

AV Adult Ed Consortium Meeting 8-18-16 AVC HS 194

Present: Diane Walker, AVUHSD; Steve Radford, AVUHSD; Ann Steinberg, AVC; Tom O'Neil, AVC; Sally Dibbini, AVUHSD; Debi Keys, SKUSD; Sharon Dalmage, AVC; Les Uhazy, AVC; Harold Roney, SKUSD, joins at 10:35.

[Riley Dwyer, new Dean of Literacy, would like to be added to the distribution list]

Meeting is called to order at 10:08am

Steve Radford introduces Maria Branch, who is a bit of an expert on ITrain from AVUHSD, having done the process before, and will be working on that for the Consortium, as noted by Joel Morgan a few meetings ago. Maria explains that ITrain approves the program, making sure that the teacher's credential is appropriate, pricing structure, etc., to make sure that the courses are approved through the local WDB, and is translate onto the state ETPL. That allows them to fund students to participate in the program. According to Dave Mangaramas at LACOE, doesn't need it for GAIN participants he serves; Ann Steinberg notes there is separate funding for them. If there is enough reason to do that, we will go through the process. The organization gets approved initially, then each program is specifically reviewed; the first one is a bit more time-consuming (3-4 months) and then the rest are added (about 2 months for each). Sharon Dalmage asks if there is a fee, and Maria says no, just the application and back and forth communication. Tom O'Neil says there is a separate reporting requirement on student outcomes. We do have to start over, even though it was done for AVROP, as it's been longer than 2 years. It needs to be done for the consortium as a whole, and the programs are different. Maria said it does look like the same application as before. She brought the binder she had put together before so that people could get an idea of the required documentation. Sharon asks to have it passed around. Steve says it would make sense to see how AVUHSD, SKUSD, and the consortium might be approved separately and together. The individual agency has to be approved, per Sally Dibbini, but Maria says she thinks it can be done any way we choose. Ann feels it should be separated so as not to muddy the waters, in case each entity has the same program, as well as aligning them; it needs to be clearly stated as to which agency is offering the training, and who will be paying the bill for the training. If it's two different classes and two different funding streams for the class, e.g., for a LACOE GAIN participant, as opposed to another student with WIOA and ITrain through the WDB. Maria says it could be GAIN, Dept. of Rehab, WDB, etc. That's part of the initial validation process. Sally says Joel brought up last time that the private post-secondary institutions cost too much, and that's why he encouraged us to get ITrain certification; there are also some programs which won't be certified because of lack of job demand - it wouldn't make sense to get the certification for those. Maria notes that AVROP closed its pharmacy tech course some years back because of lack of labor market, which is consistent with what Joel said; they would need to go outside the AV. If the Medical Main Street opens, there is a question whether there would be increased demand in the future, and then whether it would be worth opening a program for a limited number of positions.

Review of Proposal Requests: Steve asks someone from the Subcommittee to review the proposals. Sharon Dalmage reports that there were two proposals, one from AVC and one from SKUSD, and distributes copies to the group. The first for AVC was deemed by the Subcommittee to be the first priority out of the two received; it is for a 50% education advisor to provide counseling-related services and support to all consortium member students. The person would be housed at the AVC Palmdale Center, working with designated sites to meet with students, making appointments, working with site counselors, doing workshops or orientations on site, creating pathways between the adult programs and AVC as a whole, creating educational plans so they know how their programs relate to AVC to complete a degree, or transfer, or certificates. The total is \$36,915 including salary and benefits, as well as professional development for the National Career Development Facilitator. This is a classified Ed Advisor, not a certificated counselor. The person is already working at the Palmdale Center, and her position is ending at the end of September, and would be 50% funded for these duties beginning October 1. Ann asks if the person would be restricted to adult ed students, and Sharon says no; they would be able to see other students out of the other 50%. Tom says that the person would need to interview all of the CTE Deans and Directors, and possibly Arlette, to get a handle on the things that both the College, as well as the high school adult programs, to understand what is going on. Tiffany Castillejo is a dynamic individual, per Sharon, and is already familiar with what the college is doing, and has relationships with lots of the high schools, and that part would be somewhat seamless. She could get connected with all of the deans and adult school contacts. She will come to the next meeting and will get introduced. Tom feels it would be good for one person to be familiar with all of the areas, and pull everything together. Maria and Diane Walker have worked with her. Sharon feels it would be beneficial to have a person who can create education plans and prepare students for AVC assessments. Ann asks if she will be preparing an education plan specific to adult ed programs. Formulating a pathway for a person who should pursue a certificate would be part of that process. Tom says it might be an idea to create a form that he could submit to the SCCRC consortium to see if anyone else is already working on it. In the broader scope, that would prepare our region to be more systematic and create connections with other regions, perhaps accepted in other areas. Tom says that is the push from the Chancellor's Office, to make sure things are transferable to regions with different certificates, and to determine which certificates are stackable. Les asks whether an advisor can issue an ed plan, and Sharon says yes. The Ed Advisor wouldn't know all of the programs throughout the state, but there is software that assists with that already used by AVC. Tom says there is a push through CCCAOE to get pathways and certificate programs delineated statewide. Les notes the common application fits into that effort, as well. Tom says the SCCRC has \$400 million to use for marketing and the pathway in cybersecurity, other 60% divided among member colleges for CTE. Sharon suggests getting a form from another area and modifying it; Sally says it would need to be customized to adult ed programs. Ann says we will eventually need to provide placement data, so the more communication we have with the student in the beginning, the better off we will be. Diane asks if it needs to be limited to certificate programs (for short-term CTE programs, since that is the area funded by AEBG), and some feel there is no clear direction. Sharon feels it can still be addressed for degree after certificates. Steve feels that this position should be increased to full-time at some

