

Student Support Work Group
Minutes, April 30th 2019

- Additional order of business: Locations of meetings
 - Do we want to keep changing locations between FH and DA?
 - Continue for now due to more Foothill attendance
- New Attendees
 - Simon Pennington
 - New VP of Outreach and Communications, Foothill
 - Magali Molina
 - CTE Coordinator, De Anza
 - Jocelyn Perez
 - Outreach (transition) Assistant, De Anza
- **A) of Agenda:** Meeting Jocelyn and... What can our group members add to ideas for duties for new position of Outreach Assistant at De Anza.
 - Kacy- Presence on Adult School campuses. "More face time."
 - Felisa- What does transition rep from De Anza being on campus look like?
 - Multiple things: outreach and individual student support.
 - Randy- exploring having no credit classes on Adult School campuses
 - Could translate to ASE credit.
 - Question (JG): Depending on course can we use completion as placement for students without useable HS transcripts?
 - UPDATE from Felisa: discussions are happening regarding eliminating barriers to accurate placement for students without transcripts.
 - Attend presentations w/ Transition Advisors to do small presentation in class
 - Also be available to answer specific questions and/or set follow up meetings with individual students
 - Offer students (from evening especially) more opportunities to visit FHDA campuses more
 - Jocelyn be available during these opportunities for support continuity
 - Three populations for Jocelyn to work with:
 - 1) Evening Students
 - 2) Students who need general information. Building interest.
 - 3) Specific/Individual/In-Depth Q&A (more direct support)
 - Peggy request: Outreach Assistant participate in monthly Transition Meetings
 - Foothill is also in the process of adding a fulltime "Outreach Assistant" like De Anza's. Woohoo!

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- JG- Is there a specific schedule for this position? Are their limitations? Such as night?
 - Flexibility is available. Except for weekends. (AM and PM support possible.)
- De Anza's (weekend) Open House Update:
 - De Anza wants to add more non-credit courses and even possible dual enrollment course.
 - CTE specifically identified
 - And a replacement model for a bridge type class for transitioning adult school students
 - Possible fulfillment of placement requirements in lieu of transcripts.
- Outreach Notes from recent MVLA Field Trip
 - Presentation needs to add components of what Adult students are interested in not following a traditional high school to community college path.
- **B) of Agenda:** Action Plan Template and Results from last meeting (Ready to assign!)
 - Action 1:
 - Do we still want a Bridge type program/option?
 - Pretty collective, YES.
 - Already exists on FH campus within the ESL department
 - Covers broad topics such as how to be a comm. college student
 - Felisa- alternative option to add cohort that involves a week long introduction that replaces bridge/counseling 5 type class
 - IDEA- Cohort SOAR type program
 - Clarification: seems like we want components from existing Bridge course, Cohort model, and SOAR type of experience.
 - Doesn't need to be full course. Could be week long, collection of weekends, etc.
 - REMINDER: benefit could also be priority registration
 - Peggy idea- Transition Advisors reach out out to ESL staff at Adult Schools to get feedback on student need regarding Bridge option before implementation planning.
 - Calendar Alignment component (across CCs and Adult Schools) Peggy to take on.
 - Peggy needs one contact from each site identified for her to reach out to.
 - IDEA Randy: inviting CTE reps to do short presentation at our Work Group Meetings
 - Create/provide list for presenter/visitor of what we are interested in learning (in addition to what they want to present) (good hospitality option)
 - NOTE- Felisa: if we can get 25 students together, ESL department staff will visit Adult Schools regarding placement support

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- NOTE: Add to task list for college outreach visits and field trips: we need to create PM model, i.e.: get logistics coordinated
 - NOTE from John-Michael/Simon: FHDA start coordinating evening open houses on both campuses.
- IDEA: Eventually have students sharing helpful hints/info about FHDA with Transition Advisors that they can share with newly transitioning students.
- Action 2:
 - To be determined
 - Possibly altering plan. (Goal: work smarter not harder!)
- Action 3:
 - We see value and want to use checklist idea in progress with Outreach at both FHDA campuses.
 - We might need to create a separate checklist for our workgroup to use while we wait for FHDA to approve use of checklist by Outreach
 - I.e.: create to implement for consortium purposes but make it something FHDA outreach can OK for general student usage.
- **C) of Agenda:** Workgroup Update Form
 - Main idea: each team working on Goal/Action tasks provides summary updates on the work being done. Forms will be accessible for everyone in group and Peggy.
 - IDEA- Felisa: change form to be per Action Item for each goal.
 - Should we have a standing agenda item for each meeting be Updates on Action Item Work?
 - Collective, YES.
 - **D) of Agenda** UPDATES:
 - Adrienne and Dave worked on starting database with contact information for all sites of consortium.
 - They need someone to contribute skills for infographic
 - Peggy volunteered
 - Robert (SV-Cup AS) has been working toward figuring out mathematics alignment between CCs and Adult School
 - Felisa can help connect Robert with Math teaching staff
 - Tentative connections in October 2019
 - Randy- should a math bridge type class be offered at Adult School sites?
 - Janie- Can we add to this work clarifying how math at both site aligns with what skills/levels are required in order to pass the GED requirements for the purpose of eventually using the GED for placement?
 - Pathways have to be incorporated

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- We need to find out student need. Include in survey: question regarding majors/interest in subject matter at CCs
- SUGGESTION- Felisa: 210 and 212 are potentially going away. 114 is probably best course to focus on for Math and alignment to Adult School's curriculum.
- Transition Staff
 - Met with De Anza ESL staff (specifically coordinator of listening and speaking center) regarding students ready to transition.
 - Sunnyvale-Cupertino already set up!
 - Palo Alto no date set.
 - Anthony needs to give dates to Felisa for additional support/planning.
 - MVLA no date set.
 - No plan set up.
 - Naviance:
 - Sunnyvale-Cupertino doing a student based program audit.
 - MVLA working on piloting.
 - Working on a summer course. (Missed add'l info.)
 - Also working on transition ESL classes on De Anza campus. Goal to implement in Fall.
 - Purpose:
 - no diploma or ged to use for placement
 - High cost and we cannot use Special Admit process for adults
 - Helpful transition to CC if on De Anza campus
 - Randy point- we should prioritize curriculum because the process for getting approved is lengthy.
- Next time:
 - Janie out.
 - Anthony to do notes
 - Foothill counselor to attend.