



## **AV Regional Adult Ed Consortium Meeting 12-15-16**

**Present:** Sharon Dalmage, AVC; Sally Dibbini, AVAS; Riley Dwyer, AVC; Steve Radford, AVUHSD; Ann Steinberg, AVC; Diane Walker, AVUHSD. [Harold Roney and Debi Keys from SKUSD; Ed Knudson and Tom O'Neil from AVC not able to attend]

Steve Radford calls the meeting to order at 9:01am

**Data Collection:** Steve Radford provides a printout from the AEBG data webinar/website Q&A. Question 2 says that a calendar of submission dates will be released soon, although the timing was supposed to begin in January 2017. There is still no clarity on items to report. Question 6 talks about what NRS tools are to be used. AVAS uses TOPSPRO Enterprise, although it doesn't look like SKUSD or AVC uses it. Sharon Dalmage will discuss that in a meeting with AVC Institutional Research today. Debi Keys has met with TOPSPRO, and hope to begin using soon, per Sharon. They will submit a proposal for the billing for that. Sally Dibbini says WIOA funded agencies receive most of it free, with some exceptions for a few other software (no license nor maintenance fee, but pay 46 cents per student). SKUSD asserts that their expense would be \$1685 start-up fee, \$800 annual, \$82 student records fee - \$2485 for the first year, plus \$882 thereafter based on the number of students. There is also an assessment fee. Sally also notes that there is no license fee for agencies with under 200 students. This pricing may be for the college. It is used with the existing attendance program, and it imports data from registration, used for tracking progress and testing. There is a job placement component, but AVAS is not using that yet. There is a requirement to put the system in place by December of this year. Sally can provide contact info for TOPSPRO if needed.

The College uses LaunchBoard, and Banner for registration and enrollment. CASAS is working with LaunchBoard to align with TOPSPRO. There was a webinar in November, according to Diane Walker, which should be accessible from the AEBG website, or she can provide copies of the PowerPoint, if requested.

Sharon says that the Institutional Research folks will be at the January meeting. She is meeting with them today to discuss all of these elements, so that we can start getting the data systems match going. They may not be able to provide a specific opinion by January. Training seminars and workshops are going to be offered by the state, because everyone is having the same type of issues, according to Steve. Diane also provided links in the last minutes to some data sharing agreements which might be used as a model.

Sally notes that there is a document with all of the different requirements of what has to be collected, and it might be valuable to compare it with the registration form so that we

know that everything is in there for the fields to be populated (Data Dictionary). There is a comparison between AEBG and WIOA in it. Ann Steinberg says that the adult ed components except for ESL and a few others might already be there. Short-term training programs where there is collaboration with the community would be registered differently through community ed - it's a different registration process altogether; it's ancillary because they don't have to be registered AVC students. Sharon says they aren't receiving apportionment for them, but Ann says there may be some partial apportionment (e.g., LACOE customer service/hospitality training) if they are not supported by GAIN. It might be a good idea to use the same format for registration for consistent tracking and reporting purposes as what is used by adult ed - they might be participants there (if it's under one of the 7 AEBG program categories). They will register with LACOE, then be referred to AVC, with classes held at AVC. AVAS has a class that's held at LACOE, but they're registered through AVAS (e.g., truck driving). That's something that would need to be discussed with LACOE or other agencies (New Beginnings, Paving the Way Foundation). Steve wonders if they would have to report under WIOA; Ann says not necessarily, depending upon if they are grant-funded. If they are a partner, and they serve the same population (e.g., paroled felons), the tracking should be consistent. That could improve their grant funding, also. Sally feels they qualify under WIOA Title I. There was a decision early on in the Consortium that partners should also provide data for reporting. There is no AEBG reporting for partners, only members. Others who don't get the base funding (partners) may also have to report for WIOA. Anyone that AVAS serves is AEBG funded, while that might not be the case for AVC. It gets muddy depending upon whom Tiffany serves, whether they are AEBG reported or not.

The challenge, per Sharon, has been on all of the data that the college collects for other purposes is not aggregated in the way we need for AEBG; she can do gender, age, and ethnicity, but not necessarily combinations of those in a particular program. Sharon's meeting after this one is to address how that can be done.

