

Data Team  
December Meeting  
12/04/2023  
2:30 – 4pm

Attendees: Jon, Julie, Lori, Connor, Florence, Jim, Sripriya, Valerie, & Jenée

**Agenda 2:30–4pm**

- Agency Data Updates
- Set January meeting (rest of the AY?)
- Go over October Meeting Minutes
- Review Activities in Annual Plan
- PC Update (waiting for David to return beginning of the year)
- Present Finalized Instructions for CTE/ASE TopsUpdates
- Discuss Data for Quarterly meetings & TST Data
- Future Meeting Planning

**Agenda 2:30–4pm**

Items for Information: 2:30- 2:40pm

- Agency Data Updates
  - MVLA ESL teachers received
- Go over October Meeting
- Set January meeting (rest of the AY?)
- Review Activities in Annual Plan
  - **#1.2A:** Adult School & College Data Input Alignment
  - **#1.2B:** Policies, Practices, and Procedures for Using the PC Tool
  - **#1.2C:** Track Transition Data with PC & Support Seamless Student Transition
- PC Update (waiting for David to return beginning of the year)

Items for Discussion/Work: 2:40-4:00pm

TE Update alignment (CTE/ASE):

Rational: Align the inputting them into TE Update, so that our State reports are comparable. The things that we are keeping are the ones that we are getting credit for in the CAEP tables and balancing this with the time it takes for our teachers and staff. Also, we want our data to be meaningful in the moment, so we are going with the “snapshot” approach rather than the “wide net” approach to data collection.

- Present Finalized Instructions for CTE/ASE TopsUpdates:
  - ◆ MVLA (CTE/ASE)
  - ◆ Palo Alto (CTE)
  - ◆ FUHSD (CTE/ASE)
- Data Team Recommendation: These would be cross checked / entered by Transition Advisor/Counselor
  - ◆ Work: Entered Training Program & Entered Training Program
  - ◆ Education: Entered College CTE
- Any general questions regarding revised updates for CTE/ABE/ASE Instructions?
  - ◆ Did we find this out? Find out what this question is about: CTE Outcomes: Skills Progression in lieu of Certification if someone passes the course but not the certification?

Data for Quarterly Meetings:

- For data tracking and goal setting, the Data Team recommends creating a spreadsheet with the following metrics/data points: Jamboard

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3 Yr plan Data Metrics

- Barriers
  - 3 Yr plan Metric English Language Learner (AE 305)
- Services
  - NA
- Enrollees
  - 3 yr plan metric: Number of Adults Served (AE 200) 1+ hrs.
    - ◆ Mandatory consortium metric
- Persisters:
  - Adult School CAEP Programs
    - ◆ 3 Yr plan Metric: Adults who Became Participants (AE 202)
      - Mandatory member metric
  - College noncredit (as reflected in hours of instruction report)
    - ◆ 3 Yr plan Metric: Adults who Became Participants (AE 202)
      - Mandatory member metric
      - Is this 12 hrs on the launchboard or is it by finishing a course and moving onto the next?
- Performance
  - Entered college from adult school or from college non credit to credit

- ◆ 3 Yr plan Metric: Participants with Transition to Postsecondary (credit) (AE 637)
    - EFL gains Per Program
      - ◆ 3 Yr plan Metric: ESL Participants with EFL Gain ESL (AE 400 ESL)
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#### Extra Data Points

- ◆ Barriers
  - Any Additional
- ◆ Services
  - How many students met with a transition counselor/advisor
    - Change to Focus on consortium wide events
  - How many student received college transition information
  - How are these being recorded- spreadsheet, in ASAP/TE. What counts as “met” with an advisor?
  - Any Additional
- ◆ Enrollees
  - By Adult School CAEP Programs
  - College CAEP noncredit programs (in hours of instruction report)
  - Any Additional
- ◆ Persisters:
  - Any Additional?
- ◆ Performance
  - Graduated HSD/GED
  - CIP Plan tracking for performance rates (Julie can you speak to this?)
    - Adopt these same targets for CAEP
  - Any Additional

Data Group will create a graphic organizer/spreadsheet– Is there any other data that you would like added to the spreadsheet?

MVLA has separate tracking on spreadsheet for transition advisor meetings/contact, runs annual report for Board

- Transitions only counts for non-credit to credit (adult school to college or college caep noncredit to credit), inconsistent with different grant requirements
  - Entered college/ EFL gains / graduated HSD/GED
  - The quadrant image - I’ll find it
  - SIP Plan tracking for performance rates
    - ◆ Adopt these same targets for CAEP
- Thinking about the data for the quarterly meetings– where do we want to be at the end of this AY to set us up for the three yr planning year
- What other ways can the Data Team support your agencies/consortium?

## Next steps

- Align TE Updates
  - ◆ Confirmation from CASAS on POP (follow up convo between Jon & Connor on this to norm it- regardless if we get an answer from CASAS)
  - ◆ Workforce Services Received in
- Consortium wide waitlist document?
- Create a table to show where the TE Updates outcomes show up in CAEP Summary / launchboard. This will not be for the teachers, but for data managers / data team / LB / Director

