

February 2023
Leadership Board Meeting
Working Agenda/Minutes
Friday, 2/10/2022
Foothill Sunnyvale Center
1070 Innovation Way, Sunnyvale, CA 94089
9am - 12pm

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

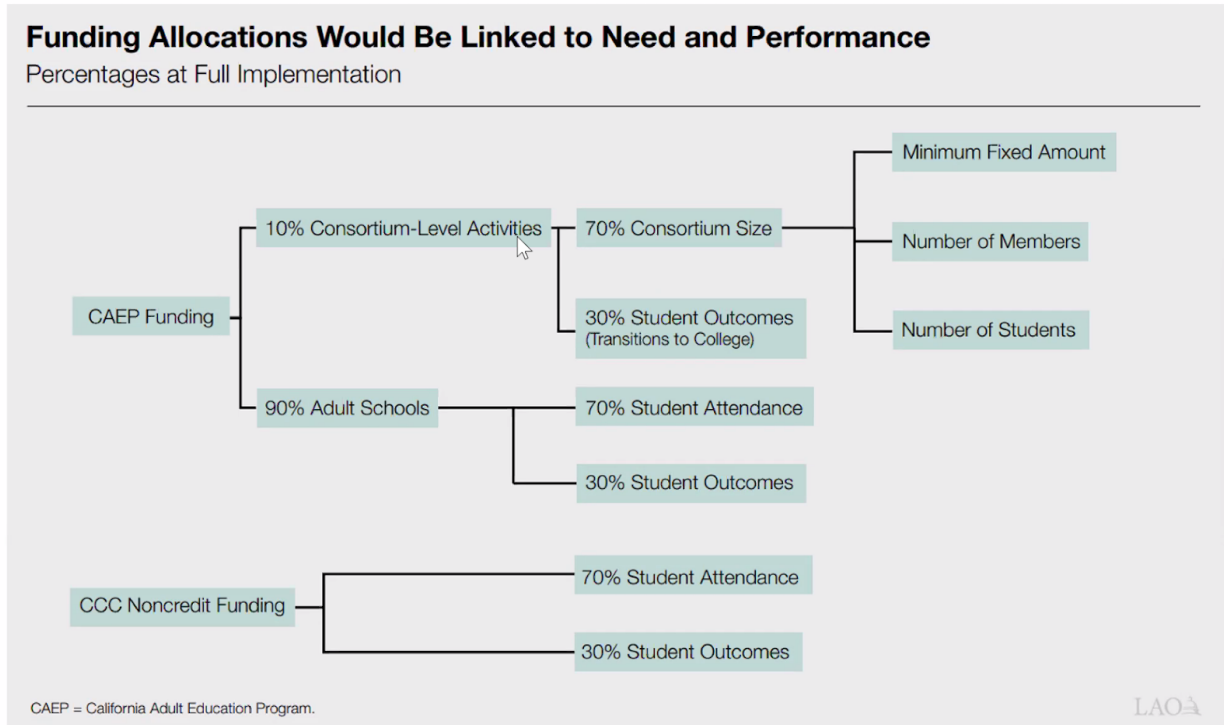
In attendance: Jenée Crayne (leading), Randy Bryant, Karen Filice, Valerie Fong, Jonathan Fu, Tom Keating, Teresa Ong, Lori Riehl, Julie Vo

A. Items for Information: (9:00 – 9:30am)

1. Approve January Agenda
2. [Upcoming Trainings](#)
 - a. 2/17 (12:30PM) [Application Deadline: Online Integrated Education and Training \(IET\) Implementation Clinic \(Spring 2023\)](#)
 - b. 3/6 (1PM) [NRS Data Integrity Report \(DIR\) : Drill down in TE](#)
 - c. 3/6 (2PM) [NRS Data Integrity Report \(DIR\) : A Statistical View](#)
 - d. 3/24 (10AM) [Bay Area Regional Training - Adult Education: Using Data to Explore and Improve Equity and Impact in Adult Education](#) (SAME DAY AS LB MEETING- I'M PLANNING ON GOING AFTER)
3. [Due Dates:](#)
 - a. (2/28) Preliminary allocations for 2022-23 and 2023-24 released by this date
 - b. (3/1) 20/21 and 21/22 and 22/23 Member expense report is due in NOVA. (Q2)*
 - c. (3/31) 20/21 and 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q2)
4. [Upcoming Conferences](#)
 - a. [ACCE](#) (Association of Community & Continuing Education) Save Dates: March 2-3
 - b. [CCAEE Conference April 13-15 in Oakland](#) (Is anyone going?)
5. CAEAA Conference Info:
 - a. AB1491- guidance from the State will be here soon (carryover funds)
 - b. LOA Funding Report was discussed- at this point it is only advisory. They are looking for evidence for funding (revaluating funding/structure). Equity across CAEP programs. Difficult because Adult School enrollment numbers are often based on student attendance for instance (funding adjusted for demand, so there will probably be zero carryover after this time).
 - c. CC Creds for Adult School Teaching: It is something that Dawn is following. There was a Bill to streamline the process, but it received pushback. In general push back

from CTA and Teaching Association. Carolyn said there might also be a STERS restriction for teachers without an AS teaching Credential. Not sure about Statewide avocation at this time- just keeping an eye on it. Do we still want to advocate from a consortium level? (See NOVAWorks updates)

d. Slides: #32 Allocation – will be discussed in a future agenda



e. [Report](#)

6. NovaWorks Update: Any additional comments?

a. Raji and I will meet with the Teaching Shortage subcommittee (scheduling will happen after 2/21)

i. Randy going to Legislation Day on March 1st-

ii. Develop an equivalence system- make it a minimum classes for pedagogy

iii. Teachers with Masters can have classes waived for credential based on transcripts

