

## **Leadership Board Meeting Minutes**

December 9, 2020

Minute-taker: V. Fong

Present: D. Hoshiwara, V. Fong, P. Raun-Linde, A. Moberly, B. Harris, L. Riehl, K. Filice, L. Ambra, J. Vo, L. Tanner, T. Ray, R. Bryant. Guests: J. Garcia, R. Vissvanathan, F. Vilaubi

### **Approval of minutes – approved**

**Website (GoDaddy) Subscription** – invoice is coming due soon, and we need someone to pay using credit card. Brenda volunteered, needs an invoice. Peggy will set time to renew online with Brenda.

**Reminder of deadlines** - Q1 Reports due. Any changes for AY1920 total expenditures (program reporting)– need to certify by end of month (no changes).

### **Updates from Curriculum Alignment and Articulation and Student Support Work**

- Curriculum Alignment and Articulation (Raji): Last meeting was constructive. Backwards planning, what products will show we are reaching objectives. ESLL group was inspired by data; waiting for more, will regroup with sense of purpose. Alignment – CTE classes – coming along, data will help further. Next meeting Dec. 11. Getting back on track. Peggy: frustrations from some members of ESLL group – folks are tired.
- Student support (Felisa and Janie): Looked at strategies and what has been accomplished, backward planning – good exercise. Moving forward – working in subgroups will continue, strategic use of time, avoiding zoom fatigue. Identified need for transition advisors from adult schools to be aware of all strategy work – mindful of dividing their time. Opportunities to tell “where heart is” in terms of strategies. Space to collectively check the work, distribute expertise. Mindful of meeting times – devote part to check in subgroup, part to come together as whole group. Strategic with how to meet with transition advisors outside of workgroup. Meet regularly with Peggy and TAs.

### **Data Sub-Group Update (Karen Filice): Process for Allowing Access to Data**

- Group met to how best share data with subgroups, how to orient people to the powerful tool, ensure data used accurately, that it represents answers to questions posed. Developed Data Dashboard Process and Guidelines: People will need to apply to use data, receive training and orientation. Peggy to host office hours – curate themes, model how to use data, templates. People will then return to data subgroup to share questions and findings – workgroup will verify that the answers are true. Need to ensure data is sound when drawing conclusions that drive action/decision-making. To whom will the data be shared? Will help Peggy coach for how to share to different audiences.
- Sample data question: Students taken CTE at DeAnza , how many came from adult school. What are results found, how do these results help you, what additional data

is needed, with whom will the data/results be shared? Goes to Peggy first. Peggy then forwards to the subgroup. Seems like a lot of steps, but appropriate while we learn to use/explore the dashboard/data. Questions: for additional data/deeper dive, need to submit another request? What is the process? Prevents overlaps and reinventing wheel for data use/queries.

### **Sub-Group Data Dive: Answering questions and Dashboard Results Template**

- Group practice using the data dashboard. How many ESL students went on to take CTE at the colleges? Breakout rooms.
- Comparing data results/Discussion
  - How to slice, how to determine unduplicated headcount, order of operations, grand totals versus unduplicated headcount. Narrowing by years. Need data dictionary, how to specify/narrow questions, how to read – clear labeling.
  - Challenges: two different data sets – students (undupe headcount) / enrollments.
  - Feedback from Janie and Felisa: define terms, understand what looking at, need to be on same page. All understood value – informing work we do. Fear of messing something up when using the data dashboard – to maintain data integrity. It requires a data skill set. Appreciate that support is there for using/analyzing data.
  - Can ask for help from data workgroup – will make that clearer in the process. Data workgroup – wants to be a support not be a roadblock.
  - Thumbs up from LB. Peggy will send and LB can play more. Will do again next LB meeting. Informs how to run trainings.

### **Potential Grant Application (Lori Riehl)**

- Interest in a consortium exploration for WIOA IET grant for next year, e.g., NC Parenting? Start work in spring. DA/Randy interested. Lori to forward link to RFA. Peggy will help with grant app. Lori to attend webinar on 12/17 to understand requirements/process for next year.

### **Review previous process and timeline for Director posting.**

- Reviewed the Paying Services Agreement, which includes Scope of Work. Need to review and make sure it's accurate/current. Shows timeline for contract, will look at job description next time. Timeline for transition period with new person, and then backward plan. Need to advertise no later than March, sooner would be better. Last time took about 3 months; foundation is now built, but don't rush. Need overlap for smooth transition.
- Confirm future meeting date on calendar (1/6/2021) and additional dates (1/27 and 2/10 for urgent items and to finish items for new Director posting; then 3/3, 3/24, 5/12, 6/16). Hold dates, 9-11am.
- Advertise end of February. Last time posted for one month. Ended up with 4 candidates out of 16 applicants. Peggy and Adrienne will meet before break and come up with a better timeline, meeting as a LB in early Jan to review that with the group, and an updated JD to discuss at the Jan meeting.