



# Counseling and Transitions Action Team

First Planning Meeting

November 3, 2022

Facilitated Virtually by Becky Foreman and BethMarie Ward

# Action Planning Agenda

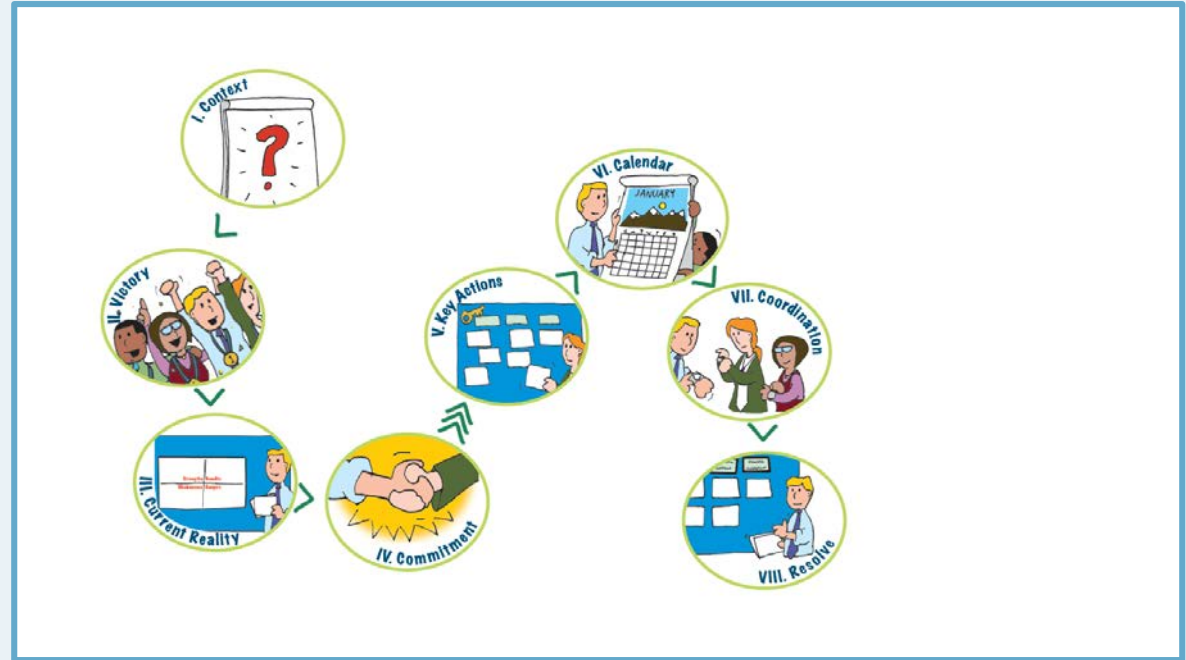
How will we move through this process today?

## Core Agreements

- Context/ Givens
- Victory
- Current Reality
- Commitments

## Creating the Plan

- Key Actions
- Calendar
- Coordination
- Resolve



## What are the things we definitely know about this event?

- **What:** LARAEC will host at least one event addressing onboarding
- **When:** By June 30, 2023
- **Where:** To be decided
- **Who:** LARAEC members
- **Why:** To share best practices
- **What else?** The overall focus for this APT is:
  - 1) Induction and orientation
  - 2) Student engagement and support services
  - 3) Dual enrollment
  - 4) College and career pathways



# What will we celebrate on June 30<sup>th</sup>?

Scents? Tastes? Sounds? **People?** **Conversations?** **Activities?**

## Victory

Students use website

Adoption of dual enrollment

Students taking ownership of process

Students using the process

Students more aware of support services

Streamlining time/process

Implementing b.p. other districts are using

Increased equity/ access for students

LARAC central point

Trickles up and sideways to admin

Advisors/ Couns aware of onboarding

Repository of resources

Addition of ability to have connection to colleges/ business comm.

Onboarding milestones/ badges

Increased retention & completion rates

Advocate for students/ path ways

# Current Reality

## Internal Strengths

- Resourcefulness
- Willingness to be present/ engaged
- Lot of experience
- Diversity
- Invested in outcome
- Passionate!
- Proficient at the tools/ willing to learn
- Compassionate/patient
- Students with different needs we bring together
- Adaptability

## Internal Weaknesses

- Scheduling issues
- Budget limitations
- We don't already know each other for shared trust
- Different levels of experience as a team
- Current workloads (time/ staff)
- Decision makers not always accessible
- No water cooler! Harder to build trust.