Sally says that a question arose around the earlier report of students transferring from AVAS to AVC for Basic Skills or ESL. Sharon says the numbers were reported, but the format wasn't aggregated the way they wanted. Ann says it may be possible through ITS, but it would require names of particular students. Sharon is confident that Institutional Research will be able to explain what they can do. One challenge was the format, and that they asked about students who had already left, and the data couldn't then be collected. Steve doesn't want to have to go through that again, and hopes that we will know enough in advance this time.

Budget Update: Steve explains that there have been no expenditures since our last meeting. Our entire first year's budget is encumbered, at a bit over \$1.5 million, through the Award Letters that went out. We are expecting to take possession of the facility on Avenue J in January, as they accepted the AVUHSD offer. There are 12 classrooms, and AVAS will be moving forward with medical, etc. Harold and Debi want to meet, as they are going forward with their new building in Rosamond; we could have two new buildings ready to go for 2017-2018.

As earlier discussed, Steve will be presenting a proposal for the industry sector matrix website for job seekers, employers, and students that will outline all of the offerings and openings throughout the greater AV, including work-based learning and training, employment services, etc. The idea is to make it easier for everyone to know what is available all in one place. It will be a Consortium effort, but GAVEA has been spearheading it. Sally asks about the expense - building a website page. Ann says that College Central Network is utilized by AVC for job seekers; employers can register for services (resume, job search tips), and JobSpeaker is another resource they are looking at using. As students register, their info would be populated, and employers can search by category. It also shows career pathways with vignettes or videos for career directions. The CCPT also has lots of similar items. Ann wonders if perhaps something like that could be done without additional expense. Diane explains that the idea is to put links to all of those types of resources in the region in there so that people can find them together. Sally says we should also link with the America's Job Center; they are working with WIOA and looking at all of the industry sectors. The RFP is due Monday, so as soon as the lead agency is selected, that can be done.

Counseling Services Update: Sharon reports that Tiffany Castillejo met with the AVAS counselor, will be having monthly presentations in Lancaster and Palmdale, in Lancaster on 1/24 from 10am-noon, and 1/26 in Palmdale from 10am-noon. The first hour will be a presentation to give information to new students for success about pathway opportunities, etc. The second hour will be individual student meetings. She is creating flyers and working on marketing, which will be placed at each site to build more demand. She has reached out to Keisha Como, but hasn't yet connected. She discussed the Adult Intake Form, and will be completing it with the students during the meetings. Sharon can't recall if there was a decision to put it on the website (it is to be posted, per the notes of the meeting of 10/20/16). Sally asks if the final revisions requested were made; the name was supposed to be changed to "Advisement Form" and we haven't yet seen them. Sharon pulls up the revised form for the group to review. Sally suggests removing AVHS, PHS and LnHS sites because that sounds like the comprehensive sites; Diane says it might work to indent the high school location to be a sub-set of AVAS. Ann asks about whether there should be yes/no for currently attending or planning to attend. Sharon says it not as important for her to know that before she meets with them. Riley Dwyer says that they may attend one and plan on attending another. Steve says it could be broken into two (currently and planning). Sharon will bring it up to Tiffany, because Sharon's not really clear on it. The information is primarily for Tiffany so she knows who to contact. Diane wonders if the lists are too specific - she understands that they are designed to be most comprehensible for students. Tiffany is keeping data and doing surveys to help with reporting for support services. They will reach out again to SKUSD to see about getting appointments out there.

Announcements/Open Forum: Sharon says the website is active ([avadulteducation.avc.edu](http://avadulteducation.avc.edu)) and all of the documents, meeting recordings, etc., are housed there, as well as the link to the AEBG website. Please let her know if there are any issues with accessing it (Diane can access through the link). There is a subscription with e-mail notification of updates. The Advisement Form will be posted - not sure

where it should go or if on another (Student) page; Ann wonders if there should be a separate tab for Potential Student, as someone might not think it applies to them. It is a Google Form, so when someone completes it, info will go to Tiffany to contact the person. There are only two partners shown on the website (YouthBuild and Corrections - none for LACOE or Paving the Way). The program pages have not been updated with specific information for each agency; Sharon put out a call for information and hasn't seen anything come in - that's also why the marketing materials haven't been made. The program tabs should also be listed as AEBG labels them, per Sally (she can send info to Sharon).

Sharon announces that Proposals and Cover Letters have been added to the Google Drive and Kwin shared it with everyone.

Steve asks about sponsoring an AVBOT or GAVEA event as marketing. We can also do an article in the newsletters.

Meeting adjourned at 10:00 am; next meeting January 19, 2017.