

**Leadership Board Meeting
Agenda
October 9, 2020 9-11am**

9-9:05

Introductions

9:05-9:15

Two-minute site sharing of how the school year has kicked off and what the biggest challenge is currently—alpha order (De Anza, Foothill, FUHSD, Mountain View, Palo Alto)

De Anza:

- Thomas discussed ESL numbers severely down; non-credit is off the board for fall quarter. Overall enrollment is flat. Beginning in 2021-2022 there will be a new structure in ESL and unit loads will be reduced.
- Magali shared all CTE is online only health is in person. Real estate online. Q2 will also be online.

Foothill:

- Valerie shared that credit ESL is down. Non-credit ESL has increased enrollment but one section of 1 and 2 are not running. Most is fully synchronistic. Mirrored non-credit. Curriculum on the credit side is mirrored. Winter NC classes internet & computers & for food workers.
- Teresa shared about pharm tech and the boys and girls club hosting. Launch digital apprenticeship pharm (non-credit) and looking to do G-suite certification.

FUHSD:

- Lori shared that WASC is complete and that the WASC folks were jealous of our Data Dashboard. They are in the 4th week of the quarter and are 99% online with the exception of CNA clinical. Just received approval to place students at clinical site. There has been a lot of professional development around the new LMS (Schoology). Have a Chromebook loaner program. Will be doing remote testing with ASE. Struggling with testing: no air circulation at site. Difficult to find a location for social distancing.

MVLA:

- Brenda shared that they have done parking lot testing Julie has done a great job of organizing it. HSD is e-testing. Mini casas remote pilot. GED is remote testing with an orientation. Up to 15 new students per week. CNA is teaching outside and thanks to FUHSD the skills work is happening. Rethinking the cohort and having it in the near future but not now. Enrollment is 75% of the instructional hours as last year. Enrollment for HSE and GED is solid. ESL is down approximately 50%. CTE is stable, the caveat being the struggle with CNA clinical.

Palo Alto:

- Dave shared that they are doing classroom testing with social distancing. 6 per classroom and teacher proctors two classrooms. Online test. Some reduction in enrollment in ESL. Parent ed is fine; running online. Parents simulating at home. Community Ed (non-CAEP) is decreased by 50%. For the district they are having elementary be in person beginning 10/12/2020. Testing is

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difficult because wifi issue in parking lot. Post testing planning to do drive-by like MVLA in Cubberly parking lot. Now have a Google domain for school. Running new class of job search skills. In 4th week and synchronist learning. All but 1 ESL going though class size is reduced to 12 on average so overall a slight decrease in ESL students.

9:15-9:30

Director Update:

A. Research study

We have been chosen by CAEP to be one of 10 schools in the state to meet with Hanover Research regarding student transition to college. Our numbers are higher than many in the state. More as this unfolds.

B. In-kind expenses process 2020-2021

In a meeting with co-chairs of SSWG, Felisa Vilaubi suggested that we have an in-kind spreadsheet to capture attendance of individuals not paid through CAEP so that it will be easier to report in-kind expenditures next August. Peggy has developed a prototype and Felisa / Janie have volunteered to review it and pilot in SSWG.

C. Special admit update: Process—including email (Josh, etc.) and AS Transition training (Janie/Felisa)

Janie and Josh shared about the form and process that is a joint process for the Foothill-De Anza District (AWESOME!). A few meetings and now ready to train transition advisors which is set up for 10/26/2020. Peggy mentioned special thanks to Randy and Felisa who did a great job working on the board policy and shepherding through the system. Shared with Lelan Anders of NOVAworks that students who are enrolled in adult school will qualify for special admit as well. Will be transitioned via transition advisor.

D. Annual Plan Matrix and 2020-2021 progress so far (Peggy, Raji, Felisa, Janie, Karen);

Did not get to annual plan matrix. Will be sent in email

9:30-10:00

A. Data Dashboard: Presentation of 2018-2019 and 2019-2020 Data by David Ulate

B. Examples of how this will help with annual plan strategies

David Ulate presented the Data Dashboard which now has data loaded from the adult schools for 2018-2019 and 2019-2020. Data has been cleaned and David demonstrated the live version via Google sheets. Google sheets solves the issue of getting the data in the hands of the end-user. Scrambled students data that cannot allow for student confidentiality (FERPA alignment). Data represents A student but people viewing the data cannot know WHICH student it is. David shared the background on fuzzy match and cleaning of data by Wendy Lee. Complemented she and Peter Chu who is the google expert and created the google dashboard. Some items of note:

1. Now built in is the ability to identify cohorts as needed for some of the annual plan strategy work;

2. Non-binary is not represented and needs to be built into dashboard;

3. With slicers: black is FHDA and red is Adult Schools;

4. Can see students by program;

5. Data separated by headcount (unduplicated) and enrollment (duplicated).

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6. Loads slow so be patient and remember there are two tabs for #4 above.
7. Can sort data (e.g. math and math classes + success).
8. NOVA asked about access and we discussed that because they are shared students, we should be able to grant access. Peggy will work with David and Lelan on writing up a formal agreement to that end.

Lots of kudos to David and his team for their work. The leadership Board would like access to play with the data and then have a future training. 10/22/2020 update: The sub-group of the Data Work Group would like to have the Leadership Board trained versus jumping on and playing with data. Will schedule for November 13th Leadership Board meeting agenda item. Meanwhile, sub-group created to work with data and Peggy will work with WG's to develop their data questions related to their strategies. See notes from sub-group meeting sent in email and posted on the website www.NSCAdultEd.com.

10-10:30

Strong Workforce Program (SWP):

- A. Overview: BACCC updates on participation and funding
- B. Efforts in progress and needs already identified—share out
- C. Additional needs of the consortium—brainstorming
- D. How might we work more collaboratively consortium-wide?—Discussion and assistance from Jessica Tabron
- E. Next steps

Great discussion of possibilities for future SWP opportunities for Adult School Students.

Highlights from this discussion:

- Jessica Tabron offered support with career pathways in her role as a coordinator.
- Lori Riehl discussed the BACCC meeting on SWP and where students are landing at the community colleges (e.g. one area of high need is office tech). She discussed using data to see where our students are going and what they are exploring to consider future workforce programs.
- Teresa Ong discussed her work with high school SWP and is excited to partner with developing similar opportunities for adult learners. She discussed KCI (?) and Google Suites.
- Lelan Anders share that they are part of a data group with the ACCEL consortium (one of five workgroups) and we discussed out the CTE pathway focus of our Curriculum Alignment and Articulation Work Group might be the place to focus discussions and planning for SWP. Peggy shared about the pathway mapping and discussions around dual enrollment and articulation agreements being covered in this WG.
- **NEXT STEPS:** An exploratory meeting with Foothill, De Anza and the three adult schools about focusing our exploration of SWP for future. Peggy will send doodle poll. Discussed who from each site should be invited.
- Lelan Anders, NOVAworks, offered their support with labor market info and will include us in future emails with information that could be pertinent.

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- A. Staff Development: Should we be preparing staff to work with students pre and post-election.

All felt this was a good idea. Peggy to share training resources with staff. Please send any ideas to Peggy.

10:45-11:00

Setting the Calendar for the Year

Three subsequent meetings chosen: November 13th, December 9th, January 6th. All on Zoom from 9-11am. Today's guests welcome anytime. Much thanks to our guests.

Unapproved