

## May LB Meeting

Friday 5/29/2026

9am-12pm

De Anza College

Don Bautista Room in the Campus Center Building

Free Parking Lot C

### Operational Topics (9:00- 9:45 am)

- Approve April Agenda/Minutes:
- [Trainings](#)
- [Due dates](#)
  - **Jun 1:** 25/26 Member Expense Report due in NOVA (Q3)
  - **Jun 30:** 25/26 Member Expense Report certified by Consortia in NOVA (Q3) \*
  - **Jul 15:** Student Data due in TOPSPro (Q4) FINAL
  - **Aug 15:** Annual Plan for 2026-27 due in NOVA
- Agency Updates: Each agency get 2 minutes (What does the LB need to know from your agency?)
- Director Updates:
  - Summer Quarterly Newsletter Stats: 60.3% recipients opened the newsletter
  - CAEP Summit in Santa Clara Request for student participation & any gov/business connection with adult ed experience/history?
    - Santa Clara Convention Center in Santa Clara, CA, October 28- 30, 2026.
    - Volunteering during the Summit
    - Supporting attendee engagement and event activities
    - Networking with adult education and workforce professionals
    - Experiencing a statewide community dedicated to student success
    - Potentially being highlighted and sharing their educational journeys and accomplishments during the event

### Strategic Topic: (9:45- 11:45am)

## Debrief Member Summit (use info for annual planning)

- LB Input?
- Review member feedback: Summary
  - 15 responses (out of 39)
  - Spreadsheet

## Start Discussing Annual Plan & Implementing ELL Grant

- Show Annual Plan in Nova
- General Areas of LB Input (check boxes for goals, progress, assessment, funds)
  - **Main missing goals in 2025-26 annual plan:**
    - Professional development series for faculty to share curriculum and pathway opportunities to help students overcome language and academic barriers.
    - Establish a project-based team for instructors (CTE and ESL) to understand and identify the academic supports needed in each pathway and communicate/coordinate with TST
- How Round 3 fits into the Annual Plan (start with teams: TST & CTE)
  - Review Concentric Circle
  - [How to im](#)plement the Welcome Center
  - Have LB give updates for their agency commitments:
    - FUHSD: LVN Coordinator, Digital Lit
    - MVLA: Medical Office Pathway, Eye Care Technician
    - PAAS: Medical Communications, Fold BLS into the Med English Curriculum
    - De Anza: Coordinator position, Psych Tech
      - Different grant: ESL embedded tutoring in CTE courses & CTE-ESL curriculum that is meant to support multiple programs. Faculty working on this.
    - Foothill: 7+ pack "Allied Health Foundations certificate": English C1000/**ESL 26 at FH or ESL 5 at DA**, Math 10, Chem 3A?, AHS 51, Bio 4A, *possibly* Health 21
      - Est. to vote by June 12
    - Colleges
      - Intro to Health: Universal credit through articulation bt FHDA
      - CPL Med Term

## Resources

- Draft: Annual Plan 2026-27
- Main Annual Plan Activities connected to Round 3
  - **#1.2D: Tracking ELL Grant Employment**
    - AS have employment data
  - **#2.1A: Pathway Projects: CTE & ESL (CTE Team)**
    - Team has been mapping out CTE & Phlebotomy

- 2026-27: Intro to Health
  - Set when course will be offered at AS
  - Jenée send follow up email for next step
- Med Term CPL:
  - Randy talks with Anita
  - Janie will talk Teresa/appropriate department
- **#2.1B: Increase Student Targeted Academic Support (New CTE or/and ESL Team??)**
  - Did not create this new project team
  - Establish a project-based team for instructors (CTE and ESL) , coordinators (retention services at foothill) to understand and identify the academic supports needed in each pathway and communicate/coordinate with TST
    - **ESL adult school & CC faculty meet to discuss the onramp from Adv ESL/ABE/ASE into Eng C1000/ESL 5/ESL 26**
      - **Adult School ESL meets first to review CC outline [part of ongoing PD strategy]**
  - CTE has been discussing an ESL/CTE faculty networking group
- **#3.1A: Alignment Projects (Team??)**
  - Have not gotten to this work
  - Professional development series for faculty to share curriculum and pathway opportunities to help students overcome language and academic barriers.
    - **ESL adult school & CC faculty meet to discuss the onramp from Adv ESL/ABE/ASE into Eng C1000/ESL 5/ESL 26**
      - **Adult School ESL meets first to review CC outline [part of ongoing PD strategy]**
- **#3.1C: Increase Students Access & Participation in CTE Pathways (TST Team)**
  - **Goal:** Increased enrollment in summer bridge courses
    - 30 NCEL 403 a/b
    - 3 NCEL 400
    - 11 COUN 5
  - Created gantt tracker for all transition activities
  - (Not done) Establish a professional development series for faculty to understand curriculum and pathway opportunities to support student transitions support enrollment into CTE pathways (continue doing so)

Should we have a June meeting:

- Working on Round Three Implementation?
  - Include CTE & TST members in this meeting?
- Plan July Retreat

If no June Meeting:

- Plan the July Retreat (if no June meeting)
  - Set date
  - CFAD Work: Set bylaw committee
    - Member effectiveness- defining what that means and how is it measured
  - Member survey/Eval- develop a survey (use CAEP comprehensive 3 yr plan survey as a guide)

**Notes:** Exploring CRMs such as Grad tracker & Element 454? As a way of tracking student outcomes (potentially employment outcomes?), You Science, Bright Path