

Meeting Norms

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

GROUP MEMBERS ARE HEARD, RESPECTED AND SUPPORTED: Actively participating and listening. 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.

April SSWG 4/25/2023, 12:30 pm - 2:00 pm

Link:

Attendees: Desirie Torres, Leah Smith, Gina Riccitelli, Felisa Vilaubi, Trisha Tran, Randy Bryant, Cody Putz, Christian Rodriguez, Jenée Crayne

Agenda
1. General Agency Updates (12:30 pm – 12:45 pm) <ul style="list-style-type: none">a. Agency Updatesb. Director's Update: Consortium New Model of Work

Meeting Goals
Activity #1: Get the Passport ready to test in the field
Activity #2: Get the cohort tracking spreadsheet ready to utilize across AS & CC

Discussion/Activity
Activity #1 <ul style="list-style-type: none">1. Go over & adopt the (Updated/Simplified) Passport College Resource Guide<ul style="list-style-type: none">a. Cody to check in on best Foothill link for placement2. Work on Instructions for Transition Team members
Activity #2 <ul style="list-style-type: none">1. Have the Transition Team look over the cohort tracking spreadsheet2. Discuss the benefits for utilizing the document3. Make any adjustments4. Have it ready to implement

Meeting Notes:

2. General Agency Updates (12:30 pm – 12:45 pm)
 - a. Director's Update
 - b. De Anza new CTE Admin Assistant- in training - start next meeting
 - c. May 8th new adult ed coordinator
 - d. Cody will be stepping in for Janie until she returns
 - e. MVLA had a great trip to Foothill in March- both main and Sunnyvale center
 - i. Feedback- tours and real experience was appreciated
 - f. FUHSD had both colleges for an info session- with a CTE panel. 75 students were in attendance

De Anza Career Fair May 17 on Campus in person 10am and 1pm (flier into the chat)

3. All students welcome- don't need a CWID- open to the public. Preparation workshops will be available.
 - a. If possible, get a list to Trisha so she knows what adult school students will be there- more attention and be able to get feedback, too.
 - i. Info: <https://www.deanza.edu/events/event.html?id=166277681>
 - ii. Register: <https://www.deanza.edu/career-training/events>
4. De Anza, students can use their GED for math and English placement: top college ready- go into English 1A and math without a co-rec. Second levels go into classes with a co-rec.
 - a. GED Score Assessment for English & Math Course Placement e-Form: <https://www.deanza.edu/assessment/documents/GED-form-2023-0414.pdf>
5. ESL is rolling out a GSP for placement and the placement test will be going away. Students should be able to get results much faster this way as well. <https://www.deanza.edu/assessment/steps.html>

Students can always challenge their placement- and go through the guided self placement

3. Go over & adopt the (Updated/Simplified) Passport

- a. Cody to check in on best Foothill link for placement
- b. Info For LB regarding Dedicated Transitions Counselor @ FH
 - i. Foothill has hired multiple staff members who have been able to provide outreach support (Janie Garcia, Adult Ed Program Coordinator, Joselyn Perez, Student Success Specialist Adult Education and Cody Putz, Adult Education Program Coordinator). However, these adult school support staff members have not been able to provide direct academic counseling services to our students (academic and career counseling).
 - ii. There has been a need for an Adult Ed Transitions Counselor at Foothill for several years. The need continues to grow as the number of dual enrollment students increases each year.
 - iii. We are developing a College Resource Guide for our students which includes meeting with a community college counselor. Until we have a designated Adult School Counselor at Foothill, we will not be able to

confidently refer students. Here is an example of an adult school student referral to Foothill General Counseling. The student immediately emailed the adult school counselor afterwards: **“Do you have time to meet again today or next Thursday? Meeting didn't go too well so I have lingering questions.”** This is an example of why adult school specific support is needed. In the interim we are referring students to the De Anza EPS Dept. We feel like this is the best option for students at this time. The SSWG including Randy Bryant questioned the sustainability of this model and so do the adult school counselors. We also don't think that it's a best practice to send a Foothill student to meet with a De Anza Counselor but given the alternative, it's the best option.

- iv. Felisa is willing to train the Transitions Counselor at Foothill College. Felisa points out that many community college counselors do not understand the adult school population and they often group our students in the category of adult learners and they are actually a different group of students who need additional support.
- v. Maritza Sandoval-Jackson, Foothill Counselor, (currently EOPS & Puente) is very knowledgeable of our population.