

Leadership Board Meeting
Working Agenda/Minutes
February 2, 2024 | 9-1 pm
FUHSD Lynbrook High School
1280 Johnson Ave.
San Jose 95129
Room 615
Lori's cell: 831.241.4730
Parking Pass (sent via email)

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), Vins Chacko, Valerie Fong, Jonathan Fu, Lori Riehl, Jim Sherman, Natalie Skelton (minutes), Lynn Tanner, Julie Vo

LB Meeting Agenda (9:00am – 1:00pm):

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

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

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

(9:40-9:55 am) Consortium Updates / Annual Plan Updates

(9:55- 10:00am) **Break**

Items for Discussion/Work: (10:05 am - 1:00pm)

(10:05am-11:40pm) Data Vision Discussion

(11:40-11:50) **Break** (get lunches)

(11:50-1:00am) May All Consortium Meeting Discussion

Goals/Outcomes

1. Data Vision: understand why we need each data point and how we are going to use them.
2. Have the May All Consortium meeting sketch out

LB Meeting Agenda (9:00am – 1:00pm):

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

General Updates (9:10-9:20)

Approve December Minutes

Upcoming Trainings

2/6, 1pm WIOA II Meeting

2/14, ~~12pm~~ 11am -12pm CIP 101: Deep Dive Into the CIP

2/22, 1-2pm Coming Together as a Team to Address AB 1491 (Part I): Bylaws

2/26, 10-11am California Adult Education Program: National Briefing on High-Impact Practices

2/27, 1-2pm CALPRO Research Forum Webinar: Career Counseling Models and Approaches: A Panel Discussion with Career Navigators and Transition Specialists

2/29, 1-2pm Coming Together as a Team to Address AB 1491 (Part II): Member Effectiveness

Due Dates

- **2/28:** Preliminary allocations for 2024-25 and 2025-26 released by this date
 - **3/1:** 21/22 and 22/23 and 23/24 Member expense report is due in NOVA. (Q2)
 - Certify 3/31
 - Getting member expense reports in on time just became more critical due to AB 1491 (carryover) tracking. Especially Q4- on Sept 30 of each year, after certification, the State takes a snapshot of carryover- this is how we will be tracked/flagged in NOVA. Nowhere near 20% - *must certify on time.*
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Agency Updates: (9:10-9:35) -

De Anza

- Randy New Orleans Conference
- Still in hiring process for Coordinator
- Reimbursement for ELL-Health care pathway will be processed after completing Agreement for Services with W9. Consortium members will provide an invoice to get reimbursed. Vins Chacko will be the consortium contact to complete the process.
- Grant funding - Requires W-9 and services contract, Vins will check with Grants office to see if funds can be distributed up front based on budgets in NOVA, schools can provide FAR bi-annually or quarterly
- Thomas Ray is back as Dean of Language Arts effective 2/1/24.

Foothill

- Spring schedule is live and registration starts feb 20th
- Joselyn new position. Nury filling in until position filled.
- Perkins funds for ESL curriculum for CTE pathways (will review textbooks, attend classes)
- Removed prereqs for ESL up to level 4, so students can move around levels more freely- not sequentially.
- Mirroring 22A (intensive level 1 and 2) finishes ready for level 3, as requested by the international office. Offered in a quarter

- 2024-25 schedule set by May. Feedback on what ESL classes - what is consortium member interest?
 - Feedback- on summer bridge ESL class. Usually offered closer to the fall.
 - Curriculum needs to be written as broadly as possible (interest surveys useful)
- New ESL Classes & TST feedback (knowing numbers by end of Feb)
 - ESL for Food Service workers - (Fall 24) NCEL 470 & 471
 - ESL for Job Searching (Spring 24) NCEL480
 - ESL for Customer Services (Summer 2025); writing it now
 - General ESL for Healthcare (Summer 2025) writing it now
 - *MVLA Feedback- interested in ESL for professional skills (office)*
 - *De Anza has office worker certificate*

