

December Leadership Board Meeting

Friday, December 13, 2024

9am-12pm

FUHSD Adult School, 589 W Fremont Ave, Sunnyvale, CA 94087, USA

Main Goals/Outcomes

1. Continue working on the 3 yr plan sections: Assessment
2. Check in on Internal Stakeholders/Advisory Board Meeting for 3 yr plan as part of Assessment

LB Meeting Agenda

(9:00am – 12:00pm)

General Information (9:00 – 9:15am)

- Approve November Agenda- approved
- [Webinars](#)
 - 12/18 (2-3pm): [Creating SMART/IE and Impactful CIP Goals for 2025-26](#)
- [Due Dates](#) (no deliverables in November)
 - **Dec 1:** 22/23, 23/24 & 24/25 Member Expense Report Due in NOVA (Q1)
 - **Dec 31:** 22/23, 23/24 & 24/25 Member Expense Report certified by Consortia in NOVA (Q1)
 - This will be certified before winter break on 12/19
- Appreciation:
 - Thank you for creating a safe space in these meetings, so we can all share our ideas and concerns. After listening to everyone's thoughts about how consortium members felt disconnected- the Quarterly Newsletter was created. As always, thank you for turning in CAEP reports on time, coming to these meetings with the intent to work together, and being fantastic consortium members.
 - [Link to add respondents to the newsletter.](#)

Items for Discussion/Work Session #1: (9:15 - 9:30am)

- Send a save the date for March Stakeholders Meeting?
Jenée creates save the date. Team members will be responsible to send the invite to those who we wish to invite.
- Data Team Update: Set Date in January for regular data team meeting

- (done 1/28 911-12:30_
 - Work on AS data vision & CTE TE updates
- College Data Team meeting happened, next set for 1/13/25
- College Tabling at AS Casas testing – how did this go?
 - The event went very well. The language levels vary among those populations, the majority are level 0, and then level 1, and very few level 2 and 3. The ESL department still needs to figure out how to place level 0 people as everyone is at the same level 0. In total, I gathered 24 people, I have been reaching out and a few people have persisted, meaning they actually responded to my communications. Overall, it is great to see new students that will be attending our classes in Winter.
 - FUHSD interested in having colleges come to testing days, or figuring out a way to get student info to the colleges during their testing.
 - MVLA moving to lottery format- interest list will be available
 - Timing of testing at adult school does not always align with college start dates- so we can think about looking to align AS testing with college start dates.
 - Foothill has lower level ESL open- level 0- only non-credit. Online synch. 8:30-11:20 W/R- needs enrollment.

Break (9:30–9:40) Get Coffee/Tea

Items for Discussion/Work Session #2: (9:40-12pm)

Three Yr Plan:

- Assessment & Metrics Continued: (9:40- 11:40)
 - Assessment & Metrics: CAEP Three-Year Plan 2025-28 Template
 - Demographic Data: CAEP Fact Sheets (printed out)
 - NOVAworks LMI data slide deck
 - CAEP demographic Data
 - Internal Stakeholders/Advisory Board Meeting for 3 yr plan
 - Discuss appropriate time for next CTE/Healthcare Pathway Meeting
- Come back as a group (11:40-11:55)
- Review January next steps (11:55 -12:00pm)

Lesson Plan:

Break into 2 teams to discuss assessment of CAEP Factsheets & DataVista demographic data and NOVAworks LMI data as it pertains to the work we are currently doing in our Activities (9:40-11:50)

CAEP Factsheets & LMI: 3 Yr Plan slidedeck and print outs

- Team 1: CTE Focused
 - Teresa, Lori, Julie, Jim

- Team 2: Student Support Focused
 - Valerie, Thomas, Liz, Jon

Come back as a group & review January next steps (11:50-12pm)

Resources:

Assessment & Metrics: CAEP Three-Year Plan 2025-28 Template

Print outs:

CAEP Factsheets: Demographic Data

NOVAworks LMI Data

DataVista Demographic Data

Assessment Data: 3 Yr Plan Slidedeck (Demographic & LMI Data)

Full City LMI data (Demographics & Workforce Data)

CAEP Fact Sheets

Three-Year Plan Planning Doc

NSCCC 2024-25 LB Planning Doc

24-24 TST Calendar

Assessment Data: 3 Yr Plan Slidedeck