

March 2023
Leadership Board Meeting
Working Agenda/Minutes
Friday, 3/24/2023
De Anza College | Room Admin 109
21250 Stevens Creek Blvd, Cupertino, CA 95014
Free parking (Lot C)
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

Attendees:

(Jenée Start Zoom for Valerie)

Agenda:

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

a. Approve February Agenda

b. [Upcoming Trainings](#)

i. 4/12 (12pm) [Annual Plan for 2023-24](#)

ii. 5/11 (12-1:30pm) [Budget and Work Plan for 2023-24](#)

iii. 6/8 (12-1:30pm) [Quarterly Expenditure Reports for 2023-24](#)

iv. 8/9 (12-1:30pm) [CAEP Consortium Management 101](#)

c. [Due Dates](#)

i. 20/21 and 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q2)

d. Upcoming Conferences

i. [CCAIE Conference April 13-15 in Oakland](#)

e. Consortium Updates:

i. SS WG Meeting Norms (Jamboard)

ii. Preliminary Allocations & memo

iii. Carryover Memo / Fiscal Management Guide / **Program Guidance**

iv. CAEAA Position on LAO's Funding Report

v. WIB teacher shortage subcommittee (background report)

f. Agency Updates:

i. [MVLA](#)

- Finished WASC, starting IET pilot (new one in fall for healthcare technology) and working on summer catalog

- Had very nice field trip to Foothill, power went out but had extensive tour and feedback was positive

- Approved 243

- Need 5 staff hires
- Lost power

FUHSD

- Last round of students for school year, full classes, in post-testing, fall ESL will be back to pre-pandemic sections but with a waitlist now and (hopefully) fully staffed
- Have several open positions
- Federal Program Monitoring
- Karen is retiring (new position will also focus on data) and a Board Member passed away recently
- Lost power

PAAS

- Tom is retiring (Jim Sherman will be new principal)
- Roof leaking over Upholstery classroom
- Lost power

Foothill

- Finished winter, need to schedule fall now for budget as it is difficult to add classes later
- New president Dr. Kristina Whalen
- Strategy Retreat for vocational ESL (TBA)
- Offering Community Ed ESL for employees at Tetra hotel (housekeeping, engineering, etc.)
- New Community Ed class in Wine Studies (non credit) for hospitality servers as there is a strong need for these workers

DeAnza

- Program Coordinator on hold (may be on board by April)
- Atria wants internships with CNA from maintenance to assisted living (DeAnza has nursing component), no takers for LVN (2 years pre-req for nursing does not align) but Foothill can do LVN if DeAnza cannot. Great opportunity as Atria is regional and diverse.
- Hiring for CTE

2. Items for Discussion: (9:30 - 11:50am)
 - a. Agency Discussion (9:30-10:30am)
 - b. Break (10:30-10:40am)
 - c. Transition Team Discussion (10:40am-11:50am)
3. Wrap Up (11:40-12:00pm)

Items for Discussion Goal/Outcomes For Meeting:

Context: Continue working on the New Model of Work for the upcoming AY/Annual Plan

Question:

1. How can the LB clarify their engagement in the goals of our Consortium and in turn support the work of the Transition Team?

Outcomes:

1. Have a shared understanding of the Degrees of Partnership: Coordination, Cooperation, Collaboration
2. Identify areas that the Consortium can support the work of the agencies through the Degrees of Partnership
3. Guide Transition Team in their areas of focus:
 - a. Coordination/cooperation (agency specified)
 - b. Collaboration (identified projects) (consortium)
4. Come to an agreement of effective practices for how to conduct that work effectively

Resources/Materials

- New Model of Consortium Work
- Agency/Transition Team Goals Jamboard
- Annual Plan Activities

Discussion/Activity (the "lesson plan")

1. Agency Discussion (9:30-10:30am):
 - Within the framework of the Degrees of Partnership:
 - How can the consortium help support your agency's work in terms of coordination & cooperation?
 - How do you see your agency participating in the consortium projects identified for the Data, Transition, & Project Teams (degree of partnership: collaborative)

10 min Break

2. Transition Team Discussion (10:40-11:40am)
 - Identify Transition Team members at each agency.
 - Again, with the framework of the Degrees of Partnership in mind, how can the LB help create and guide the Transition Team in their areas (projects) of focus (cooperation/coordination/collaboration):

- Revisit AP Activities to identify TT Projects:
 - Focus on Activities:
 - 2.1B (B)
 - 3.1C (Bb) [includes: 3.1C (A), 2.1A (D), 3.2A (B)]
 - Scheduling (compare/align 3 school transition calendars) [3.2A (A)]
 - How to best support prioritized cohorts (Healthcare, early Childhood) [3.1C (Bb)]
 - *Build a collaborative cohort-model support system* [2.1b (B.b)]
 - Cohort Tracker
 - Transition Support: What does this look like for dual enrollment and non-dual enrollment transitions
 - Dual Enrollment [3.1C (Bb)]
 - Before
 - During
 - After
 - Non-Dual Enrollment [2.1A]
 - Before
 - During
 - After
- (From Feb Meeting) Need to establish a process for students to earn credit for prior learning. Next steps – vetting, how does it fit into the plan?
- (From Feb Meeting) Need project for all adult schools (for instance PAAS doesn't have medical or any CTE). Google Suites? Computer class?

