

Leadership Board Meeting
Working Agenda/Minutes
May 24, 2024 | 9am-12 pm

Zoom:

PAAS

~~Cubberley Center
4000 Middlefield Rd. Building 1
Palo Alto 94303
Free parking~~

Meeting Values: 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: Co-Chairs:Valerie Fong & Julie Vo; Jenée Crayne (leading), Randy Bryant, Jonathan Fu, Teresa Ong, Thomas Ray, Lori Riehl, Jim Sherman, Natalie Skelton (notes), Connor Smith, Lynn Tanner

LB Meeting Agenda (9:00am – 12:00pm):

General Information (9:00 – 9:10am)

Approve April Minutes - approved ✓

Upcoming Trainings

[Due Dates](#)

Items for Discussion/Work: (9:10 - 11:25am)

Transition Vision Presentations (9:10 – 10:50am)

Data / PC (10:50 – 11:20am)

Agency & Consortium / Annual Updates: (11:20am – 12:00pm)

Agency Updates (11:20–11:45am)

Consortium / Annual Plan Updates (11:45am – 11:55 pm)

Next Meeting Checking (NSCCC LB Planning Doc) (11:55am – 12:00pm)

Goals/Outcomes

1. Understand each agencies transition Vision
2. Decide/approve next steps for PC & College Data Collection
3. Know what is on the June agenda

General Information (9:00-9:10 am)

Approve April Minutes

Due Dates

- **Jun 1:** 22/23 and 23/24 Member Expense Report due in NOVA (Q3) for voting members
- **Jun 30:** 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q3) *
- **Jul 15:** Student Data due in TOPSPro (Q4) FINAL
- **Aug 15:** Annual Plan for 2024-25 due in NOVA

Upcoming Trainings

- **May 29** (1-2:30pm) Election and Voting Resources for Adult Learners
- **June 4** (1-2:30) California Statewide WIOA II Network Meeting
- **June 12** (1-2:30) Media Literacy and Adult Education
- **June 14** (1-2pm) OTAN Tech Talk June '24 : Using MagicSchool AI for Your Classroom

Items for Discussion/Work (9:10am -11:30am)

Agency Transition Vision Instructions: (9:10 – 10:50am)

1. Your agency's slidedeck is at the bottom of this email. The decks are all the same except for the org chart slide. Please have your presentation to me by Thursday, May 23.
2. Please meet with your agency's transition team to answer the slidedeck's questions and create the transition vision for your school:
 - Slide 3: update org chart
 - Slide 4: Please create a flowchart or visual aid that includes the following information:
 - main focus for transitions;
 - what students do you focus your transitions on;
 - system for disseminating transition information thru your agency;
 - how do you see your agency's transition vision utilizing the ideas of coordinating, cooperation, coordinating, collaborating with the consortium as a whole?
 - Slide 5: transition activities in our current annual plan– still the focus for TST?
 - Slide 6-9: Break down the activities and ask how that work gets done at each of your agencies. Can the answers to these questions fit into your agency flowchart?
 - Slide 10: 3 extra questions that have come up in TST meetings.

Please reach out to me with any questions, concerns, or additional info you think will be valuable for the LB.

FUHSD

[MVLA](#)

[PAAS](#)

[Foothill](#)

[De Anza](#)

Notes:

- **FUHSD** slides based on American School Counselor Association model
- Students referred to social workers as needed, annual agreements shared with district
- Need to define "buckets"
- Sometimes unclear on why some student can transition and others can't
- Maybe need common diagnostic
- DeAnza moved to self-placement but have option to appeal

- **Foothill** English 1 A has five levels below
- Inclusive effort for vision and mission
- Need to add student services
- Have summer bridge class
- Worked with Dean of Health Sciences and staff going back and forth on best way
- Will have Community Healthcare Worker (CHW) class ending with certificate

- **MVLA** has CTE liaisons for transitions
- Newsletter goes out to students periodically
- Would like increased coordination/cooperation with college transitions, would be better focus and help with student retention
- Would like career counselors to share resources with transition teams
- Transition Advisor used to be more involved in enrollment, now more at college end
- Some dual enrollment more difficult
- Submitted proposal to board and credit reduction model approved (will remove barriers for students)

- **PAAS** added Data Manager
- Adding lower level medical class adds value to consortium

- **DeAnza** Coun5 only has 9 registered - kudos to Thomas for advocating for this
- Will have slide presentation at next meeting

Refer to transition documents:

ESL Credit/Noncredit/CASAS Alignment 2022-23

NSSCC ESL Core Course Comparison SPSH graphic

ESL Sequences at FH-DA-1

Recap - next steps:

Maybe we can have faculty, staff, and admin at each agency add to this table?

Also, do we want to refine the definitions of the 3 c to fit our consortium?

