

NSCCC Leadership Board Meeting Minutes Wednesday, December 1, 2021

In attendance: Jenée Crayne (leading), Liz Ambria, Randy Bryant, Brenda Harris, Tom Keating, Adrienne Moberly, Teresa Ong, Thomas Ray, Natalie Skelton, Lynn Tanner, Lori Riehl, 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. Open Forum & Updates:

- Adrienne Moberly and Brenda Harris bid farewell as the LB welcomed Julie Vo to her new role. Congratulations everyone!
- FUHSD move is going well.
- DeAnza is hosting a tech event this Thursday 12/2 @10:30am in partnership with Nuro to showcase their new Auto Tech pathway:
<https://www.deanza.edu/events/event.html?id=155563225>
- Reminder of Due dates below. Please note that the hours of instruction will be certified tonight, but recording zero hours is acceptable for non-instructional, as noted in the NOVA reports.

AEP Due Dates

Dec 1: July 1, 2020, to June 30, 2021 Instructional Hours and Expenses by Program Area Due (actuals) in NOVA and certified by Consortium.

Dec 1: 19/20, 20/21- & 21/22-Member Expense Report Due in NOVA (Q1)

Dec 31: 19/20, 20/21- & 21/22-Member Expense Report certified by Consortia in NOVA (Q1)

Dec 31: End of Q2

January 31: Student Data due in TOPSPro (Q2)

- Rough draft of Assessment section of 3-year plan will be ready for January meeting (@ Foothill/Sunnyvale Campus).
- Please look at the Doodle email if you haven't already and select your availability (1/19, 2/9 or 2/16, 3/16, 4/27, 5/18. 6/1 or 6/15).
- 3 yr. plan due on 6/20.
- Discuss sending Assessment out to WG members.
- Precision Campus Update – still working on data validation, but can preview functionality and will be ready for presentation in January.

2. Workgroup Discussions

- Janie to step down as SS Co-Chair in January – will vote on new co-chair in December. Should co-chair positions be capped at two years?
- Duties and responsibilities must be clearly defined and must have representation from Community Colleges and Adult Schools (one each – maybe they can rotate, but must work together) and one must lead CTE, one must lead ESL. While

someone new may not have the experience, they can offer fresh perspective. Workgroup will discuss for next LB agenda.

- Discuss status of CAA: ESL Subgroup

- December meeting is the target for finishing interagency ESL Entry/Exit Level Skill document – please note there are 6 levels, and no “Advanced High” (should read “Advanced Low”).
- Next phase of entry/exit skills for ESL and CTE / dual enrollment:

Use the information from this document to create a user-friendly doc for advisors/counselors and a different one for students.

What are other options for transition besides 226 & 265?

What do the ESL instructors think these documents are to be used for and what is their value to them?

Locate and then close gaps that are found in instruction. These found gaps could help inform PD opportunities to assist in closing the gaps.

- Need LB guidance on recruiting an ESL Co-Chair for the CAA WG before the next phase work can start
- Propose the CAA WG comes back as a whole group (CTE & ESL) for the January meeting for a re-fresh
- Focus on Transitions: Current ESL/ASE; ESL/ASE graduates; Test out of ESL
 - Adult school 12+ hour Transition course

Helpful guidance doc:

<https://www.deanza.edu/esl/documents/ESL-Sequence-2020.10-b.pdf>

3. Three Year Plan

- LB members are to take the Assessment Survey in the time remaining, otherwise you are free to go. Happy Holidays!

Next Meeting

- **January 19, 2022, in person at Foothill Sunnyvale Campus (details pending)**