FUHSD

- Medical English has 28
- 11 on waitlist, testing in early March
- WASC mid-cycle review next Wednesday
- Liz out (broken ankle)
- Office English (IntH/Adv → Focused on google sheets) → starts Jan. 16- update?
- Spring Events
 - March 19 → Career Fair [DeAnza Manufacturing; Foothill EMT]-
 - on the NSCCC website
 - April 24 → Community Resources Fair (immigration, etc.)
 - May 11 → 10-1pm: Centennial Celebration at the Adult School, FHS, FUHSD (students had fun prompts like “what do you see 100 years from now” “If I had 100 ___”

MVLA

- Scheduling March De Anza College Field Trip - 3/20/24 9-2pm (includes Sunnyvale FHC) - CTE, CED, Advanced students priority (buses available)
- STEPS going
- Medical Terminology for Advanced ESL
 - First Fall IET Cohort finished in Dec
 - 12/15 persisted and completed earning 3 CC credits for Med Term
 - 12/15 transitioned to a CTE healthcare Program or college class (Stanford)
 - 221-250 range of test scores and good retention rate - shout out to PAAS for recommending dedicated students (reportable progress for PAAS!)
 - Winter Cohort - 13/15 enrolled in Med Term IET
 - Looking to hire PT CTE/IET embedded tutors, 2 PT CTE Externship Liaison support positions (will post soon) \$44-49/hr
 - Embedded Tutor Best Practices (from Long Beach Community College), will create job description soon
 - Need more lead time before transitions for government paperwork, immunizations, etc.

- CALPRO IET Training 2 Instructors & CTE Coordinator, completed final assignments
- Maybe try between schools - will coordinate with other AS on co-location (try to make something similar in colleges?)
- Spring Cohort
 - Flyer
 - 4/1/2024 - 6/5/2024
 - Monday - Friday, 9-12pm
 - Orientation Dates:
 - Friday, February 16, 9:00 - 11:30AM
 - Friday, March 8, 9:00 - 11:30AM
 - Monday, March 15, 9:00 - 11:30AM
- ESL Testing (last one of year)
 - Registration mid / late February
 - Testing early March
 - Registering, morning, afternoon, evening, and senior center
 - Evening only intermediate level and above

Palo Alto

- Piloting STEPS (paper)
 - Transition to steps in the fall
- Planning for fall ESL placement: use Locator for placement
- Winter ESL placements: ~140 tested, ~120 Ss placed (highest percentage in low levels) No waitlists
- Next ESL placement test Feb 29 for spring session
- Adding EL Civics unit to our Job Search Skills class

Consortium Updates: (9:35-9:50)

- LB meetings March, April, and May:
 - proposed Fridays don't work for enough people.
- NSCCC Website Updated
 - (<https://www.nscadulthood.com>)
 - FUHSD paid for hosting this year
- Excessive Carryover Webinar 1/30 Updates: Discuss this more when we work on the CFAD
- 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: San Diego in 2025
- CCCAOE Sacramento (Association of Occupation Educators) April 24 – 26, 2024
- Precision Campus updates:
 - Valerie, David, and Jenée met on 2/1/24
 - More info in Data Vision discussion
 - PC update: Allegra started new job so reaching out to Page first to see if she has the capacity to help with data entry and a bit of consulting
- Teaching Credential Check In: No 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

Annual Plan Updates (9:50-10:00)

Project Teams

- #3.1A: Articulation Projects: Randy & Teresa
 - De Anza 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:
 - Meeting on 1/31. Made good progress. Next step is for the TST team to work on outreach, enrollment, and student support (work on language)
 - English Language Learner Healthcare Pathways Grant
 - Spoke with Karen 1/29- proved potential shifts. Review at HC pathway Team meeting 1/31. Follow up meeting scheduled 2/1 @ 3pm. ATRIA NOTES
 - Reporting in NOVA:

Reporting Requirements

Grantees are required to report bi-annually on expenditures in [NOVA](#), the Chancellor's Office grant management system. The duration of Round One funding is for 24 months and is expected to begin July 1, 2023, through June 30, 2025. Outlined in Table 2 are the reporting deadlines. Dates may be subject to change.