Degrees of Consortium Partnership
(faculty, staff, and admin at each agency add to this table)

cooperation	coordination	collaboration
<ul style="list-style-type: none"> • Low Intensity • Share Info only about subject at hand • Resources are kept separate 	<ul style="list-style-type: none"> • Medium Intensity • Some planning and division of roles • Resources & rewards are shared 	<ul style="list-style-type: none"> • High Intensity • Full commitment to a common mission • Well-defined communication channels at all levels • Resources are brought together, jointly secured, and rewards & results are shared

Activities of Engagement

Sharing info on agency opportunities	Calendaring transition activities across agencies	PAAS Med English Students enrolling into MVLA's CNA program at no cost)
	Referring students between agencies (ex: PAAS to MVLA/FUHSD GED/HSD Programs)	Sharing the ELL grant funds

Question: College to Adult School. Who are these students, what specific skills are these potential students struggling with. Go back to skills map the curriculum team developed. Potential professional dev that can occur so our collective ESL teachers are speaking the same language regarding skills at each level. This is a way to include ESL faculty/coordinators in consortium work

Locating/Identifying then plan backward for college introductions and information. This will ensure students are ready for a successful transition (TST works on this). optimal transition points for each adult school and then mapping (MVLA: CTE Dec and June / ESL end of May/June) FUHSD ESL may/june PAAS: May

Questions to guide conversation: Identifying these subsets of student groups will help identify the appropriate onramp to college: (goals connected to readiness): Developing a guided pathway

Ready to transition, know the pathway, need to level up english

Ready to transition, know pathway, language ready

Ready to transition, don't know pathway, Language ready

Ready to transition, don't know pathway, Language not ready

Not ready to transition, start information sessions to help

—

Is there a purpose for sharing student interest across the consortium? If the individual student interest came with the student when they transitioned.

- Add a project based team in an annual plan/ three yr plan: that creates pathway maps for 3 to 4)HC, ECE, Accounting, 1 other?)
- Keep Simple pathway maps- limited classes that branch out into different pathways

When is the best time to offer the college bridge courses? Are we offering the COUN5 class at the correct time? How it is connected to the pathways we offer. ELL Bridges(403AB), Intro to College bridges (COUN5), Pathway Bridge (ASH50/HTEC50)

ESL faculty at De Anza interested in VESL courses: ESL for Health Science,

Bring parts of the TST calendar to the larger consortium and a transition

Future- articulate med term first. Articulate word class to lead into CC Business office programs
Proposed revitalization of noncredit G-suite at FHC? AE can refer students

#2. Precision Campus updates: (10:50 – 11:20am)

- Page is willing to take on the work and her rate is \$70/hr. In terms of how long it would take, I would say 10-15 hours per year that needs updating. So, for three years worth of updates I would estimate \$700 - \$1,050 for the update. In terms of the PC manual, I didn't talk about that with her so I couldn't say if that is something she would be willing to help with.
- Using interns to help with the data analysis piece (which is what it sounds like you are describing) is definitely a possibility. Mallory (or somebody) would need to train them and

perhaps help monitor their work. My one question would be how much turnover would there be with interns? For instance, if there was a new intern every quarter then that would be a lot of training to have to do.

- Do you think interns would be able and willing to help with the PC manual? It could be something they work on/develop as they learn what to do for their analysis work. Just a thought.

Resources:

PC / Research Analyst Creative Solutions updated:

Figure out funding first, then what we want to do with data (Data Group can determine this). Give student ID numbers, flagging students from NSCCC schools.

Ask A&R:

What happens when a student marks the box in CCA Apply for coming from an adult school

Can we get our

NEXT STEPS:

(ADDED to Annual Plan #1.2A: Adult School & College Data Input Alignment (Data Team))

Finish Data Vision and identify what college data we need and when we need it, so we can reach out to the college IR department to see if/how they can pull that data

Understand how adult schools student data ends up in the college system if they flag that they were an AS student in CCAApply

Find out if we can create CAEP cohorts in the Districts PC in order to track the students in our pathways (the ones the TST are tracking internally)

Agency Updates: (11:30-11:45pm)

De Anza

- Reimbursement for ELL-Health care pathway Update- check requests have been submitted to accounts payable
- Working with Phlebotomy to see if noncredit courses will count towards taking the test
- Looking into med tech as noncredit
 - Yes, if courses are mirrored
 - Will have mentors in classes
- Med lab Tech / Assistant going non-credit- (fall 25')
- Should be able to turn courses to non-credit in 6 months
- Katrina new position- looking for new assistant

- Healthcare pathway: Home health- up to nursing (invite those healthcare providers to the advisory meeting) WK2 Future is heading it. Attended Santa Clara County Health Valley Med event with all big healthcare corporations in attendance.
- Randy count down 433
- Christian & Felesa are now only adult ed counselors
- 100 FTS for non-credit esl

Foothill

- Perkins funds for ESL curriculum for CTE pathways (will review textbooks, attend classes)- New Info?
- Removed prereqs for ESL up to level 4, so students can move around levels more freely- not sequentially- just a reminder
- 2024-25 schedule set by May
 - NCEL403 A
 - : 7/1 - 7/26, TWTh, 5pm - 8:05pm, online zoom
 - NCEL403B: 8/5 - 8/30, TWTh, 5pm - 8:05pm, online zoom
- New ESL Classes- any updates?
 - 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)*

FUHSD

- Had a 2nd college application workshop on Wed., to get students into CNSL 5 & the NCEL 403a & 403b.
- Looking for ESL teachers (evening)
- Starting new ESL test in June
- Graduation June 18
- Summer session begins June 10; 2 beginning level ESL classes running; "double cohort" of CNA with support from district for HS students.
 - Hired a new CNA teacher. Hiring new language coaches for Med Interpreter.

