

Transition Support Team Meeting

November 15, 2023

Full Team: 10-11:30pm

Adult School only: 11:30-12pm

Attendees: Janie, Joselyn Perez , Gina Riccitelli, Leah Smith

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

Full Meeting (10am -11:30)

- Meeting Norms (10:00 – 10:05)
- Agency Updates (10:10–10:20)
 - De Anza (Fall & Winter) da-adultschools@fhda.edu
 - Dual Enrollment forms go to Christian (cc)
 - Adult Ed forms: yes, still send the PDF to the adult ed email +tag myself and Felisa. We will forward them for processing.
 - Foothill: Any follow Up on Counseling at Foothill from our meeting
 - ESL Winter classes

- Sunnyvale counselors- Kim Lang & Maritza- (Tuesdays) Janie will get their schedules and best way of communication/scheduling appointments. In the interim- Felisa can help with supporting TA/TC @ Foothill w/ counseling questions.
 1. Help getting an appointment call helpline: Quick Question Session
 - a. <https://foothill.edu/counseling/quick-questions.html>
 2. Group counseling (7 or more) for students in special programs
 3. TST can sit in on a students appointment if the student requests it
- FUHSD: College Information Night 11/6 and FHDA Application Workshop 11/13. An addition to this presentation: Pauline Brown from FH focused on support for undocumented students at FHDA.



- PAAS
 - Dec 6 info am/pm advanced low/intermediate high
- MVLA
 - Seeking February dates for an information session
- Check the calendaring Process (**#3.2A**) (10:20 to 10:50pm)
 - Upcoming dual enrollment due dates before winter break
 - Additional opportunities?
 - Valerie let LB know: ESL for Job Searching will be offered Spring 24.
 - Pronunciation Courses at Foothill
- 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
- New ESL Course Development at Foothill

- Bringing back ESL for Food Service workers - Originally offered for Bon Appetit at Google. Will target Fall 24 with strategic outreach plan.
 - PAAS & MVLA interest / save seats
 - AS Survey students
 - ESL for Job Searching will be offered Spring 24.
 - Adult School interest / save seats
 - AS Survey students
 - Amy Sarver: Developing ESL for Customer Services (Summer 2025);
 - Adult School interes
 - AS Survey students
 - Developing ESL for Healthcare pathway (Summer 2025);
 - Feedback- interested in professional skills (office)
- December Meet in person: 12/13 10:30-12:30 @ SV Center 1070 Innovation Way, Sunnyvale, CA 94089
 - Set Agenda for December meeting (11:20 – 11:30)
 - Calendar check in
 - Guest Speaker Series: Can a financial Aid person come and give main points of change
 1. Janie will check if this is possible (Desirie will check back in with janie)
 2. If a person can't come- what other support can we bring to this meeting.
 - Future Guest Speaker Ideas
 - Residency / Visas (Pauline brown)
 - Application Support / blocked applications

Adult School Meeting (11:30am - 12pm)

- Look at student interest survey results from adult schools- share best practices at each agency. Add when the interest surveys are given on the calendar (**#3.1C:**)
 - Clarify which adult school; students were surveyed for their interests

Resource:
TST Calendar

January Meeting: Start discussing helpful practices for transitions: lessons learned & and areas for growth: when we start focusing on COUN5 for Spring 2024 (**#2.1B**)

Foothill Calendar Links:

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

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