

# AHS Team Collaboration Meeting - 8/4/2020

## I. Supporting our fall students/classes

### A. Current enrollments, plans/advice, potential cancellations

1. Things are looking a little bleak, so we need to be realistic but we also have some good things going that will hopefully result in some new enrollments in the coming weeks.
2. Proposed cancellations - I will discuss these with John today and send official notifications as soon as I can:
  - a) Cancel Lab Grammar 1 #3552 - Encourage students to move to Online Gr 1 #3001
  - b) Cancel 10:30 English 2 #2994 - Encourage students to move to TTH Eng 2 #3554
  - c) Cancel NCABE #3201 - no enrollments
  - d) Cancel NCABE #3200 - Encourage students to move to NCABE #3202
  - e) Cancel 12:30 Math 3 - Encourage students to take Math 3 in Term 2
  - f) ADD a new class - 12:30 Algebra 2 with Wezniak**

### B. Supporting students with counseling appts

1. Counseling appointments are available daily
2. Chat feature allows for quick feedback or appointment making
3. Budget restrictions have created challenges for scheduling associates.
4. A&R and NCSSSP are working hard to direct students to appointments, many returning students contact counselors directly. This works too!
5. Recent faculty messaging included all the direct routes to counselors - email addresses, links in Canvas, and instructions on how to get to the CE and AHS pages with counseling links and resources.
6. Updates to general college counseling websites could really help
  - a) Visiting the web pages with the student perspective in mind can really help us make better connections and shortcuts for our students who don't always know to go to the CLC or Continuing Education links.

### C. Feedback - challenges, student feedback, requests

1. Counselor request for a new FAQ for NCABE 92 classes during this time of remote instruction - Angela to task Karen
2. Eng 17 - confusing, semester long class - Angela to reach out to Brittany
3. Cancellation/notification process in confusing - Suggestion:
  - a) Dept Chair to Dean/Trudy
  - b) Confirmation email back to DC once action is completed
  - c) DC to forward notification to [noncreditschedulechangeteam@miracosta.edu](mailto:noncreditschedulechangeteam@miracosta.edu)
  - d) DC to work with dean on notifications to Faculty and enrolled students
    - (1) Enrolled students message to include information about how to contact counseling and for assistance in choose a new class
4. DROPS: Early wk 1 drops are negatively impacting students - Angela to work with AHS faculty on this, messaging, and impact on students when done too soon. FLEX WEEK
5. PERMISSION CODES - Faculty responsiveness, or lack thereof, can negatively impact students. Angela to work with AHS faculty on this. FLEX WEEK

D. Permission codes & late adds

1. They work, but more/updated training would help.
2. Contact John/Trudy to ensure that they are set up correctly, as this was not the case for summer and this created confusion
3. Students who cannot use permission codes on their own in SURF can contact A&R and adds will be processed using the number.

E. Computers for keeps and for loan

1. We have purchased 130 refurbished laptops which will be distributed to Term 1 students who completed the request form
2. We also have 100 laptops for loan to AHS students in grammar classes who need them.
3. Grammar classes are being adjusted to allow students to complete the course from any device. Angela to meet with Grammar faculty 8/5.

F. synchronous vs asynchronous class expectations

1. The print schedule is somewhat confusing.
2. Staff and counseling advise students to contact instructors directly for more info on zoom time requirements, but a solution for this would be ideal.

3. It would be great if it was easier to determine what classes had synchronous expectations so it was clearer to students. Keep this in mind for future scheduling.
4. All AHS Canvas pages should already be published and should contain more specific meeting/zoom information.
5. Online classes do provide more flexibility for students during this time of remote instruction.
6. Positive Attendance details are being researched by John, Bea, and Angela so that if we can make some adjustments to how we list classes and track attendance, we can use this to inform the Spring schedule, in the event that we are online again.
  - a) It is also important to keep in mind the students that need specific attendance tracking, for example au-pairs, and how our scheduling choices may impact these students.

## II. Spring schedule...

### A. 100% online - hybrid - face to face

1. We don't know yet, but Angela looks forward to continued collaboration on how to best meet student needs
2. Oswaldo to help provide counseling feedback

### B. feedback, requests, advice

1. A spring schedule with a set up of information by term and time of day would really help students read/use this resource

## III. Counseling Collaboration Guide

### A. managing opportunities for more regular contacts for returning students

1. Yes! Budget restraints have made this more challenging
2. A version of this was being done by counselors being assigned to faculty and reach out to them for embedded counseling
3. Let's make it go both ways and see if we can pick this back up
4. Additional funding would really help this.

### B. Counseling resources in Canvas - no discussed, postpone to next meeting.

## IV. AHS Success Teams approach - thoughts?

### A. YES! There was interest. Angela will look in to this more and explore the possibility for funding

### B. Mitra suggested the Innovation Grant as a possible source of funding

### C. Other funding sources may also be available through NCSSSP, General Fund through FA, etc.

### D. Success Teams could be piloted with AHS

### E. Teams broken up by last name, and for all new students

F. Pathways to credit ACPs and other support programs such as Puente, Mana, Umoja, EOPS, etc.

This meeting was recorded. The recording is available [here](#).