October Leadership Board Meeting

Wednesday, October 9, 2024

9am-12pm

PAAS

<mark>@ Palo Alto High School</mark>

Tower Building (Room 31)

50 Embarcadero Rd, Palo Alto, CA 94301

<mark>**Parking Permits Required:**</mark>

In attendance: Julie, Valerie, Jim, Randy, Teresa, Lori, Jon, and Jenée

TO DO:

1. Get student names off AS cohort doc- and Send follow up email to Amy with their names.

2. Follow up email to Teresa, Jim, Lynn, Julie, Jon, Valerie regarding the flier for AS student who can't get a test: link to calendly link and days/times for sunnyvale center counseling week of dec 9: 9-10AM & 4-5pm??

3. Need to discover what assessment tool we can use for DA to identify "language readiness" of transitioning students.

Goals/Outcomes

1. Set Locations for November-June LB Meetings
 2. Start Planning & Prepping for January Stakeholders/Advisory Board Meeting for 3 yr plan feedback/input
      a. Set meetings (Event, Data, CTE Pathway)
      b. Set Bylaws / Mission committee & date for completion
 3. Networking Event Debrief (3 yr planning cont.)
      a. Discuss feedback from the Networking Event– how it can work into the 3 yr plan
          i. Discuss college/adult school ESL faculty discussion group
          ii. Start creating the 3 yr plan survey for stakeholder team members

LB Meeting (Quick) Agenda

(9:00am – 12:00pm)

General Information (9:00 – 9:25am)
- Approve September Agenda
- Webinars
- Due Dates
- Set Locations for November-June LB Meetings

Items for Discussion/Work Session #1: (9:25 - 10:25am)

Starting to move into Three Yr Planing (Planning backwards from January Stakeholders Meeting)

- Check-in On 2024-25 Planning Doc & Set Meeting Dates:
  - Set January 3 Yr Plan Advisory/Stakeholders Meeting (Is January too soon to accomplish all the prep needed for it to be successful?)
  - Set November Data Team Meeting (Before LB Meeting?)
    - Jon & jenée need to start working on data vision spreadsheet
    - Valerie, would you like to set a date to meet to go through the College Data Vision
  - Set Date for CTE/Healthcare Pathway Meeting
  - Saving ECE Seats Winter & Spring
  - When do we know if COUN5 is an adult school cohort?
- Set Bylaws / Mission committee & date for completion

Break (10:25–10:35)

Items for Discussion/Work Session #2: (10:35-12pm)
- Discuss feedback from the Advisory Board meeting and how it can work into the 3 yr plan
  - Discuss college/adult school ESL faculty discussion group
  - Start creating the 3 yr plan survey for stakeholder team members

Agenda Breakdown By Sections

General Information (9:00 – 9:25am)

Approve September Minutes

Due Dates
- Oct 30: 24/25 Member Program Year Budget and Work Plan certified by Consortia in NOVA *
- Oct 31: Student data due in TOPSPro (Q1)
- Oct 31: Employment and Earnings Follow-up Survey

Webinars:

- Oct 7 (10-11:30): Data Integrity Report
- Oct 15 (10-11): CAEP Data Submission Guidelines
- Oct 16 (10-11am) Carryover Compliance Tracking and Requirements Part II
- Oct 28-30: CAEP Summit

Set Locations for November-June LB Meetings

Fri 11/8 - MVLA
Fri 12/13 FUHSD
Fri 1/24 - PAAS (Cubberly)) (9-1pm)
Fri 2/7 - Foothill (Main Campus) Stakeholders/Advisory Event
Fri 3/21- De Anza ?
Wed 4/30 FUHSD (can host in PLC 103 at the main campus)
Fri 5/16 PAAS (Cubberly)
Fri 6/6 De Anza (?)

Items for Discussion/Work Session #1: (9:25 - 10:25m)

Items for Discussion/Work Session #1: (9:25 - 10:25am)
Starting to move into Three Yr Planing (Planning backwards from January Stakeholders Meeting– goal is to feedback input on the 3 yr plan) Need to start prepping for the event now:

- Check-in On 2024-25 Planning Doc & Set Meeting Dates:
  - Set January 3 Yr Plan Advisory/Stakeholders Meeting (Is January too soon to accomplish all the prep needed for it to be successful?)
    - ■
  - Pre Event survey needs to be created & sent out in November (deeper dive below)
  - Data Needs:
    - Jon & jenée need to start working on data vision spreadsheet
      - 10/23 @1pm **(invite sent)**
    - Valerie, would you like to set a date to meet to go through the College Data Vision
      - 10/16 @ 4pm (Valerie, Jon, Randy, Thomas) **(invite sent)**
      - Discuss getting the AS cohort for 403A/B
    - Set November Data Team Meeting (Before LB Meeting?)
      - Nov 19 3-4:30pm **(invite sent)**
  - Set Date for CTE/Healthcare Pathway Meeting
    - Did not set this

