

Leadership Board Meeting
Working Agenda/Minutes
December 8, 2023 | 9-12pm
PAAS
Cubberley Center
4000 Middlefield Rd. Building I
Palo Alto 94303
Free parking

Meeting Norms: Start/End on time; Come prepared, Read materials ahead of time; Create a safe space to offer differing opinions, Remaining open to discussions

In attendance: Jenée Crayne (leading), Randy Bryant, Valerie Fong (via Zoom), Jonathan Fu, Lori Riehl, Jim Sherman, Connor Smith, Lynn Tanner, Julie Vo

LB Meeting Agenda (9:00am – 12:00pm):

Items for Information: (9:00 – 10:20am)

(9:00-9:10am) Approve November Minutes - approved / Upcoming Trainings / Due Dates

(9:10-9:40am) Agency Updates

(9:40-10:00am) Consortium Updates / Annual Plan Updates

Break 10:00 - 10:10am

Items for Discussion/Work: (10:10 am - 12:00pm)

(10:10-10:50am) LB Meetings for Jan-June, All Consortium meeting, Consortium Planning Meeting, Consortium Update Reports

(10:50-11:50am) Transition Support Team Discussion

(11:50am–12pm) Next Steps: Health Care Project Team & ELL Grant

Goals/Outcomes

1. Check in with progress of annual plan activities
2. Discuss LB Meetings for Jan-June, All Consortium meeting, Consortium Planning Meeting, Consortium Update Reports
3. LB to revisit/continue the transition vision for their agency: update agency transition org

charts, TST team membership , and collection of student interest

4. Next Steps to accomplish by January: # 2.1A: Healthcare Pathway Team:

LB Meeting Agenda (9:00am – 12:00pm):

Items for Information: (9:00 – 10:00am)

Approve November Minutes

Upcoming Trainings

12/13, 12:00 p.m: [mobile GED testing](#)

Link to recording & resources: [Stanford Continuing Studies: Why Joy Matters with Kelly McGonigal](#)

Due Dates

- **Dec 15:** 21/22, 22/23 & 23/24 Member Expense Report certified by Consortia in NOVA (Q1)
 - ◆ Certify before we go on winter break by 30th (*please send by the 15th - Jenée will still be in the office*)
-

Agency Updates: (9:10-9:40)

→ De Anza

- Randy countdown 600
- Interest for a pathways class for advanced manufacturing
 - Industrial automation techniques (techs, programs, etc)
 - 10,000 jobs in our area- 1800 businesses within 30 miles use robotics, auto assembly lines, etc. Huge demand that no one currently addresses.
 - Pathways to SJ State smart manufacturing
 - Citizen, HSD, security clearance questions
 - ◆ Larger companies that might need security often give
- 3D Printing Lab will open in February

→ Foothill

- ◆ Hosted Semi conductor workshop (Applied Materials & Western Digital
 - Next meeting in January- adult schools will be there
- ◆ New ESL Classes & TST feedback (knowing numbers by end of Feb)
 - ESL for Food Service workers - (Fall 24)
 - [ESL for Job Searching](#) (Spring 24)
 - ESL for Customer Services (Summer 2025);

- General ESL for Healthcare (Summer 2025)
- *MVLA Feedback- interested in ESL for professional skills (office)*
 1. *De Anza has office worker certificate*

→ FUHSD

- ◆ Connor to take the lead on creating a workflow for transferring student cascas scores between agencies. Create an adult school wide spreadsheet for WL
 - Potential July/August 2024 launch
 - First need clarity on which tests others are giving for ESL
 - FUHSD: Listening
 - PAAS/MVLA: Reading
 - Placement test calendar from each site that wants to participate, then meetings after to talk about #s/holes at each site
- ◆ WASC Mid-Cycle Review Report due
- ◆ ESL Placement testing Jan. 8 & 12
- ◆ Post-testing in progress
- ◆ Office English (IntH/Adv → Focused on google sheets) → starts Jan. 16
- ◆ Spring Events
 - March 19 → Career Fair [DeAnza Manufacturing; Foothill EMT]
 - April 24 → Community Resources Fair (immigration, etc.)

→ MVLA

- ◆ ESL
 - Upcoming Placements Tests on 12/14 (Evening, 25 students only intermediate level or higher, 25 students) and 12/15 (morning, all levels, 30 students)
 - TBD about future orientation dates, will post to website from January 22
 - Currently 42 students still waitlisted (mostly in evening low beginning and high beginning)
- ◆ Scheduling March De Anza College Field Trip
- ◆ STEPS Pilot
- ◆ IET Medical Terminology for Advanced ESL
 - ◆ Last IET Orientation in Dec, promo video:
 - <https://www.youtube.com/watch?v=DW81-enY2K4&t=12>
 - We have about 10 spots out of 15 still available for Winter term
 - [Flyer Link](#)
 - Next Orientations:
 - 12/15 and 1/8
 - 9-12pm
 - First Fall IET Cohort are finishing up in Dec

