

October CAA WG Meeting: 10/7/22, 1-2:30pm

Zoom

Attendees: Raji, Sarah, Randy, Lynn, Vins, Gina, Amy, Mali, Simone, Jenée and (Bob jumped on for last 30hr)

Working Agenda/Minutes

Action Steps for November Meeting:

- First 5: Raji and Jenée reach out to Jayanti Roy (royjayanti@fhda.edu) and schedule a time for her to come speak to the CAA meeting.
- Desirie & Gina start a discussion with Sripriya about promoting 2023 Spring AS CTE courses to PAAS students: Jan/Feb
- Jenee & Gina: discuss with the Transition Team/SS WG having the presentations more grounded/tailored in getting AS students excited about going to college and options that are tailored to them.
- Once dates for NCEL405 are set- get a flier together to promote it across the consortium. Saved seats # to Valerie by 11/10
- Get feedback from your departments regarding the dual enrollment plan (see agenda below for more details). Get a proposal for this idea done in the November meeting. Raji and Jenée present it at the December LB meeting.
- Focus on spring for CIS399 (de anza) [Office Software Applications](#):

Agency Updates:

- Any updates/discussions that you don't want recorded?
 - ◆ Use zoom link off of Zoom (not ical) when resending the link in the agenda. For some reason the ical link was requesting a password.
- Record meeting after beginning updates
- De Anza
 - ◆ CIS399 (de anza) [Office Software Applications](#): for Intermediate high and above level adult ed students
 - ◆ Winter (too late to save seats) & Spring (let's focus on this for a dual enrollment opp) 2023 (fills up fast)
- Raji- update on Child Dev dual enrollment sessions?
 - ◆ 8 people on CHLD88B
- Randy: First 5 Apprenticeship: What students should we focus on? Raji states the FUHSD parent ed students are maybe not the best fit.
 - ◆ Have lead Jayanti Roy (royjayanti@fhda.edu) come to a meeting
 - Raji and Jenée reach out and schedule a time for her to come speak to the CAA meeting.
 - Once a year

- Gives us time to set up support systems to prepare AS students to succeed in this program
- ◆ Looking for College Calendar for helping Transition staff help students schedule:
 - <https://foothill.edu/calendar/>
 - <https://www.deanza.edu/calendar/>

Updates from September Meeting:

- Update on Co-Chair & WG member compensations: LB is still actively working on this
- Reach out to ESL Deans/ Chairs at the colleges to see if any teachers (adjunct/full time) would be interested in teaching at the AS. (please note that the barrier here is that instructors at the AS's are required to hold CA teaching credentials-SK)
 - ◆ Writing a consortium letter to our Representatives, Gov, and Chancellor regarding Masters TSOL=AS Teaching Credential
 - ◆ Reach out to CATESOL
 - ◆ ACSA was against this before, see where they stand now
- ~~→ Has AS scheduled any tabling sessions with Joselyn during CASAS testing? FUHSD, MVLA, & PAAS all said yes~~
- Promote Transitions form Adult Schools to other Adult School CTE
 - ◆ MVLA / FUHSD to PAAS
 - MVLA: spring session starts mid march
 - FUHSD: spring session starts mid march
 - Desirie and Gina go to PAAS and give presentations in late Jan/Feb
 - ◆ Rethink how the colleges support the adult schools with in person visits:
 - Although through SS WG, we have AS focused outreach coming- have the presentations more grounded/tailored in getting AS students excited about going to college and options that are tailored to them.
 - FUHSD (best CASAS testing workflow): discuss with Janie/Joselyn
 - ◆ Fall & spring info sessions
 - ◆ Focus on potential dual enrollment/ next college steps courses
 - ◆ Soft preReq: Coun5 (or CLP5)
 - PAAS (best workflow): discuss with Janie/Joselyn: Have not yet scheduled any sessions for this fall.
 - ◆ Spring info sessions
 - ◆ Focus on potential dual enrollment/ next college steps courses
 - ◆ Soft preReq: Coun5 (or CLP5)
 - MVLA (best workflow): discuss with Janie/Joselyn
 - ◆ Spring info sessions
 - ◆ Focus on potential dual enrollment/ next college steps courses
 - ◆ Soft preReq: Coun5 (or CLP5)

- Foothill: [NCEL405](#) winter session (Sunnyvale campus)
 - ◆ SS WG: FUHSD/MVLA/PAAS are promoting this course
 - (FUHSD is having an application workshop)
 - How is MVLA & PAAS promoting the 405 class? (this will help know how many seats to hold)
 - MVLA: Based on need.
 - Once we get dates of classes, create a flier and promote across consortium
 - ◆ Valerie Update:
 - Cass info goes to the schedule -
 - The target date to enter schedules is 10/7. However, I'm holding off on entering this class until I've confirmed the information for it. See below.
 - Any updates from the instructor on what days/times the class will be offered?
 - I will be offering Sharon a different class assignment, so I am still working on the instructor. I would like to offer the class 2 days/week, 1 hour 50 minutes each day, at Sunnyvale. I am aware that Friday mornings would work best for FUHSD, and I will try to honor that, but it may depend on instructor availability. I am working with the faculty to determine if the Friday block can be synchronous online. If so, then the ideal would be Wednesdays, 9-11:50am at Sunnyvale and Fridays, 9-11:50am synch in zoom.
 - By 10/7: It could help me to know what days/times would work best if Friday mornings are not an option.
 - ◆ What are our best days/times for this class?
 - PAAS: Morning students are in class, Mo-Th until 12:30; some take a 5th day, Friday morning (but not all) PAAS evening students are in class M/W 6:30 - 9:30, so AM or afternoon might work
 - FUHSD:
 - MVLA (unavailable due to class: ESL/GED 9-12 pm M-F, ESL/GED 6-9 pm M-Th) I would say maybe 12:30 or in the evening
 - When do you need to know how many seats to hold for AS students:
 - 11/10, would be good.
 - ◆ I looked, but just want confirmation that this course is not part of a certificate.
 - NCEL405 is not part of a CDCP certificate.
 - ◆ Josh any update on it benefiting from being a CCAP course? So the waitlist/test outs are still counted as adult school students?
 - Was not at meeting
 - ◆ LB: Not an embedded tutor class
 - SS WG looking into Sunnyvale campus wrap around support services
 - ◆ AS Target population:
 - Dual Enrollment opportunity/test outs/waitlists
 - What level AS ESL are we promoting this to. Let's discuss this
 - AS/CC ESL level Alignment Doc
 - ◆ AS High Beginning (solid students) Possible Beginning Low??