- - Set Bylaws / Mission committee
      - Randy, Julie, Valerie
      - Nov 5   2-3pm **(invite sent)**
  - **Questions for Colleges:**
      - Save Seats: CHLD 88B for Winter quarter & CHLD 56N in Spring. These go to the ECE Fundamentals Certificate of Achievement / We have older books for CHLD 88B that we can return. Are we able to get the new addition of the CHLD 88B book?
          - **Erin is the Dean to contact– not Valerie**

      - COUN5: cut off for it being a AS cohort? Teachers feedback was this would be hard to have as an open class due to curriculum adjustment for AS students. **Discuss later**

Break (10:25–10:35)

Items for Discussion/Work Session #2: (10:35-12pm)
Discuss feedback from the Advisory Board meeting and how it can work into the 3 yr plan: • Discuss college/adult school ESL faculty discussion group ○ Develop a common understanding of ESL skill levels for appropriate placement: ■ Discussed starting this conversation utilizing the 2024 FH 403A/B & DA COUN cohorts ● what students came to my classes from this collaboration, and specifically for the public health certificate. ● We can get this to Amy from the cohort doc from FUHSD/PAAS ● We discuss this cohort at the college data meeting on the 10/16 ● Get feedback from Amy & Christian on the success rate of the students: ○ Writing examples etc. . ○ Once we have that assessment- set a time to meet ■ If we are designating high level ESL as "language ready" how are we identifying if a student actually is? ■ What part of "language" seems to be the barrier: reading, writing, listening, speaking, or digital/tech? ■ GSP: How accurate is this for placing AS students? ● Make FH GSP mandatory for AS students in our pathways. ● What tool do we use for helping identify language readiness at DA? ● PAAS took placement / FUHSD did not– use this as a data point to see if there is a difference in student outcomes? ● Caveat is that if they do not do well, they could be stuck with that placement?

- - - Foothill's GSP is flexible
  - Access/navigation to GSP is a barrier
    - Have students go to the Sunnyvale Center for orientation and do the GSP
  - GSP Sessions: Two College info sessions for students who are on a waitlist for a test:
    - Coordinate the AS testing for before the quarter starts
    - First week of quarter to
      - Dec 7th at Sunnyvale Center (Tentative)
    - Can the CASAS test be an indicator of "Language Ready? Other ideas?
    - To help get "Language ready" Add DA: 200 / FH 410. Bridge courses to the pathway
  - Eventually, ESL instructors form a community of practice to map curriculum between Adult School & Colleges
- Start creating the 3 yr plan survey for stakeholder team members
- Networking Session Feedback:

WHAT DO YOU SEE AS THE MOST IMPORTANT WORKFORCE NEEDS NOW AND IN THE NEAR FUTURE?
- <mark>Opportunities for older adults</mark>
- Aging workforce
- <mark>Digital/Tech Literacy</mark>
- AI (could be a table at the January meeting asking how it is used in the workforce and how we can support that. *What's the industry certification?*)
- <mark>Life-Long Learning</mark>
- Young students have different learning goals than adults
- Teachers
- Medical Providers
- Caregivers of older adults [email from Public Authority]

WHAT OPPORTUNITIES DO YOU SEE FOR PARTNERSHIP WITH THE CAEP CONSORTIUM?
- <mark>Credit for prior learning</mark>
- Providing opportunities for older adults
- Training and internships for young adults
- Sourcewise workskills for 55+
- Sourcewise for digital skills
- HICAP → program offers free support for those needing assistance with Medicare. [email from Public Authority]

WHAT DO WE NEED TO KNOW ABOUT YOUR ORGANIZATION AND YOUR CLIENTS/STUDENTS FOR US TO BEST SERVE YOUR NEEDS?
- NOVAWorks

- - Young Adult Team (17-24 yrs)
  - Gain training or education experience to enter the workforce
  - Connect w/ us to learn more about young adult needs!
- Technology Barriers / Access
- Some can/want work, some cannot
- Newcomer support as we move away from a cash-based in-person world
- Childcare cost & support

Keep in Mind: If we are going to get feedback on the 3 yr plan in January– work on setting goals/target for these Activities:

Strategy #1.1

#1.1A: Collaborate with Local WIB & Stakeholders (Leadership Board)

Strategy #1.2

#1.2A: Adult School & College Data Input Alignment (Data Team)

#1.2B: Policies, Practices, and Procedures for Using the PC Tool (Data Team)

#1.2C: Track Transition Data with PC & Support Seamless Student Transitions (Data Team)

Strategy #2.1

#2.1A CTE Pathway Projects (CTE Pathway Team)

#2.1B Increase Student Targeted Academic Support (TST Team)

Strategy #3.1

#3.1A: Articulation Projects (Articulation Team)

#3.1C Increase Students Access & Participation in CTE Pathways (TST Team)

Strategy #3.2

#3.2A Transition Services at the AS and Onboarding Support at the CC (TST Team)

Resources:

Invitee List

NSCCC Breakfast Slideshow

NSCCC_2024-25 AnnualPlan

IET Update
a. New WIOA Guidance