point, with higher numbers of students; that's something which the public forums were clear on. He feels at this point that part-time will be sufficient. Steve calls the question, AVC will vote by e-mail per Sharon, Harold votes yes for SKUSD, Steve votes yes for AVUHSD. Debi and Sally will provide copies of whatever forms they currently use.

As of 3:00pm on 8/18/16, Mr. Knudson voted yes for this proposal via e-mail, as reported by Sharon Dalmage to Diane Walker.

The second proposal from SKUSD was for clerical support, and it was placed on hold pending further information. Debi Keys will provide that information, based upon the questions that Bob Jones passed along.

Data Submission: Steve says we are almost fully submitted for the required reporting; he spoke with the state rep, and was informed that many regions have not yet submitted. There was a statewide extension on the date. We will have everything in by Friday. Steve displays the Data Table forms with information submitted by each agency. SKUSD does not use the same system, so it may be difficult to pull. There are pages and pages of data related to every student and every class. Neil said they have received many complaints, and the state is looking at modifying the reporting form. They just asked for some kind of submission, and their numbers are different than what we have; they will work it out, eventually.

AVC uses a different system (DataMart) and Neil could pull it and see it. Ann says there needs to be one data depository. Les feels that is what the state is shooting for, whether they will reach that goal or not. Les was looking at something like the Student Success Scorecard which the Chancellor's Office uses, and didn't know why that couldn't be used, along with the Student Equity Plan.

Going forward, Steve will be creating appointments to meet with different SIS companies, and Debi wants to participate. Sally noted that CASAS and TOPSPro were able to pull some data through TOPSPro that is already used for WIOA, and created some tables at the last minute; it still needs tweaking to cover some of the different programs (CTE, EL, etc.) for AEBG. Going forward they will collect all of the different programs. The main difference is terminology, e.g., on completers. They go from one functioning level to another, advancing in some way, rather than completing a program. All districts will have the same issues, and that is referenced in the annual plan. Tom feels they need to develop a central model for all to use, rather than everyone coming up with something different, and then changing it later. Sally says 90% of K-12 adult schools are using CASAS and TOPSPro, and it is being offered at minimal cost. The colleges don't deal with CDE, so they use different data systems. With respect to WIOA, the US Department of Education requires reporting for literacy programs, and Ann wonders about modeling reporting after their requirements. Sally notes that every agency reports things differently, also, so the data will not be consistent. Hopefully, they can come up with something. Ann says that at CCCAOE, there were discussions about LaunchBoard, and how the data comes in from colleges, adult schools, and CTE, and evaluated. Diane notes that only the community college has access to LaunchBoard, not K-12.

Tom asks to whom we can make a request about the data systems, and Steve says the Adult Ed Summit on November 1-2 would be a place to deal with this. Each consortium is required to send a team of 4 people, at a minimum. We could potentially send more than that. It will be funded through the consortium. Sharon would like to attend, so perhaps she can go with Ann on behalf of AVC.