- 12/15 persisted and are expected to complete earning 3 CC credits for Med Term
- All have met with Transition Adviser and selected a Healthcare Program to enroll in free of charge
- Currently hiring for PT CTE/IET embedded tutors, 2 PT CTE Externship Liaison support positions (will post soon) \$44-49/hr (healthcare - CNA and MA)
- - [Embedded Tutor Best Practices](#) (from Long Beach Community College)
- CALPRO IET Training ongoing, 2 Instructors & CTE Coordinator, completing final assignments

→ Palo Alto

ESL: ESL Placement test registration for January testing dates: Dec 19

~ 20 adv level ESL students attended Comm College info meeting this week on our campuses

- ◆ Looking closely at costs/structure
- ◆ Looking at K-12 teachers as possible hiring pool for adult schools (most already have a credential that will work)
- ◆ Working on turning in an updated action plan for WASC
- ◆ Always exploring more space...can we add more classes, explore other areas
- ◆ Bringing programs into alignment/budget balancing
- ◆ Dynamic events spell necessary changes to our PSF program and structure
- ◆ Many older students knowingly only stay for 4 weeks, not 8, taking someone else's spot (MVLA prioritizes MV residents)

Consortium Updates: (9:40-10:00)

→ Promising Practices of IET:

- ◆ [Advance IET Website](#)
- ◆ [Brief](#)
- ◆ [Embedded Tutor Best Practices](#) [Use this for foundation of job description?]

→ Conference:

- ◆ [CAEAA Conference February 8-9](#)
- ◆ [Workforce Development Institute](#)
- ◆ CCCAOE April (Association of Occupation Educators)

→ Precision Campus updates: David on leave until 1/8/2023. We will start the onboarding process at this time.

→ Teaching Credential Check In: Any updates?

- ◆ PAAS will check in with the teacher on the emergency credential

→ CAEAA Position on LAO's Funding Report

- ◆ Potential outcome: a response to CAEAA's response [letter from NSCCC]

- Do we want any input ready for the Feb conference?

◆ End of Year Adult Ed Legislation

→ Feel free to suggest relevant trainings and conferences to LB - add directly to agenda or email Jenée

→ Annual Plan Updates

◆ **Project Teams**

- #3.1A: Articulation Projects: Randy & Teresa
 - DeAnza working on Terminology class, align instructors, part of credit for prior learning (state mandated) and finalizing MOU to pay instructors as adjuncts
 - Foothill does not have fulltime in house so up to health department (can do part time)
- # 2.1A: Healthcare Pathway: **Discuss Below**

◆ **TST**

- #3.1C: Increase Students Access & Participation in CTE Pathways:
 - *Student Interest Survey results below (maybe better to survey in spring and fall to cover different student needs at the time)*
 - *TST December meeting looking at what student data they need to help best serve student interest and transitions:*
- #3.2A: Transition Services at the AS and Onboarding Support at the CC
 - *Calendaring is going well (TST Calendar)*
- **#2.1B:** Increase the Targeted Academic Support
 - *TST Team to start working on this in January/February*
 - *Base info in past COUN5 & ECE cohorts*

◆ **Data Team**

- #1.2A: Adult School & College Data Input Alignment
 - *ESL & CTE done- working on completing ASE being finalized for December updates*
- #1.2C: Track Transition Data with PC & Support Seamless Student Transitions
 - *The data team will discuss this in Jan meeting and bring recommendations to the LB. Doodle poll going out for Tuesday 1/23 or 1/30*

→ English Language Learner Healthcare Pathways Grant

◆ Atria meeting -

- **Good meeting times for next week?**
- **12/19 or 12/21 (include Raji & Fransico)**
- Interest in hiring CNAs

Break: 10:00 - 10:10

Items for Discussion/Work: (10:15 am - 12:00 pm)

Activities (the "lesson plan") (10:10am -12:00pm)

Discuss LB Meetings for Jan-June, All Consortium meeting, Consortium Planning Meeting, Consortium Update Reports (10:10am-10:50am)

→ Doodle poll to go out for Jan-June meetings-

- ◆ January: 1/26- I can't meet on the 19th unless it's in the afternoon)
- ◆ Feb: 2/2 or another day besides Friday - no feb meeting??
- ◆ March: 3/15, 3/22 & 3/29
- ◆ April: 4/26 (no 4/24)
- ◆ May: 5/17, 5/24, 5/31 (Do we want this to be the Plan Planning Summit month??)
- ◆ June: Earlier in the month- due to holidays? (End of the Year Report goes out)

Beginning of the Year: All Consortium Meeting (September?)

Will need location

Why: Get the whole consortium together for consortium for updates & building community-

What: each team would give a report out on what they plan to accomplish this AY. Also check in on mission/vision

Mid Year All Consortium Meeting (December Holiday Party? Or in February?)

Why: Get the whole consortium together for consortium for updates & building community-

What: each team would give a report out on annual plan progress

End of Year: Team Planning Summit (May? Not June)

Why: consortium/project teams get together to prepare for the upcoming AY

What: Do we want to have it in may because June is busy due to end of the yr wrapping up/vacations starting

End of the year all consortium updates: Newsletter

Consortium Reports: emailed and also put on the website?

