

## 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.

## Future Meeting

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