

Transition Support Team Meeting

September 12, 2023

Full Team: 1-2pm

Adult School only: 2-2:30pm

Online

Attendees: Desirie, Sriprya, Gina, Felisa, Janie, Joselyn, Tiffany, & 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

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

- Welcome back Janie
- Meeting Norms (1:00 – 1:05)
- Set schedule TST Meetings for the 2023-24 AY (1:10-1:20)
 - This meeting is actually replacing the SS WG- is it possible to have it be 1.5 hrs? 1 hour with the colleges is not enough time. We can still meet with the AS after for ½ hour.
- Check-in for best communication practices (1:20- 1:40)

- Discuss options to help fill the adult student focused counselor gap at Foothill for time sensitive counseling questions
- Will Tiffany take over some of the De Anza dual enrollment workflow? Not for now.
- Helpful Practices for transitions: lessons learned & areas for growth (1:40 - 2:00)
 - Start sharing our best practices for sharing student interest
 - Share student journey: (Jamboard)
- Check in with calendaring Process (1:35 to 2pm)
 - TST GCalendar Invite- is this what we want to use for now?
 - First quarter outreach
- Set Agenda for September meeting (1:00 – 2:00)

Outcomes / Goals

#1. Reinforce best streams of communications between TST members
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.

#2. Look at student interest survey results from adult schools- share best practices at each agency

#3. Understand the student journey at each agency

#4 Check in with the calendaring process for transition support activities & college course opportunities (ie. Pronunciation (these classes are filling fast- need to request holding of seats if we have student interest)

Resource:

#5. Set Agenda for September meeting

Activities for the Meeting

Student Interest: **#3.1C:**

MVLA ESL students were polled on their career interests last semester (Spring 2023). There was no significant difference in student interest based on whether they were Day or Evening students. (They were allowed to select more than 1 response so results percentage >100.)

- Entrepreneurship/Small Business 54%
- Office and Administrative Support 34%
- Accounting/Finance 27%
- Food Preparation and Service 22%

- Healthcare 22%

FUHSD Int High/Adv ESL & HSD, GED students were surveyed on their career interests (Spring, 2023). The top 5 career interests were:

1. Health & Medical (doctor, nurse, medical assistant, health aide, dental hygienist, dietician, optometry) 24.5%
2. Business (accounting, office manager, small business owner, sales, marketing) 11.3%
3. Computer Science (network systems, databases, app development) 9.4%
4. Transportation (air, bus, train, car operations or repair) 9.4%
5. Construction (carpentry, electrician, plumbing, welding, heating and cooling systems) 9.4%.

PAAS: We did not conduct a specific survey on career interests since we do not have a CTE option right now. Since we would like to try and begin a class in healthcare, I did a survey for this and found that 36% of the students were interested. (fall registration form)

Having Tiffany take over some of the De Anza dual enrollment workflow

Discuss options to help fill the adult student focused counselor gap at Foothill for time sensitive counseling questions