3. Wrap Up (11:50am - 12pm)

Meeting notes:

Agency Updates:

MVLA

- WASC Finished on Wednesday 3/15/23
- Implementing IET - WORD Processing (Articulated MS Word)
- New IET planned for Fall 2023: Language for Healthcare pathways (articulated Med Term)
- Approved for 243
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PAAS

- Tom retiring at the end of school year

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- Going through FPM

- Karen retiring end of school year
- Hoping to have all ESL sections filled for next year

Foothill

- Exploring ESL support of Healthcare Pathways
- Exploring Hospitality Career Pathways - Wine class
- Offering ESL classes at Tetra Hotel in Sunnyvale for hospitality staff

De Anza

- Atria to do internships with CNA (looking for a lot of interns)
 - Looking to partner with adult schools
 - Hiring CTE positions
- Hiring for CTE
 - Coordinator for credit and non credit programs
 - Admin Assistant
 - Program Coordinator 1 - internships
 - Program Coordinator 2 - career center

Parking Lot Ideas:

- (From Feb Meeting) Need to establish a process for students to earn credit for prior learning. Next steps - vetting, how does it fit into the plan?
- (From Feb Meeting) Need project for all adult schools (for instance PAAS doesn't have medical or any CTE). Google Suites? Computer class?

Meeting notes:

- Maybe have support group that doesn't go to every meeting
- Define projects (like calendaring) and project teams
- Which is a work group duty and which is part of job description
- Need proper definitions because of tensions in the teams, Jenée met with each member individually
- Need to define collaboration (resources shared) and info sharing (resources separate) and the degrees of partnership (cooperating vs collaborating)
- There is an inherent sense of competition within the teams (not at leadership level - for instance Foothill and DeAnza benefit from each other and use the same funding)
- Does the Transition Team need a mission statement?
- The 5 agencies are the root
- LOA report triggered
- How does the work we do together support your school?
- The consortium is a level above operational and is more for big planning and strategies working to have students transition in 3 degrees of partnership
- Now at coordination level, not collaboration level (yet)
- Flows amongst all 3 degrees, important to maintain reporting consistency
- Align and articulate career pathways (like healthcare) & ESL pathways
- Not really a competition when students can choose their own school (usually the one closest to them)

- Find overlap with everyone's big vision
- Tracking (PC) outcomes after Transition, develop new programs
- Degrees related – lack of focus can be fixed by prioritizing
- Support goes both ways for AS/Comm College
- Com College not just transfer producing institution, don't need to focus on pursuing degree for career
- Focusing on Counseling 5
- College Deans have to approve surveying students, which becomes a project that needs more leadership (designing survey, etc.)
- CTE outreach – need to hire someone to create brochure
- Dual Enrollment Cohorts – add start/end date of class, Transition Members agree on due dates
- Identify, recruit students (part of their ongoing work) – LB does not need to nitpick excel sheets (that's up to group)

Best Practices/Agreements – never approved by current LB?

- Not as much landscape/survey, but more having contact person to direct students to where they need to go as colleges have so many different departments
- Most of responsibility now goes to Transition Team which is overwhelming
- West Valley pays full time Transition Specialist, maybe need dedicated staff here
- Perception for every student, but really more for Advanced
- Counselors should do dual enrollment process, AS should identify and recruit potential dual enrollment students
- Ideally have CC staff at every test to talk to students who test out
- FASA not required, but helpful
- LB works together for warm handoff, joint responsibility
- Former students can contact school for help (when appropriate) but not a daily responsibility to them. Can direct them to someone who can help.
- DeAnza counselors are dedicated to this and have time set aside – can also come to AS site. Foothill doesn't have dedicated counselor but can use the one at Sunnyvale
- Foothill/DeAnza will share their organizational outline at the next LB meeting

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Future Trainings:

[Budget and Work Plan for 2023-24: May 11, 2023 from 12:00 p.m. - 1:30 p.m.](#)

[Quarterly Expenditure Reports for 2023-24: June 8, 2023 from 12:00 p.m. - 1:30 p.m.](#)
[CAEP Consortium Management 101: August 9, 2023 from 12:00 p.m. - 1:30 p.m.](#)