Annual Plan: The plan is due next week, and Steve sent out a draft. He doesn't feel we changed much from what was submitted last year. CTE and apprenticeship are still the priorities, he believes. He asks that everyone read and make changes, as necessary. Steve says there are lots of people that the members work with, but only a couple of official partners; Ann says someone like the South Valley WorkSource Center could be added. Mental Health America, etc., also attended meetings, but Steve isn't sure they should be called out. Some of the key challenges would be re-entry individuals. YouthBuild and Paving the Way Foundation work with them, and they might be others. We also discussed partnering with regional libraries. Steve shows the table, and asks people to populate it; it could be official partners and others which work with us. This is due by August 22nd, so he needs the information by no later than Monday from each member, either way. He'll compile everything together once he receives input. We are at the point of implementing the priorities.

Sharon suggests doing a Doodle Poll regarding another public forum meeting sometime after the Summit. Sally believes the three-year plan is due in October, barring any changes.

Regarding assessment and data, there was discussion regarding setting a meeting of the data folks to work on that, and aligning the assessments. Each member can outline their assessment instruments being used at this time.

Review of AV Adult Ed Website Changes: Sharon wanted to review a new feature, under News and Events, where there is a subscription for an e-mail notification of new posts. The last reminder for the meeting had a link to the website for the agenda, rather than sending it out. She would like to do the same thing with the minutes of the meetings, if the consortium members agree. Steve would still like to have them posted in the Google Drive, but don't need to send them out to everyone that way. There are also links to each member agency's website regarding programs. There is no adult ed link on the SKUSD site, so Debi will provide that to Sharon. Ann asks that there be a link be added to the AVC website to the consortium website; AVUHSD AVAS should do the same. Some of the community partners will also link, as Steve discussed at the GAVEA board meeting this morning. Everyone agrees it looks good.

Development of Consortium Marketing Materials: Sharon feels we should begin discussing a unified brochure with all members' programs. She brought a few copies of some examples of things which might be considered for planning purposes. One has multiple pages, and we could do a single page for each member. Five hundred copies of that would cost about \$1700. The design of anything would be done by AVC's graphic designer, with the printing from Four Star, which is an AVC vendor. The other is from

Brandman University, which would have one panel for each member; 500 of those would be \$700. For informational purposes, she also asked for a bid on presentation folders, and that would run about \$1200 for 500. Steve likes the Brandman example, with all of the programs across the AV listed with contact information. It is comprehensive and easy to read. Tom says another marketing piece would be something in the AVBOT newsletter or GAVEA Roundtable Report, etc. Sally asks if the flyer could be done on regular paper rather than glossy, but others feel it is more cost-effective to contract it out on better paper. Sharon can ask for a quote with different paper, and Harold feels we should get 5000. Ann says she paid \$1200 for several thousand of a tri-fold. Maria asks about images being submitted. Each member will need to provide their own images and bullet points for their own agency. It's also a good piece for the Ed Advisor to give to students. Steve says our goal is to attend every career fair and similar type of event. We may want to have different layers of collateral for different events. Tom says another idea would be to have posters to put up at the WorkSource Center or different schools. Step inserts with different tabs are a possibility. Something to go in the AV Press Saturday or welcome book, possibly sponsor GAVEA event or AVBOT luncheon (\$200 for ad plus 10-minute presentation before keynote and put out materials). Put something in the City of Lancaster Outlook. Check on pricing on those. Perhaps use a folder for presentations at conferences. Each member is requested to send information to Sharon for inclusion in collateral pieces. Use the consortium logo overall, and individual logo for their page or all on the back together. It does show we are partners to include all.

Ann and Tom met with Boston Scientific at their request, regarding a RIF of 400 employees due to off-shoring, setting up an in-house transition program, and something like this trifold would have been nice to have for the employees about available training.

Next Meeting – Schedule Conflict: Diane notes that the September meeting conflicts with the GAVEA quarterly investor meeting; Sharon inquires whether we should start earlier and shorten the time, from 9:00-10:00am. That's the general consensus.

Announcements/Open Discussion:

Steve asks about the budget going forward, and needs to know what are one-time and what recurring costs are so that it is clear what amount is available. He will speak to each member agency to get input.

Next Meeting: September 15, 2016 – 9:00am - AVC Room TBA