

May 31, 2019 Leadership Board Meeting

Attending:

Members Attending: Dave Hoshiwara, Thomas Gray, Sharon Turner, Lori Riehl, Adrienne Moberly, Karen Filice, Brenda Harrison, Julie Vo, Peggy Raun-Linde

Other Guests Attending: Janie Garcia (student support); Amy Sarver and Raji Visvanathan (Curriculum Alignment and Articulation); Tina Dave and Anthony Moss (Transition Advisors/Counselors)

Meeting Outcomes:

1. Provide Leadership Board (LB) with Year-in-Review Work Group updates via Co-Chairs;
2. Final review and vote on the Consortium Three-Year Plan;
3. Make decisions needed for progressing on multiple items;
4. Decide whether to revive the Professional Development Workgroup;
5. LB Provide guidance to Director on key items.

Nearing Due Date Reminders:

1. June 1: Q3 expense report in NOVA - revisit
2. June 7: Certified three-year plan due (but we will certify after vote today)

Agenda

Last Meeting Follow-up/Logistical Items

1. Approval: Minutes from April 2019
 - Update on FUHSD Adult School situation! Vallco update!!
 - Check out the website – any corrections – minutes and everything is located on the website. Peggy is adding most current info to the front page of the website.
 - April 26th minutes moved and approved unanimously.
2. Update on Service Hours Topic: State will give guidance in the fall but Neil Kelly stated we will probably not be reporting service hours

- No longer going to need to report service hours! Good discussion, but no need for now!
3. CFAD: No need for a new vote since we voted on percentages versus specific amounts in the allocation for 2019-2020..
- No need to vote, we just voted on percentages so that is fine!

New Business

4. Information: Work Group Co-Chairs: Presentation of progress and 2019-2020 Plans

Tina Dave – Transition advisor at MVLA

Anthony Moss – Transition advisor at PAUSD

Amy Sarber – Foothill

Raji – FUHSD

Charles Smith – MVLA

Janie Garcia – MVLA

Data WorkGroup –

Key Accomplishment

Karen – last year, nuts and bolts

This year – what is the data? Trial to match data. – pivot table worksheet as a result, very helpful.. now that we have this worksheet – what can we use this worksheet for??

17-18 and 18-19 data showed the financial income.

Security of data concern. David found a password that helps with electronic information.

Next year –

Keep sharing data.. Microsoft tool does work.

Follow AS cohort of students to see how students progress.

Goal to have someone who understands and is able to help mine the data...make it useful.

Questions/comments – *Adrienne* – presentation of data set to the entire consortium, might be a good idea for a Professional development event.

Thomas – need to have DeAnza researcher participating in the workgroup. Thomas Has possible name, Thomas shared that he doesn't have a good grasp on what is happening. Thomas will have this person contact Karen F to possibly participate in this workgroup. Karen is the chair. Raji has several data student interns that might be very helpful with this group.

Brenda – *Adrienne's* idea of a data presentation that would be very helpful!

Janie – invite faculty from Adult Schools and CC to data presentation.

Peggy – AS Cohort would be very helpful to show success.

Student Support WG

Key accomplishments

Trainings for Transition teams –

Expanded workgroup to include across disciplines.

Coordinated presentations with MVLA and FUHSD

Worked with DeAnza ESL staff for transition from AS to DeAnza

Simon Pennington – working collectively with other agencies.

Planned for 2019-20

New student checklist and supplemental - Transition Form from AS to CC

'warm handoff' moment

Systemize college exposure – including college visits – Simon Pennington AVP Community and Communication at Foothill offered coordination support, coordination of visits and tours, especially in the evenings. Joceyln Perez from DeAnza has already been out to FUHSD, new hire. Temporary position – ends in September, state mandated limit.

Contact list for warm handoff at CC and AS staff, who are these contacts? Resources are critical

No questions

Transition Counselor Sub Group

Key Accomplishments

Reinstate the Transition Counselors meeting on a monthly basis

Identify need for transition

Sharing best practices

Tina, CC wanted some of the paperwork already completed prior to meeting, information from the AS staff. Repeat of what Anthony said.

Counselor Foothill at next week's Student Support meeting. Finally.

Peggy, counselors have gone directly to best practices, what do we have so far... what else do you need? Pretty exciting.

Goals for 2019-20

Multiple trainings from CC

FAFSA training

Dream Act

California Promise – schedule regular visit on AS site from new outreach person

Put into practice group resume workshops at schools where appropriate. Apply in a group setting. PAUSD does this group application for our DOR students.