September welcome back update

December mid year update

June end of the year update

Are they quarterly or align with all consortium meetings?

Updates are currently always posted on agendas

How to distribute information to your campus?

January newsletter?

Maybe invite stakeholders like NOVA, teams will report, then project teams can discuss

Next Steps:

Focus on the May all consortium meeting.

Start planning for this in January meeting

NOVAworks, report out, team prep meetings.

TST Discussion: (10:50-11:50am)

Propose to be prepared to have these discussion in greater depths at the January LB Meeting:

- LB discuss the transition vision for each agency (Cooperation, Coordination, Collaboration)
 - Come prepared to present vision, structure, system, team members
 - update agency transition org charts
 - Flow chart or other visual that represents the system that supports the vision
 - How does this vision/structure fit in to the consortium: cooperation, coordination, collaboration,
 - What information from the TST calendar is useful to help each agency's larger transition team and teachers do their work?
 - Revisit TST team membership

At the January meeting, be prepared to discuss Activity 3.1C: Collection of Student CTE Interest

→ Increase Students Access & Participation in CTE Pathways:

◆ **What:** Gathering Student CTE Interest

◆ **Why:**

- *This data will help the members of the TST understand the students and their goals at each adult school*
- *This information will help with the calendaring process for college outreach at the adult schools and which college classes to promote*

◆ **Want:** TST would like to be more systematic in helping students identify goals at the beginning of the year. (If students are questioned at intake/registration- students may not know all of their options.)

◆ **How:**

- Student Interest Surveys (past **results below**)

- survey in spring and fall to cover different student needs at the time
- don't overpoll
- Filtered data: High level ESL, HSD & ASE only
- By program (ESL & ASE) & level (Intermediate/High / Close to graduation)
- FUHSD's Annual Agreements are broken down by College, Career and Community areas. Should these be the areas that we collect data in?
- What kind of surveys are you already offering
 - ◆ Why are those surveys used- delivered (for a grant?)
 - ◆ Putting it the language of the programs we offer
 - ◆ Try and align language across the adult schools
- Besides surveys, how is this info being gathered:, CASAS data, other? Need identifiers to ensure better tracking

◆ **Other:** *Besides student interests, what other student data do TST members need to help best serve student interest and transitions:*

- *Get clarifying info on what data for transition*
- **Student feedback-** homework load at colleges is a deterrent. Do the students have homework in the mirrored noncredit ESL courses? Are there intro ESL courses that have a low homework load?

Current Resources:

TST Calendar

Transition Team Org Charts

Updated Transition Team Vision Jamboard

Past Jamboards

Transitions #4: Transition Team vision

Agency/Transition Team Goals Jamboard

2.1A: Healthcare Pathway: Incorporate ELL HC Grant (11:50am-12:00pm)

Next Steps:

- Revisit the team members (Do we need to restructure personnel in the project team)
- Set a date in January

At January Meeting:

- Create a general description of the plan to help students access/succeed (success plan)
- CTE pathways only focused on community healthcare workers, but now need to see bigger picture
- How are we going to start recruiting
 - ◆ Role of TST
- Create embedded tutor job description

→ Atria

- ◆ part time workers & potential volunteers
- ◆ MVLA reviewing CNA program now
- ◆ volunteer positions lower stakes, good entry for confidence building

RESOURCES:

NSCCC ELL Healthcare Pathways Grant Overview & Budget

2.1A: Healthcare Pathway:

Community Health Care Notes

Future 3 yr planning resources:

Jamboard Transitions #3: Pathways (1-8)

Jamboard: Transition #2: Mind Maps (What each agency does)

Educational Attainment in CA

Copy Transitions #1: Original Brainstorm

TST: #3.1C: Increase Students Access & Participation in CTE Pathways:

Student Interest:

MVLA ESL students were polled on their career interests last semester (Spring 2023; N = ??).

There was no significant difference in student interest based on whether they were Day or Evening students. (They were allowed to select more than 1 response so results percentage >100.)

- Entrepreneurship/Small Business 54%
- Office and Administrative Support 34%
- Accounting/Finance 27%
- Food Preparation and Service 22%
- Healthcare 22%

FUHSD Int High/Adv ESL & HSD, GED students were surveyed on their career interests (Spring, 2023; N = ??). The top 5 career interests were:

1. Health & Medical (doctor, nurse, medical assistant, health aide, dental hygienist, dietician, optometry) 24.5%
2. Business (accounting, office manager, small business owner, sales, marketing) 11.3%
3. Computer Science (network systems, databases, app development) 9.4%
4. Transportation (air, bus, train, car operations or repair) 9.4%
5. Construction (carpentry, electrician, plumbing, welding, heating and cooling systems) 9.4%.

PAAS: We did not conduct a specific survey on career interests since we do not have a CTE option right now. Since we would like to try and begin a class in healthcare, I did a survey for this and found that 36% of the students were interested.