In-person: Palo Alto Adult School
Tower Building, 50 Embarcadero Road, Palo Alto 94031

In attendance: Jenée Crayne (leading), Randy Bryant, Karen Filice, Valerie Fong, Tom Keating, Teresa Ong, Lori Riehl, Natalie Skelton, Lynn Tanner, Julie Vo

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*

1. Items for Information
   - Adopt April Minutes – approved
   - Upcoming trainings (see list below)
   - Due Dates:
     - **Jun 1:** 20/21 and 21/22 Member Expense Report due in NOVA (Q3)
     - **Jun 20:** CAEP 2022-25 Three-Year Plan due
     - **Jun 30:** 20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q3)

   - Please inquire for FUHSD Adult School if De Anza and Foothill have a resource to post for ESL teachers. Maybe they have people who would like to work extra with the Adult Schools.

   - Regarding Transition Course: Many students already have degrees and should be surveyed when testing out of CASAS to gauge their interests. This will help in building the ESL vocational program.

   - Internship programs may be available if authorized by employer for those working in respective fields

   - See **First Five Program**

3. Three Year Plan
   - https://docs.google.com/document/d/1TxsyY3zz75FiT1ALYFnuDdmyxM2J5r22S5PFUAb70tk/edit#heading=h.foilzrq9jlgw

   - Targets in Metrics Section
     - Activities and Objectives important
     - Curriculum Alignment ready, all editing will need to be finished soon
     - Executive Summary findings taken from last self-assessment
     - Need to reassess numbers with discrepancies. For instance: ASE 2459 (100%)
     - Launchboard numbers must align with CAEP. Data Group will investigate and report to state. Coding too often misrepresenting class numbers. Each metric has indicator number. Needs to be broken down by Adult Schools and Community Colleges.
     - (D in Three Year Plan Draft) NOVA will auto-populate numbers. Need to add note to explain discrepancy.

- 4 Barriers in Metrics. Must choose one. Agreed on **English Language Learner**.
- Activities/Outcomes now added optional metrics. Choose **Participants with Educational Functioning Levels Gains ESL** and **Participants with Transition to Postsecondary** (credit college).
- For Transition, choose credit one and skip Success & Employment/Earnings.
- All schools do "All", but can put zero in progress if doesn't pertain to you

- Karen/Julie: need data and targets form overreaching works (targets may change, but auto population does not so any changes need to be noted). Be conservative in Enrollment/Student Growth due to pandemic so 2% will be entered in NOVA (if you want to change your number please notify Jenée.
- Annual Plan now due in September, but as it is a living document it should be incorporated on a daily basis
- Colleges do not use Precision Campus to track numbers (only Adult Schools do), so coding may be off
- Jenée will look into 0% entry for Foothill under Member Spending Targets

- CalPass Plus Data Pipeline (**Launchboard**) : https://www.calpassplus.org/LaunchBoard/Adult-Education-Pipeline.aspx
- **Metrics Dictionary**: https://www.calpassplus.org/LaunchBoard/Adult-Education-Pipeline-MDD

- Activities
    - Data WG Activities (Done)
    - SS WG Activities (Julie, Valerie) (SS WG met Tuesday, 5/17 to work on this)
    - CAA WG Activities (Lori, Randy, Tom, Lynn) – defining student pathways
    - Director (Jenée & Karen) & work on PC to get correct data points for Metric Targets

- Many schools use Schoology (advantage is that classes are easily set up and curriculum can be shared, but students need district accounts). PAAS has tried Google Classrooms. Most effective = Canvas.

4. Next Steps:

- Jenée will finish Executive Summary by June 1
- LB will take 2 weeks for online editing up to June 8
- Jenée will incorporate LB edits and everyone will review at June 15 meeting
- Turn in by June 20 (need to certify by June 30)

5. Next LB Meeting:

- **June 15 @9-12**

Trainings:
5/25 (12pm) SBCAE Deep Dive on our Data Study Sessions
5/25 (1pm) Equity in California Adult Education: Connecting Research to Practice