Curriculum Alignment and Articulation

Key Accomplishments

Two previous groups that are combined as one.

Matrix of allies and stakeholders – purposeful meeting

Task specific sub groups

CASAS meeting with ESL department

Discussion of two events –

ESL faculty event – AS and CC meeting together

A community Education Event – single community event for resource exposure

Possible discussion of ‘articulation agreements’!!

Side comment, seems like we are trying to do things we’ve tried before.

Peggy – opening day – talked about using opening day as opportunity to gather ESL faculty together – Thomas states that this is already built in to the schedule!! To meet with both CC.

Opening Day – Thursday, September 19th. awareness of each other’s courses = plus including AS within this discussion. Only CC faculty.

Thomas - not just understanding levels of education, including relationships, so much more information. NEW experiment.

CAAAA – amusement! Possible event in the future!!

Plans for next year

Looking at multiple Measures-

What are they? Definitions

How being used

What new measures need to be included

Answers to above questions will help inform decisions about placement

Mapping class across AS and how and where transition to CC

Training on Career Ladders to create mapping above

Would link with ‘guided pathways’ that is in current operation at the CC

Questions –

Lori – clarification of Multiple measures - ? look at CASAS scores.

Shared Professional Development : Strategies.

NEXT Steps

July Board retreat – reflection on 18-19 and setting course for 19-20

August Annual Plan

September Co Chair+ leadership Retreat , timeline, priorities, guidance and skill building.

Important to have communication between groups so that everyone understands the direction and where the groups are going. Scheduling timeline... challenge probably Friday.

Thomas, CC don't return until September....

Peggy – appreciation of the workgroups participation – everyone has done a lot of good work! Great Job!!

Discussion – need to have discussion from the past, but need to start at the beginning to understand what needs to be done to move forward. Idea of tracking students, many pieces that need to be reviewed.

Understanding of definitions – on the same page. On the website, putting things together and this helps to refer new people to current information.

Sharon, are the groups on the website really correct!? *Peggy* – actually a lot of them are correct and there are more numbers than actually listed for some groups! Some people are going to be part time attendees. People want to know the information, but don't want to attend on a continuous basis. *Julie* – some issues on 'cleaning up' attendance... some people will only attend when they think it is relevant. Leadership retreat, how do we make sure that people who want to participate are able to .. 'work outside the workgroups'?? what do you need that you don't have... what is happening elsewhere?? Clarity about who does what when? Guidance from the Board... some want to be told what to do. Different from other group that is just

charging ahead. *Lori* – need to refine and focus the goals. *Peggy* – need to do a survey of all co chairs. Need to figure out the priorities. *Thomas* – people are attending and participating in who is attending? Question of payment and what are the available funds? *Thomas*, not all funds are my budget line – great idea for alignment between CASAS. *Brenda* – spontaneous excitement and then funds get ‘discussed’ and not approved. *Thomas*, needed to get approval for additional funds. Needed to be a specific worker and needs to be off campus. *Thomas* doesn’t know how this would even be done. *Julie*, we are getting some members that are classified staff, and not sure how that happened.

Peggy, talking on several different levels who gets paid, who get recruited? Leadership retreat discussion. Excitement is great, if at the expense of not including others... or shock, or unintentional misinformation. We have giddy up people.. how is that mediated to work in all agencies? Meetings sometimes occur without information. Need some norms and protocols for what is going on. Pretty meaty discussion, important to have meeting with co chairs for meetings and appropriating funds. All items for discussion. *Brenda* – meetings on meetings, we don’t know who is approved for other agencies. *Thomas*, need to provide structure without diminishing the enthusiasm. Not always as knowledgeable as they should be and may carry incorrect information. Things go well and things don’t go well, example of promising students to attend CC free! Clearly not always the case. *Thomas*, need to have a filter on information that is going out. How do you mediate enthusiasm? A trot rather than a gallop!

Regrouping a bit on the assessments for AS and CC, FH is going to be doing mirrored classes? *Thomas*, Palo Alto has 100 students that want to participate in assessment!?! *Thomas* knew nothing about this until faculty came and said had tests to be graded. May not get graded as no funds to pay. Need to have information and be part of discussion prior.

These presentations are a great way to hear how things are going ... etc.

Decision: Professional development sub-group update

Peggy – talked about what would it look like? What is the advantage and outcome? Build relationships and discussion around a common topic. Pull people in who are not going to commit to a workgroup. Isolated, tangible, yet you can walk away.

