
North Santa Clara County Consortium

Meeting Date: 3/3/2021


Invited Attendees


Peggy Raun-Linde, Director; DeAnza: Thomas Ray, Co-Chair, Randy Bryant; Foothill: Kristy Lisle, Valerie Fong, Teresa Ong; FUHSD: Lori Riehl, Liz Ambra, Karen Filice, Adrienne Moberly; MVLA: Brenda Harris, Co-Chair, Julie Vo; PAAS: Dave Hoshiwara, Lynne Tanner.


Note-taker: Julie Vo

MEETING NOTES:

1. Receive updates on:
 - a. Transition Advisor/FHDA Joint Activities (Peggy)
 - i. Joint activities that involve all 5 agencies include:
 1. Presentations from FHC and DA to ESL students at MVLA (Tina)
 2. Intro to career choices and options (Desiree)
 3. Presentation on new changes happening at DA from Craig Norma and Kanako from DeAnza, Janie will also be there to field questions
 - b. Progress on work groups (Peggy and Others)
 - i. Student Support Services
 1. Transition passport, currently discussing feasibility and the “why” behind the idea?
 - ii. Curriculum & Alignment
 1. Need for resources to advise and support students

- 
2. ESL - entry skills for classes
 3. Discussions around equity - access may increase, but disproportionate gaps are still present and require pedagogical changes in order to address (Valerie)
 4. Also looking at student work to determine levels, and CASAS levels
 5. Need for more conversations at the adult schools about other opportunities, e.g. mirrored options
- c. Data Training Sessions (Peggy and those who participated)
 - i. Data Dashboard -
 1. Speed issue, too slow (Karen), may want to consider one time fix to increase speed (David), need to have pivot tables built or trained on how to use pivot tables
 2. Trouble getting source data for certain queries
 3. Is there a way to build in certain equations that involve timelines?
 4. Trainings are crucial for staff to understand challenges or benefits of using the tool (Lori)
 - d. Update on ESL changes for 2021-2022 (Thomas) -
 - i. All ESL classes will have a noncredit version identical to credit version, in same class with same instructor
 - ii. 3 highest levels (251, 252, 253) will now be 8 instead of 10 credits and condensed from 3 to 2 classes, combines reading and writing into one class
 - iii. All DeAnza ESL classes are CDCP
 - iv. At FHC, the demand is greater on the noncredit side (Valerie)
 - e. Timeline of deliverables through June 30th (Peggy)
 - i. CFAD - Do Q2 Certification by 3/21/21
 - f. Early Childhood Education Pathway (Lori, Randy, Teresa)
 - i. Focus on building a pipeline, identifying transition classes instead of the cohort model at Mission College
 - ii. Planning a targeted transitions event (Lori), tentatively set for week of 4/19 or 4/26, need an invitation list from each campus

- 
- iii. Next Steps - Randy will check-in with ECE faculty to involve them, Thomas can also help connect with ECE faculty if needed
 - iv. Consider putting Parent Ed Program (K-12 Success) under the umbrella of CAEP if those parents can transition to CC (Peggy)
 - g. Hiring Progress (Adrienne, Thomas, Sharon)
 - i. On target with Director search timeline, job has been posted on multiple sites and has now closed
 - ii. 34 applicants, interesting variety
 - iii. Next steps, review applications, interview and move 2 finalists to LB for final interview
 - iv. 1st interview conducted by Adrienne, Thomas and Sharon
 - v. 2nd interview conducted by LB on 3/24 during regular meeting time (9-11 am), Peggy will start the zoom mtg. on this date and then Adrienne will create a new zoom link for the interview, reserve 10 minutes that day to go over guidelines for the interview, may need to extend meeting time that day, extend to 8:30-11:00 am and build in cushion to debrief after
 - 2. Decide on how to disseminate additional funds for 2021-2022 (All)
 - a. CAEP 20-21 Total: 8,723,152, CAEP 21-22 Total: 8,853,992
 - b. Total increase = \$130,840
 - c. COLA for 2021-2022: 1.49%= \$1962.46916
 - d. Vote on staying with percentages formula - consensus to stay the same for COLA
 - e. Vote on remaining Direct Funded - Consensus "Yes"
 - 3. Decide on process for annual plan completion (All)
 - a. Peggy proposed she should get that done in May and get it approved before she leaves, LB in agreement
 - 4. Create a priority list of items for the Director through June 1 (Breakout Groups)
 - a. Group 1:
 - i. New person would need a global annual calendar
 - ii. Training on data tools since data informs plan strategies
 - iii. Annual Plan

- 
- iv. Establishing relationships - introduce new person to essential contacts
 - b. Group 2:
 - i. Training on NOVA (videos?)
 - ii. List of “must attend” conferences & trainings, etc.
 - iii. Data dashboard training
 - c. Group 3:
 - i. Overarching continuity document (includes annual calendar)
 - ii. Who’s who and who to ask (network list)
 - iii. Discussion on allocations
 - iv. Visual org chart for each work group (workflow resources)
 - v. Top 5 resources to read prior to starting, tiered format to increase learning
 - vi. Introduction to someone in RDA like John Cervetto
 - 5. Draft statement of equity commitment (Breakout Groups)
 - a. Suggestion to make this an action-oriented statement rather than a general one (Peggy)
 - b. Do we have a set of guiding principles for the work that is aligned to our mission? For example, to make “dismantling oppressive systems” FHC statement more specific → considering all policy and practice issues through an equity lens (Valerie)
 - c. Conversation to be continued next time
 - 6. Begin discussion of future Director evaluation and feedback (All)