Table 2: ELL Healthcare Pathways Reporting Schedule for FY 23-24 Round One Funding

Reporting Deadline	Reporting Type	Activity Period
3/31/2024	1 st Bi-Annual Expenditure and Progress Report due	7/1/23 - 12/31/23
9/30/2024	2 nd Bi-Annual Expenditure and Progress Report due	1/1/24 - 6/30/24
3/31/2025	3 rd Bi-Annual Expenditure and Progress Report due	7/1/24 - 12/31/24
9/30/2025	4 th Bi-Annual Expenditure and Progress Report due	1/1/25 - 6/30/25
9/30/2025	Final Report due	7/1/23 - 6/30/25

TST

- Did not meeting in December (next meeting Tuesday at 12:30)
- #3.1C: Increase Students Access & Participation in CTE Pathways:
 - *Student Interest Survey results (maybe better to survey in spring and fall to cover different student needs at the time)*
 - *This is part of the data and LB discussion on the TST*
- #3.2A: Transition Services at the AS and Onboarding Support at the CC

- *Calendar*ing is going well (TST Calendar)
- #2.1B: Increase the Targeted Academic Support
 - *TST Team to start working on this in February*
 - *Base info in past COUN5 & ECE cohorts*
 - *COUN5 is on the books for May 30th to June 15th*
 - *What data will help this process?*

Data Team

- #1.2A: Adult School & College Data Input Alignment
 - *ESL, CTE, ASE done- updates on how implementation went at data team meeting 1/30*
- #1.2C: Track Transition Data with PC & Support Seamless Student Transitions
 - **Data Vision report out below**

Break: 10:00 - 10:10

Activities (the “lesson plan”) (10:10am -1:00pm)

#1. Data Vision (10:10 - 11:40)

Data Vision: Tracking, Analyzing, & Utilizing:

- Data Team’s recommendation of the Data Vision
- Decide why we need each data point and how we are going to use them.

- Colleges don’t have designated data person
- MIS data
- Data WG will align to launchboard

Resources:

NSCCC Data Vision Presentation

LB: NSCCC Data Vision: What, Why, Who, How, When, Where of Data

COLLEGE SUCCESS METRICS

Why (see link above) :

- Planning
- Monitor progress
- General information for program
- Reporting/accountability (compare to Persisters)
- Set targets
- Program planning
- Equity purposes (who are we serving and who are we not)
- Continuous Improvement

Additional Notes

- Maybe PAAS can do medical term for lower levels? Not all students want to go to college.

- How to serve all students if not everyone is eligible to work in the country.
- Foothill can schedule as hybrid but many staff out in summer (10/11 months)
- Keep ongoing student interviews since goals can change - students must meet with advisors
- High level of need with lower level students
- Can use grant money for marketing and recruitment
- We do track ASE outcomes
- Invite Jenée to schoolwide all staff meetings in the fall to present during opening remarks
- Have zoom informational meeting
- Consortium vision evolving, we are creating it together

#2. Discuss LB Meetings: All Consortium Meeting & Planning Summit (11:40am-1:00am)

Beginning of the Year: All Consortium Meeting

When	September or October
Why	Get the whole consortium together for consortium for updates & building community
Who	LB, Team Members, Consortium Members
What	Each team would give a report out on what they plan to accomplish this AY. Also check in on mission/vision Director's Report

Mid Year Director's Report on annual plan progress

When	January
Why	Update consortium and stakeholders on annual plan progress
What	Report and potential accompanying open office hour zoom session

End of Year Team Planning Summit

When	May
Why	Get the whole consortium together for updates, building community, planning for next AY

Who	stakeholders like NOVA, Team Members, Consortium Members
What	<p>(Need to Sketch Out Today)*</p> <p>Meet w/ Consortium as whole: what was accomplished what wasn't</p> <p>Teams & LB meet and work on Next AY plans. Teams give end of the year all consortium updates to group</p> <p>Director's Report</p>

*Discussion Postponed until all 5 voting members are present at the LB meeting

TST Discussion:

Propose to be prepare 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