Single day events, possible two a year, experts in the field. CalPro from the state always a free possibility for staff development. Talked about surveying the workgroups about what PD they need. Consensus to revive the Professional Development Work roup. Brenda, important to mingle and learn about AS!! Help educate, AS are WASC accredited!

Upwardly global – *Adrienne* – group that helps with clarification of issues for challenges faced by individuals.

Learn about ways to build together. *Brenda* revive the PD group.

Thomas: DeAnza and FH have professional Development departments that we might want to access.

Seconded... all in favor? Agreed and passed, discuss more details at leadership retreat.

Information: Review the Calendar of Deliverables / Processes (FIFO and 17-18 funds end; data funds end; timeline on 2018-2019 fund reporting; annual report due in August; Leadership Retreat in July—agenda items?)

Deadlines !?! knowledgeable for deadlines? CAEP due dates. Spend 17-18??

FIFO first in first out. We have all spent 17-18.. two systems. Expenses go against the oldest year. Technically we are fine.. Data and accountability funds: **Peggy will research and fill in.** Let members know if need to do anything. Sharon shared about the need to go back to the 'old' system to report data and accountability funds.

Decision: Vote on whether to participate in the ESL Providers Network and use funds for our staff to participate (i.e. ALLIES)

Use of funds for ESL, clarification that funds are being spent on our agencies. Sending our own people to this providers network. Thomas concerns about distraction from the consortium meetings, Brenda agrees with Thomas – no way meaning to discount ALLIES. Lori – are we participating in two groups or ?? don't want to lose immigrant issues.... Alex previously shared information. South Bay is participating. Sequoia as well. Thomas what does this look like, a twice a year meeting come together and discuss given topics.

May approve as a consortium and send as a group or may participate as individual sites.

Thomas how do we deal with the tracking and the paperwork? If we knew what it looked like in other places? I would feel better informed. As this new EPN takes shape... it will be an agency by agency participation. Gives each agency the opportunity to participate. Adrienne, very valuable meetings, a lot of networking and resource exchange, always found to be productive information.

Brenda, Thomas individual agencies. No need to vote as we will do single agency... Peggy will notify Alex... who is in Scotland.

Decision: DeAnza Adult School Classes for Non-Credit Transition: Should we move forward and if so how?

May we discuss at retreat?? Hold until then..

Discussion and Possible Vote: Data Researcher—discussion and potential vote regarding a researcher as well as information on CASAS Consortium Reports

Last time David came and gave a presentation. Exec summaries and ferreting out the information. It is cumbersome to work and need someone else who knows how to do this work. Funded at about 40 percent from us, David believes he could fill in the rest. About 60K for us. Thomas, research already has DeAnza funding. Who would oversee? Staff at FH, needs someone who will work two years. Lori – need the 'x, y, z' job descriptions for this amount of 60K. Sharon – we don't know what we don't know.. a dedicated data analyst would be helpful to push the information forward for the consortium. Perhaps David might be able to give a bit more clarity on the job description. What do we want the outcomes of this job to be? Understand issues more deeply. A user friendly version of the data. Mobile expert, workgroup and board data, user friendly summaries, cohort tracking tool. Sharon might be able to poke around and find out information from SF City College. Julie – a bit of confusion regarding DeAnza's funding issue. Peggy, speak with David along with Sharon's input – comes to leadership retreat and gives a presentation of what would be available.

What are we getting for the money

What does that look like in action

What is different from what is currently happening?

Consensus that the group is interested in hearing about this possibility.

Decision: CAEP Summit and Data Dashboard Proposal: A. Should we submit a proposal? B. Who should attend? C. Additionally: Opening day presentation opportunity. Should we submit one for Data Dashboard

Way too early to decide to do this, we haven't even determined if this person will be hired, and s/he will still need to be hired.

Message for opening day.... AS students have a positive impact on CC budgets!! Karen, the data is too raw at this point. Sharon, there are still take aways from the plan that are valid to message out on Opening Day.

July discussion.

No band width for Opening day presentation. Better idea to decide for next year....

Three Year Plan: Final Feedback and Vote on three year plan/Skeletal Cheat Sheet

Change on page 8, bullet three, eliminate last bullet. Sharon motion to approve, Brenda second.. unanimous...!

If Time Allows Otherwise Shift to July LB Retreat

1. Guidance Needed: Norms and Protocol for work "outside" of the Work Groups: Transparency, inclusiveness, roles within the Consortium.
2. Information: Industry education counselor summit—Update by Adrienne