MVLA

- Current vacancies - in need of PT 0.5 CTE externship Liaison, 12 hr per week ESL Intermediate-Low teacher (night), Advanced ESL (IET) teacher for Word (2 nights/week) 6 hr/wk, CalWORKs site rep(0.75), 0.5 ESL Coordinator
- ELL GRANT: Updates
 - Spring Cohort
 - 18 enrolled in spring
 - 3 dropped within first week due to various personal reasons
 - \$2000 and \$3000 college scholarships available for students who would like to transition to CC, 2 MVLA winners selected
 - 1 dropped after first two weeks due to personal reasons

- Fall Cohort
 - 9/9/2024 - 12/19/2024
 - Monday to Thursday, 9am - 12pm
 - Orientation Dates
 - Friday, June 21, 9:00 - 11:30AM
 - Friday, July 19, 9:00 - 11:30AM
 - Friday, August 16, 9:00 - 11:30AM
 - Friday, August 23, 9:00 - 11:30AM
 - Flyer Link (has all information needed, including registration)
- Graduation Jun 5, 2024
- Identified need for a slightly lower level VESL class with Medical English at night- PAAS fill this need? Potential partnership discussed with PAAS
- Summer Session starts 6/10 - will offer CNA day for transitioning IET students, ECT updates
- Planning to offer MS Word for Advanced ESL VESL or IET in fall evening
 - Can this link to Foothill's Gooqe Suites? CAn this be offered again?
- ESL Placement Test Registration - opened registration on 5/22
 - Morning (in-person) - filled within hour of opening
 - Evening (online) - some spots still available

(Foothill has non-credit class based on Google Office Suite programs, online twice a week)

Palo Alto

- ELL GRANT UPDATES:
 - Rather than IET class, PAAS ESL Med English class will be a vocational English class: the expectation will be that students who take this class could then take Medical Terminology at MVLA or FUHSD and/or be ready for a job (Atria ?)
 - Instructor identified for ESL Med English class to start Fall 2024
 - Lynn visited MVLA Med Term class
 - Summer curriculum development for class
 - Last week of PAAS regular ESL program
 - No summer ESL at PAAS

Consortium / Annual Plan Updates (11:45am-12:00pm)

Consortium Updates (11:45 – 11:50am)

- How is outreach going for the ELL Pathway (next TST meeting 4/24)
- Conferences:
 - CASAS Institute
- Teaching Credential Check In:
 - MVLA teacher received check, FUHSD teacher still needs one
- Legislation
 - CAEAA Maxims/Position on LAO's Funding Report (note: changing model for CAEP funds in the works for future - state budget not strong at the moment) - hard to determine which maxims important as each school will have different perspective
 - CAEAA created a calculator to show where agencies/consortias' funding would be now if the LAO's recommendations were passed by the State.
 - Interactive Formula Directions
 - video
 - End of Year Adult Ed Legislation
- Finishing Your Diploma Campaign Toolkit

Annual Plan Updates (11:50-12:00)

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: We have identified a faculty member to work on this in the summer. Our plan then is to get curriculum from MVLA & FUHSD for her to review. We can set up meetings thereafter to discuss if it articulates or what else needs to be done to articulate it.
 - Emailed MVLA/FUHSD Mission articulation agreements.
 - Can we also provide curriculum (templates and outlines should be ready)
- # 2.1A: Healthcare Pathway:
 - TST team is working on outreach, enrollment, and student support
 - 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

Med Terminology class possible for dual enrollment if instructors meet credentials/qualifications

TST

- #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*
- *College Application Workshop should be closer to start date*
- #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 has started working on this in February*
 - *Base info in past COUN5 & ECE cohorts*
 - *COUN5 is on the books for May 30th to June 15th*
 - *Need to save seats by 5/13 (priority registration) for Adult Ed Cohort C5*
 - **COUN 5 Timeline**
 - **Friday, March 21:** College Provide Class Info Flier to Adult School
 - **Friday, April 25th:** Open spots for other adult schools if they haven't filled their 12 spots.
 - **Friday, May 3th:** Determine if the adult schools collectively have at least 20 students and share this information with community college.
 - **Friday, May 17th:** Dual Enrollment forms due.
 - **Friday, May 17th:** Send a list of students from each adult school to the community college so they can add the students to the Counseling 5 course (these students will already be approved for dual enrollment)

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
 - *LB and Data Team to meeting in May- worked on Data Vision: Persistence & Progress. Transitions,& Success*