

Minutes from 10/18/19 NSCCC Meeting

Location: MVLA

(notes taken by Sharon Turner)

Attendance: Peggy Raun-Linde, Judy Miner FHDA Chancellor, Thomas Ray, Valerie Fong, Karen Filice, Lori Riehl, Sharon Turner, Magali Molina, Brenda Harris, Julie Vo, Janie Garcia, Felisa Vilaubi, Adrienne Moberly, Alex Scott

Recap of Oct 2 co-chair retreat:

- Workgroups decided who would be in charge of what strategies
- Changed strategy 2 - got rid of equal to or above 50%. Will set a benchmark since DA does not know when NC will be approved
 - Will vote on changes
- Gaps in Service strategy 1 - Focus on activities that bridge. Last word in sentence should say "options."

Report out since Oct.2

Curriculum Alignment:

- Curriculum Alignment met to discuss strategies
- Discussion on mapping and articulation
- MVLA articulating accounting (need to put in writing with FH)
- MVLA, FUHSD with De Anza to see if there's possibility of articulation
- Create map with all programs from adult schools to community college -- evaluate what could be articulated and what are the gaps. Google doc started.
- Bakersfield mapping software - visual tool for students and provides ways to show options (is this an option for our consortium?)

Placement measures for ESL

- Looked at pretest and CASAS scores for ESL. Palo Alto Writing academy is doing a good job to place well in DeAnza writing test. Group wants a larger data set.
- DeAnza not considering CASAS writing placement test. Currently using Kelsa(?)

Student Support:

- Tasked to look at strategies in meaningful way and tangible evidence
- Last year looked at transitions at AS side, firmed up transition process and this year reflects and continues work
- Continue to talk to students that transitioned to get qualitative and quantitative data
- Tracking a group of students that are currently at FHDA who had transitioned;
- Follow an "entering class" to identify by quarter and year
- Transition advisors are going to bring a list of students that are transitioning this fall; looked at sample already submitted by FUHSD.

- Bridge activities - leverage what already exists. Compile list of needs of students that transition and will share with AS to get consensus. Then will talk about bridge activities to address needs. Could be activities or classes. Unsure at this time.
- Transitioning advising checklist already exists. Principals / Director to meet to discuss items and accountability.

Data Workgroup:

- Always need to show data that we are proving what we are trying to accomplish
- Need metrics on who we are trying to serve b/c data dashboard only tried to identify who students are
- Who are the students identified by student support that are going to CC and how are they being served at CC once they get there
- AS collect data daily and teachers track students answers on what they plan to do (e.g. transfer to college). Limited but available potential data set.
- FUHSD CASAS update forms show 27 ESL will “enter college” and then able to pull which students
- Data group can get in CASAS which students stated they said they were going to “enter college”
 - Can counselors follow up with students that are identified in casas as stating they will “enter college”?
 - Need to get baseline data first and then determine what they will do
 - If a teacher hears that a student wants to go to college -- does this trigger something to meet with a counselor? Need to put a process in place.
- There is a group of students that leave AS, then there might be a gap and then up at CC. Counselors are not tracking this group because they have left AS
- CEEB code allows students to indicate on CCC Apply that they came from AS if the AS has a CEEB code and if the student marks it
- WIOA core performance survey -- tracks students that went to postsecondary (6-12 months after graduation)
- Helpful to keep student support data in one place
- Transition advisors have a list of things they track on students (on website)
- At FUHSD counselor goes through check list with students and then emails CC counselor a summary of goals, strengths, interest, appt. day/time.
- Identified area to work on -- students and transition advisor and consistency of practice. Principals and Director to meet.
- PA transition counselor -- not necessarily tracking those that indicate NC ESL as opposed to “enter college”
- Individual meeting is so much more fruitful than self-reporting because students may not know what they want to do (may take a few meetings to identify what they want)
 - Are counselors consistent in the same way they assess. Need to discuss systems and what each AS has for counselors and then can standardize
 - To whom are the counselors accountable - Leadership team, workgroups, principals?

***TO DO:**

- AS administrators to meet to determine clarity around transition advisor role and specific actions each will take; review checklist; discuss accountability; discuss systems at each school to support TA/TCs. Meeting set for November 7. **Will report out at next board meeting.**

Dual enrollment - student services wrote up document to adopt local board policy to allow students to be "special admits." Reviewed and feedback. Thomas to send to Judy since she had to leave before this agenda item. Thomas to report back at next Board meeting.

[Link to upcoming BACCC subregional meetings.](#) Silicon Valley meeting @ Sunnyvale Center 11/5. Peggy, Lori, Magali to go. Others?

Presentation from Julie -- do we want to learn more about GED testing -- interested in conference call. Will send out the ppt and **revisit at next meeting** to decide.

Budget Discussions for Certification:

FH budget

- Program Coordinator 2 (adult education coordinator for 2 years)
- Other budget items: salaries, stipends for workgroup members, consortium director, materials for marketing/outreach

FUHSD

- Don't put Peggy's salary in "admin expenses"

MVLA

- All expenses CAEP related

PAUSD

- Added special assignment teacher (WASC related tasks that overlap AEP --curriculum and assessment development for ESL) and part-time admin
- Portable purchased on main ESL campus. Will allow for computer lab and testing space

DA

- Projections for next 2.5 years
- Stipends for workgroup members, counselor salaries, food, director salary and conference travel

TO DO:

1. Need to certify budgets by 10/30. **Finish entering all by the middle of next week.** Peggy certifies and then everyone else certifies.

Next month:

- Discuss 18/19 in kind expenses. Certification of 2018-2019 by December.
- Discussion on director position
 - Think about evaluation and focus position. Spend first hour of next month's meeting discussing.
 - Peggy will give feedback on job description draft via email.