

December CAA Meeting: 12/1/22, 1:30-3pm (meeting ended at 2:42pm)

Attendees: Sripriya, Gina, Amy, Vins, Janie, Simone, Leah (joined around 2pm), (Valerie jumped on for a moment), Sarah K (15 minutes at the beginning) and Jenée

Working Agenda / Meeting Minutes

Agency Updates:

- Open forum
- MVLA Articulation update (short version- MVLA and Foothill have now articulated accounting 1A and 1B, all paperwork is signed by both schools so we are ready to go-SK)
- LB Transition Discussion Update:
 - ◆ Pathways Focus: Business, Health Care, & Child Development
 - ◆ Identify clear entry points from adult schools in colleges
 - ◆ Build college bridge programs for each AE program (MVLA is piloting an advanced writing and word processing class this winter for students who score 236 or higher on the CASAS)
 - ◆ Grow IET & transition opportunities for beg/low level ESL
 - ◆ Partner with CC CTE programs to create IET for Health Care pathway
 - ◆ Streamline dual enrollment application and enrollment process (MVLA is struggling with the time needed per student to get through the process, we are starting to have small group meetings with the TA during class to try to reduce the number of hours spent per person individually. We got aced out of the pronunciation class, however, by working to do this over a couple of weeks)
 - ◆ Have more welcome days and college visits to adults schools (timing should match our promotions- no one leaves in October/very few in March but we promote in January and May)
 - ◆ Share more of our resources
 - ◆ Increase college VESL curriculum for CTE/ESL integration
 - ◆ Can pathways from AS be added to college mapper tool?
 - ◆ Using PC, Find student stall points at the colleges
 - ◆ Using PC, find out what college courses AS students are going into
- Dual Enrollment / College Course Opportunities and workflow for getting student successfully into the courses:
 - FUHSD: Medical Interpreter
 - ◆ Foothill: NCEL405 winter session update (seats still available)
 - Start: 1/9/23- 3/31/23 / Instructor: Amy Sarver
 - Seats: 35 (need 25- only 1 is enrolled now) get enrollment in by 12/16
 - W 1:30-3:30pm on campus at SV Center / Th 1:30-3:30 pm synchronous online in zoom
 - ◆ Template for Dual Enrollment Information Dispersal (any updates to the doc?) (MVLA was stunned to find a class was filled when we had been told we had until Dec 16th- we were also unclear on whom to contact about protecting more seats for dual enrolment students-SK)
 - ◆ *Let's plan out some future courses for students that will still be adult school students the next term:

- CIS399 (de anza) Office Software Applications: (Winter)
- De Anza: ESL 260A & 260 B (pronunciation) (spring 2023)
- Courses going into Foothill: Health Navigator
 - FUHSD: Medical Interpreter
- Foothill: NCEI 425 developing listening and speaking
- ◆ **Let's plan out some future courses for students that will be transitioning:
 - COUN5 (Spring)
 - CLP5 (Summer)
 - Bridge Programs- can this be offered during the AS academic year and have field trips to the colleges as a way to get them acclimated to the college campus.
- ◆ Co-timed classes: (during class, right after class)
 - Does an adult school want to volunteer trying this out on of their ESL courses? If so, what would be the best college course to do this with?
 - NCEL405 (48 lecture per quarter)
 - ESL 260 & 260 B (pronunciation)
 - Other lower unit courses that would fit with the adult school curriculum / COAP?
 - (MVLA has interest in one of the one unit counseling classes in the spring for advanced students facing exit from the adult school ESL program- co timed- so at the same time as (within) an ESL class. MVLA assumes this is 15 or so hours of instruction total-SK)

The Workflow Steps:

1. Pick the class x months in advance
2. (time x) Determine what type of dual enrollment opportunity this is: "at college", "co-timed", "transition"
3. (time x) Send info in the Template for Dual Enrollment Information Dispersal to teachers and transition team
4. (time x) Set up Info Workshop at adult schools for these opportunities? Or does this happen in the adult school classroom?
5. (time x) Set up quarterly (as opportunities are available) group application/dual enrollment for workshops?
6. (time x) Determine if there enough adult school students / available teachers to open new section
7. Vins working on a detailed application worksheet- have a student