## External Benefits of Success

- Students word of mouth/ enrollment
- More equity throughout LA area
- Staff application/ assistance
- Helping student success
- Retention
- Improving our homebases- consistency
- Point of contact
- Clarity of process
- Normal to feel transition

## External Dangers of Success

- Taking it for granted
- Complacency
- Lack of follow up or improve
- Unintentionally leave out other populations
- Older students' computer illiteracy
- Lose humbleness

# Commitment

We will work together to provide...



*Example: "...a well-attended event with diverse activities that captured the spirit of our high school years"*

## Commitment:

- Share best practices and resources that guide students and increase retention utilizing a shared lexicon to demystify terminology.

### Suggested commitment..

- Goal planning
- Sharing best practices in general
- Student participation/ involvement
- Expose others to repository
- Students first 3 weeks
- Consistent, understandable terminology

# Individual Brainstorming

What are YOUR best answers to the question?

What specific, practical actions can we take to achieve the commitment?

**3 minutes!**

Share best practices and resources that guide students and increase retention utilizing a shared lexicon to demystify terminology

Using any piece of paper, capture your own individual thinking about this question.

Try to push yourself for **10 answers**.

Identify (\*) your top 3 ideas



# Work Groups

Studio 2: Karlia V, Grace Q., Men Le, George F.

Studio 3: De Anne S, Jonathan V., Samantha R., Lorena Z.

Studio 4: Gabriel L., Robbie P., Launa P., Rita, Hegine Y.


Terrace A: Ulysses G., Aaron, Iliana L., Kimberly B.





# Key Actions: Small Group Discussion

What specific, practical actions can we take to achieve our commitments?

- Find your studio on slide 9 and corresponding **workspace** on the following slides.
- Choose a “**timekeeper**” to keep things moving and a “**scribe**” to write into slides.
- Discuss and **agree on 7-8** actions as a group.
- Do NOT make more cards.
- The scribe will write these on the sticky notes provided.
- No need to write any of these types of actions   
**Instead identify what actions the committee will take**
- Star (\*) your 3 clearest ideas.



# Key Actions For A Successful Event

## Studio- 2 Marketing

Market it as an online event

MARKET THE LARAEC WEBSITE  
WHAT OTHER WAYS?

HAVE A DEPOSITORY FOR SUGGESTIONS

Clarify our target group

HAVE A STAFF SURVEY ABOUT THE LARAEC WEBSITE

BE FAMILIAR WITH THE LARAEC WEBSITE

## Studio- 3 – Onboarding Best Practices

HAVE AN ONBOARDING PLATFORM IN PLACE

Connecting with other counselors in adult schools, etc. To discuss academic plan process

Create step by step guide for shared best practices

Sharing matriculating process

Create recommended editable templates for onboarding

Collect best practices from various sites

Collect Onboarding strategies

## Studio – 4- Terminology

Include terms in the packet (for staff, and for students)

List & Define terminology (both staff & student)

DEVELOP GLOSSARY OF TERMINOLOGY USED THROUGH OUT THE DISTRICT

A clear agenda

## Terrace A - Ease of Use, Activities

Make it accessible and sustainable

Creating a directory for LARAEC partners

CROSS SECTION WITH THE DATA

Lots of visuals

Create digital handouts

**Your team's cards**  
**Decide the Victory! What will result from your successful work?**  
**Sequence actions, add, drop or reword as needed, to align with the team's victory.**  
**Select 3-5 for the timeline.**  
**Add who and when**

## Build Your Calendar

Team Name  
(give yourself  
a new one)

**First Step  
Goes Here**

Nov. - Dec.

Jan. - Feb.

Mar. - April

May - June

**Victory! What  
will your team  
deliver?**

Resources  
needed

Members

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Members Karlia Villalobos							

# 3 – Prepare Your Actions 7 minutes!

include terms  
in the packet  
(for staff, and  
for students)

List &  
Define termino  
logy (both staff  
& student)

DEVELOP  
GLOSSARY OF  
TERMINOLOGY  
USED THROUGH  
OUT THE  
DISTRICT

Your team's cards

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# ONBOARDING EVENT CALENDAR

Team Name	First Step	Nov. - Dec.	Jan. - Feb.	Mar. - April	May - June	Victory	Resources

# Coordination

How does the big picture fit together?



1. Do our victories reflect our commitments? If not, what else do we need to do?
2. Which items on the calendar call for a second look at timing?
3. How will we coordinate our activities? Which groups will need to communicate/work together for the plan to work?
4. Who will be our overall coordinator?
5. Will representatives from each team meet? If so, how often?
6. When will the whole group meet again?





# Next Steps

<u>What Next?</u>	<u>Who?</u>	<u>When?</u>
1. Select Co-Chairs	De Anne Susino Launa Prince	Today
2. From the facilitator: Put tasks into timeline		In or by December
3. From the facilitator: Assign roles		In or by December
4.		
5.		