

Transition Support Team Meeting

October 11, 2023

Full Team: 10-11:30pm

Adult School only: 11:30-12pm

Online

Attendees: Gina, Sripriya, Felisa, Janie, Joselyn, Christian, Leah, Tiffany, Kristin (Dena of LA), Randy (Dean of CTE), & 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

Jenée makes calendar in Gdocs

Felisa brings the ESL pronunciation cheat sheet to the meeting. As have their ESL instructors look at it.

Agenda- it is hard to set times to each agenda item because we don't have enough time.
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Full Meeting

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| <ul style="list-style-type: none">● Meeting Norms (10:00 – 10:05) |
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- Agency Updates (10:10–10:20)
- Work on calendaring Process (**#3.2A**) (10:20 to 11:20pm)
 - Set schedule TST Meetings for the 2023-24 AY (10:20–10:35)
 - Follow Up on Counseling at Foothill (10:35–10:45)
 - Create Overview of AY and how each school fits in (10:45-11:20)
- Set Agenda for November meeting (11:20 – 11:30)
 - Calendar check in
 - Meet in person

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:**)

Outcomes / Goals

#1. Start building an overview of the workflow of the AS & Colleges and how they work together: (**#3.2A**)

- Set schedule TST Meetings for the 2023-24 AY (10:20–10:35)
- Follow Up on Counseling at Foothill (10:35–10:45)
- Create Overview of AY and how each school fits in (10:45-11:20)
 - Days off/holiday
 - Start of school date
 - Registration start dates
 - Annual campus days: ie: Day on the Hill, All College Day, Job Fair, etc.
 - Graduations
 - Mark off impacted times surrounding important dates: beginning of classes, end of school, etc
 - Dual Enrollment form due dates (especially the one before winter break)
 - When course catalogs get dropped
 - other info you think is important for the team to know about on your campus

Resource:
TST Calendar

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/>

#2. Set Agenda for November meeting

#3. Look at student interest survey results from adult schools- share best practices at each agency (**#3.1C:**)

De Anza (Fall & Winter)

da-adultschools@fhda.edu

Dual Enrollment forms go to Christian

Spring Tiffany will be taking over the lead on dual enrollment- so all forms will go through her.