

## TST

December 9, 2025

1:30 – 3:00pm

Zoom

Attendees: Sripriya, Janie, Zee, Tina, Tiffany, Kim, & jenée

### Agenda

- Check in (emoji warm up) / Updates: (10 min)
    - MVLA Fieldtrip to DAFH on March 18, 2026
  - Meeting Structure: (20 min)
    - Add a communication value: waterfall exercise
    - Plan for an in-person meeting by June
    - To help support the Director in facilitating the meetings, have members volunteer for these roles:
      - Virtual warm-up / quick intro game / engaging prompt (rotating team member)
      - Time keeper to keep meeting on schedule according to agenda (rotating team member)
      - note/minute taker (rotating team member)
      - process observer: (reflects on the meeting's progress. To start, this will be the Director)
  - Dual Enrollment Checklist for Spring & Summer (50 min)
  - Set January Agenda (10 min)
    - Meeting Rolls:
      - Sripriya warm up
      - Kim notes
      - Zee time keeper
    - Continue to refine process steps in the Dual Enrollment Checklist, scheduling of transition activities, and creating/sharing transition support tools.
    - In the AS TST Jan meeting, the team will further discuss the format for the May college info session: on line, in person, hybrid? (Schedule for the first week of May.)
    - Winter Newsletter for spring opportunities will go out around January 26 (aligned with course schedule release)
      - Check back in on flyers/info from each agency at the 1/13 meeting.
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## Future Meeting

- Review survey from summer sessions (christian COUN5) & Foothill 403A/B, NCELL 400
  - December Meeting
  - Desirie will get summary of responses