1. Receive government funding to pay for remaining credential costs?

2. Need to have a local agency (within the Bay Area) that provides this pipeline (currently non exist)

3. Maybe recruit retired and/or alumni. Specialized now. One problem is teachers don't want to go back to school for low-paying job. Consortium works to remove barriers for students, but teachers often have barriers of their own.

b. Jennifer Cheyer (jcheyer@novaworks.org) we can contact for LMI data on any new pathways/programs

c. [Slides](#) from Lelan's Layoff Prevention presentation

7. Agency Updates:

- a. FUHSD: will the layoffs affect our ESL population?
- b. MVLA:
 - i. CTE and ESL teacher applied for Teacher credential stipend through Allies
 - ii. Many ESL students coming in from El Salvador, Colombia, Ukraine, Need for Literacy and Beginning Low levels of ESL
 - iii. IET writing / MS Word course started three weeks ago
 1. Focus on academic writing, Canvas, MS Word skills for writing paragraphs and more advanced functions
- c. PAAS: Partnership with Alta Housing: ESL testing to see if that is needed and some community ed class.
- d. Foothill: Cody will cover for Janie. Joselyn has been moved to general outreach. Looking for a temp to fill in for her- any
- e. De Anza program cord 2 hired (adult ed) in a couple weeks. Vins is now the grants admin (margret's old position)
- f. Director:
 - i. K-12 BAAAC: (3/3) I will be presenting (along with our sister consortia) on the CAEP planning process
 - ii. Accepted into the CAEP Consortium Leadership Academy (CLA) (Fall 2023 Start)
 - iii. Confirm June 16th Consortium Planning Summit (LB Meeting): FUHSD, 9am - 2pm

B. Items for Discussion: (9:30am - 12:00pm)

GOALS:

- Okay New Model of Consortium Work table to show to current workgroup members
 - Recruit so everyone knows it's coming from LB, bring Team Leaders to Board for approval (some will be easier transitions than others). Make it easier to define jobs. Target issues more clearly and only pull in people when needed. Should finalize the passport for adoption. Recognize that some schools have different on boarding and make sure you have appropriate perspective during meetings (curriculum, alignment, student support) – agency perspective as well as student perspective. Maybe have school events, like Dean's Night. Director will manage projects.
- Deconstruct 3 Yr plan Plan Activities 2.1A, 2.1B, #.1A, & 3.1C
 - Create 2023-24 Annual Plan Projects from CTE Pathway Opportunities
 - Check in on LB meeting Timeline/Tasks (Feb thru August)

-
1. New Model for Consortium Work: Project Based Teams
 - a. (see Lori's notes on photo insert – now a table!)

2.

Context

Problem/Issue

Question/Outcome

Resources

- Resource 1
- Resource 2

Discussion/Activity

- Step 1
- Step 2

a. Structure (Discuss) **[20 min]**

- i. As we will continue discussing the new model for consortium work and projects for the 2023-24 AY & Annual Plan, it might be a good idea to start at the foundation– the agencies themselves (& LB). Here are a few prompts to think about:
 1. What does your agency hope to achieve from our consortium work? How can the consortium best support the work you are already doing at your agency? How do you see your agency fitting into the new structure of the consortium: LB, Director, Data Team, Transition Team, Projects?
- ii. Solidify language about this restructuring for the WG members
 1. Be able to show them this framework/table

b. Work on defining Projects for the 2023-24 Annual Plan **[1.5hrs]**

- i. **Review: 3 yr plan/annual plan Activities** (2.1A, 2.1B, 3.1A, & 3.1C) **[20min]**
 1. Team #1: Lori, Randy, Tom, & Jon (2.1A & 3.1A)
 2. Team #2: Julie, Valerie, Liz, & Karen (2.1B & 3.1C)
- ii. Create Annual Plan Projects: **[1 hr] (Do we want to do this in breakout groups or all together?)**
 1. CTE Pathway Ideas 1-8
 - a. - #8 De Anza: MVLA ALTA high school students that are looking for an intro online CTE course: Need to establish a process for students to earn credit for prior learning. Next steps – vetting, how does it fit into the plan?
First core team = Instructors
Second = Implementation (student support)
Think of it as one project (part 2 is continuation)
 - b. Some concerns from MLVA – Healthcare worker pathway was not able to show data on enrollment if the student goal is

college and not necessarily a job. Many students are interested in healthcare – need alignment.

- c. Need projects for all adult schools (for instance PAAS doesn't have medical or any CTE). Google Suites? Computer class? DeAnza embeds tutors in class to support language.
- d. #10 – Outgrowth, be careful of being too general
IET is not the same as pathways and bridge classes. Integrated program. Application is very specific.
- e. Counseling 5 offered at DeAnza. First step for those who want dual enrollment. Need project team to scope out everything needed, create template to start cohort.
- f. Strategy 2.1 – how to put this to the project team. First find a problem, then solve as you go.
- g. Objective 3 – IET course fulfills Consortium objective, need to get word out that Transitions classes already exist.

2. Project Rubric

- a. Deliverables: create brochure, common tools, outreach
- b. Articulation and Bridge/Transitions – where to go for support? Starting this process with #9. Determine what classes will be, then advise the Transitions team.
- c. Should have orientation, flow chart of time period.

3. Project Rubric

iii. Report Out: **[30min]**

c. LB meeting Timeline/Tasks (Feb thru August) (Discuss) **[10min]**

- i. When do we want to return to this important discussion of the main vision for each agency's Transition Team Member (Jamboard) (Feb, March, or May (maybe May because we will be picking the project team members at this meeting)).