◆ AS low Intermediate

- ◆ Jon: How can AS align this with COAP / payment points?
 - The LB found a work around for this; however, for this first session we are going to not do this.
- ◆ The De Anza [CIS399](#) would be a more indepth computer class, so the 405 course could lead into it.
 - Winter & Spring 2013 (focus on Spring– could it be after the 405 so it becomes a dual enrollment pathway.)

→ Best times for dual enrollment classes in general:

- ◆ Summer
- ◆ AM ESL classes have time conflict with attending AM CC classes and they may not be able to attend the afternoons.
- ◆ Evening students often work during the day, a few might be able to attend the morning class.

→ Need system/procedure for AS faculty/transitions to promote these courses

- ◆ Need to get info about the college courses we are promoting
- ◆ Course links/info
- ◆ Create pathway doc with all the offering for the ESL teachers and transition staff
 - Course info
 - When offered
 - Units
 - Other info?

Get a proposal for this idea done in the November meeting. Raji and Jenée present it at the December LB meeting.

→ Dual Enrollment Opportunities: (LATE start) LOW UNITS are great opportunities for dual enrollment

- ◆ ESL Student Focused:
 - make a pathway doc that shows all of theses pathway connections
 - Could this be co-timed? So they are offered at the same time as AS class?
 - 2023-24: Connect this to a COAP and then turn it into payment points, too!
 - Courses:
 - Soft PreReq: Counseling 5 (doing this) or CLP5
 - HTEC50 (DA)
 - FH COUN1 (FH)
 - CSI399 DA
 - ESL Bridge Classes (FH)
 - CHLD88 (FH)(doing this)
- ◆ For AS ESL /ASE/HSD students who are graduating- (Info sessions from colleges focused on these students)
 - make a pathway doc that shows all of theses pathway connections
 - Could this be co-timed? So they are offered at the same time as AS class?

- Courses:
 - Soft PreReq: Counseling 5 or CLP5 (DA)
 - FH COUN1
 - FH CLP5 (4 units)
 - Other next step college classes that would not be under dual enrollment because they will have graduated from AS

New Discussion:

- From SS WG: Spring 2023 [Counseling 5](#) or [CLP5](#) (Surveying Students to see which fits their interests best)
- What other Dual Enrollment Opportunities can we create:
 - ◆ Data WG look at PC to see where transition data is at the colleges
 - ◆ AS bring in their WIOA ESL Student Goals Assessment:
 - Get to Jenée by 10/6 (extended from) 9/30
 - ◆ Check out existing non-credit offerings at [Foothill](#) and [DeAnza](#) to see how the adult schools can leverage current offerings through dual-enrollment for their ESL, ASE and CTE students, WITHOUT having to create a transition class. Action Item: MVLA & PAAS: look at the non-credit assets at the colleges to see if there are pathways that already exist that align with what the individual adult schools already offer or that their students will be interested,
 - a. MVLA & Foothill Potential Alignment:
 - i. [BIOLOGICAL & HEALTH SCIENCES NC COURSES](#):
 - 1. No courses listed by name but could possibly align to MVLA healthcare programs
 - ii. [NCBS 405 BASIC SKILLS](#) (Is this tutoring?)
 - 1. W/ MVLA [Business Accounting courses \(Certificate\)](#)?
 - a. Accounting 1A: Principles of Small Business Accounting
 - b. Accounting 1B: Principles of Small Business Accounting
 - c. Payroll Records and Procedures
 - d. Quickbooks Pro
 - b. MVLA & De Anza Potential Alignment:
 - i. [De Anza noncredit CIS \(Computer Information Systems\)](#):
 - 1. CIS 308: Personal Computer Security Basics
 - 2. CIS 318A: Introduction to Unix/Linux
 - 3. CIS 340: Introduction to Programming in Python
 - 4. CIS 398: Digital Imaging Software (Photoshop)
 - 5. CIS 399: Office Software Applications (transition point as discussed earlier- spring 2023)
 - a. Have this be a dual enrollment for current AS ESL students)

- ii. W/ MVLA [Coding Academy](#):
 - a. Intro to JAVA, Intro to Python,
 - b. Intermediate Python,
 - c. Adobe Photoshop,
 - d. Web Design Fundamentals with HTML and JavaScript
- 2. MVLA [Certificate Programs](#):
 - a. AWS (Amazon Web Services)
 - b. Google Applied Digital Skills - Entry Level Project Management
- c. PAAS:
 - i. PAAS has its own Transition class
 - ii. CTE: Workforce Pre Classes
 - iii. Higher level ESL community engagement classes (\$)