cohorts.
Set agenda for next meeting

Agenda 9:30–10:30
Meeting Norms (2:45 – 2:50pm)
Updates (2:55–3:15pm) (3-4 min each agency) Director: <ul style="list-style-type: none">• Schedule meetings for March, April, May, & June

- Plan next meetings at end of each meetings
- Tiffany to confirm that these visas block students from taking CC courses: B, F1, M, & J

De Anza (info still accurate?)

- ALL (FUHSD, MVLA < PAAS) Dual Enrollment forms go to Tiffany, da-adultschools@fhda.edu & cc Jenée
- Tiffany coordinates the CTE specific tours of De Anza- reach out to her
- COUN5:
 - We need 20 Adult Ed students in order for this to run.
 - recommend students have pre-computer skill
 - The dual enrollment forms can start being filled out but we don't have a CRN yet and its not active on the schedule so Transition Advisors/Counselors can start filling it out with the **course (COUN5) and not the CRN now.**
 - Details:

Faculty: Christian Rodriguez
May 28th- June 13th
Tuesday/Thursday
4:30-6:20.
First week in person in L46
Second and Third weeks will be online.
 - **Forms will be due May 17th** This is a hard deadline since we are having admissions and records enroll students for us, they are asking for one list of students. These will be sent to Tiffany as well.
- Christian will still handle counseling needs for PA and MVLA adult schools and I will still handle counseling needs for FUHSD- Leah can be consulted for any and all things ESL related!
 - Placement
 - Course offering
 - Priority registration

Foothill:

- Dual Enrollment forms go through IK-12 and emailed to fhadultschools@fhda.edu and copying Nury & Janie
 - Students can access the form through
MyPortal>Apps>Students>AdobeSignStudentForms>"Foothill Adult School Student Dual Enrollment Form"
 - Link to form
- 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.

2. Brief follow-up email shore recap of services provided
3. 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/>

FUHSD: Job Fair @ FUHSD on March 19th, 2024.

Alter Health Group's BeWell Line program, a free service funded through a strategic collaboration with CalHOPE, provides comprehensive mental and behavioral health support for Santa Barbara and Santa Clara County residents, extending beyond immediate crisis situations and offering a more integrative approach. Cindy or someone from her team is open to joining one of our student support zoom meetings to share about this free resource with the other adult schools.

Cindy Fedele cindyf@mindfuli.com

Have Cindy come for a 15 minute presentation?

PAAS: College (DA FH) Info May 6 (am/pm) Flyer to come

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: (3:15 - 4:05am)

Check the calendering Process (**#3.2A**) (3:15–3:20pm) TST Calendar

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

#2.1B: Increase the Targeted Academic Support (3:20-4:05pm)

- Helpful practices for transitions: lessons learned & and areas for growth:
 - start focusing on COUN5 for Spring 2024
 - Utilize this info for HHealthcare 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. ESL students need more wrap around support
 - i. Language support
- b. Several students did not qualify due to visa restrictions
- c. Delay with CWID#'s
 - i. Email Tiffany (DA) & Nury (Foothill) for any issues
 - ii. Think the open ccapply # is the CWID #
 - 1. Enter CWID into email search for the email to come up
- d. Minimum # of students needed for certain courses
- e. ~~In person courses required verification of vaccination status and there were glitches in the vaccination verification upload system~~
- f. ~~Priority Registration: Adult school students currently fall into priority group 7 (classes are full or waitlisted).~~
 - i. Fully matriculated: Need a major / certificate this is in ed code. Dual enrolled don't qualify for prio reg due to ed code
 - 1. Have all students choose a major- but they still don't get prio reg
 - 2. (cc apply) Need goal (transfer/certificate),
 - 3. (on website) new student orientation

g. The community colleges both have a different process

2. Continue doing / Best practices

- a. Utilize a Cohort Tracker
- b. 20 minimum / 25 max (best for online)
- c. Map to show where to park and classroom
- d. Advisor meets the students for first day to walk to class
- e. Parking still free
- f. College staff register students directly into the class rather than asking students to add from the portal. Off cohort tracker

3. Do differently

- a. Application Workshop closer to the start date of the class (at start of the spring quarter is too long of a gap from when the late start class starts)
- b. In class, last day course survey
- c. Have a post class wrap up reflection meeting right after the class ends (before June 28th)
 - i. Discuss next steps for students
 - ii. What went well, gaps, best practices
- d. Create Flyer: Class information, Time of class schedule
- e. 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).

4. New supports

- a. Cheat Sheet to help onboard students

- b. Embedded tutor in the class the first week / and in zoom session
- 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

Plan Next Meeting

4:05-4:15pm

What meeting can cindy come to for 15 min mental health

Check in with COUN5 cohort

Discuss strategies for recruiting ELL HC Pathway students for COUN5

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