

Leadership Board Meeting  
Working Agenda/Minutes  
November 17, 2023 | 9-12pm  
Foothill Sunnyvale Center  
1070 Innovation Way, Sunnyvale, CA 94089  
Free parking

*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), Liz Ambria, Randy Bryant, Valerie Fong, Jonathan Fu, Teresa Ong, Lori Riehl, Jim Sherman, Lynn Tanner, Julie Vo*

**LB Meeting Agenda (9:00am - 12:00pm):**

Items for Information: (9:00 - 10:20am)

Approve October Minutes - approved

[Upcoming Trainings](#)

[Due Dates](#)

Agency Updates

Consortium Updates

**Break** 10:20am - 10:30am

Items for Discussion/Work: (10:30 am - 12:00pm)

Quarterly Data Team

Health Care Project Team & ELL Grant

**Goals/Outcomes**

#1. Check in with progress of annual plan activities

#2. LB give input and approve data to be collected and analyzed at quarterly data meetings

#3. Align the ELL HC Grant with the # 2.1A: Healthcare Pathway Team

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## Upcoming Trainings

11/29 (12-1pm): [Stanford Continuing Studies: Why Joy Matters with Kelly McGonigal](#)

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## Due Dates

- **Dec 1:** Program Area Report: July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium \*
    - ◆ FTS x 525 for colleges
  - **Dec 1:** 21/22, 22/23 & 23/24 Member Expense Report Due in NOVA (Q1)
  - **Dec 31:** 21/22, 22/23 & 23/24 Member Expense Report certified by Consortia in NOVA (Q1)
    - ◆ Certify before we go on winter break
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Agency Updates: (9:15-9:50) **Anything to go on the [TST Calendar?](#)**

Notes: How students can advocate for themselves in workplace, especially Food Services (temporary hold on Food Service jobs per Bon Appetit due to low demand). Novaworks does office hours.

- De Anza
  - 590 Randy countdown
  - Hire Dean Creative Arts & Business Computer Sciences
  - LAEP funds are used for internships- can reimburse employers 50%- but need to be a De Anza stude. Right now, DA does not have a stand alone internship course.
- Foothill
  - ◆ Hosted Semi conductor workshop (Applied Materials & Western Digital)
    - 5 out of 6 invited community colleges attended, now to gauge interest in adult schools
    - All proprietary, students work at companies while going to school
    - Get grant to lift this pathway- Spring
    - Next meeting in January- adult schools will be there
      - These funds could benefit the adult schools with
    - Process techs- CTE pathway with apprenticeships program
    - How can this pathway start at the adult school
      - Pre apprenticeship
      - Basic coding-
      - Potentially terminology course

- Design and run experiments on the chips- then they are manufactured out of the area
- ◆ Also looking for robotic assembly line workers
- ◆ CHIP Initiative
- ◆ Any updates SVC counselor (Tuesdays / 9-3pm)
  - Kimberly on Tuesdays & Wed (1-5pm)
  - Joselyn and janie are at SC 4 days a week but available 5.
    - Can be available Fridays when classes not in session too
- ◆ New ESL Classes & TST feedback (knowing numbers by end of Feb)
  - Bringing back ESL for Food Service workers - Originally offered for Bon Appetit at Google. Will target Fall 24 with a strategic outreach plan.
    - PAAS & MVLA interest / save seats
  - [ESL for Job Searching](#) will be offered Spring 24.
    - Adult School interest / save seats
  - Amy Sarver: Developing ESL for Customer Services (Summer 2025);
    - Adult School interest
  - General ESL for Healthcare (Summer 2025) Amy Sarver
    - Low unit general class
  - *How can the adult schools support this?*
  - *MVLA Feedback- interested in ESL for professional skills (office)*
    1. *De Anza has office worker certificate*
  - *AS would like to Survey students regarding these opportunities*

→ FUHSD

- ◆ College Resources & Application workshops went well, 50 attendees, 15 filled out applications
- ◆ Construction on the classroom modernization is in full swing... hit a water main this morning so no water...
- ◆ ESL COAAPs in progress (Nutrition)
- ◆ Preparing for WASC (Feb 7, 2024 1-day visit)
- ◆ Spring 2024 registration begins on Dec. 4; brochure drops ~Dec 6th
- ◆ Executive Assistant is retiring in December, looking to hire
- ◆ Connor to take the lead on creating a workflow for transferring student cascas scores between agencies. Create an adult school wide spreadsheet
  - Update in @ December meeting

→ MVLA

- ◆ WASC Advisory Mtg Highlights: <https://www.facebook.com/MVLAAdultSchool/> - hold annual meeting to go over feedback, helpful to stakeholders
- ◆ MED for Advanced ESL Promo
- ◆ [New Video](#)
- CTE IET Med Term for Advanced ESL update 12/15 students retained
  - Next orientation is in December 1

- Register on homepage of website- google form
- ◆ Calpro IET training has started
- ◆ Wi/Sp 2024 catalog out, Reg opens Nov 17
- ◆ Need embedded tutors for healthcare pathway, and job description
  - Work on a job description
- ◆ New Partnerships - Work2Future referrals
- ◆ College Information / Application Workshop, 11/16/2023
  - 20 students attended

→ Palo Alto

- ◆ Alta Housing gave support at WASC VC Community Lunch (possible GED application in future?)
- ◆ WASC visit just concluded
  - Meeting now to address findings
  - More community partnerships
- ◆ New catalog is out
- ◆ Looking closely at costs/structure
- ◆ Looking at K-12 teachers as possible hiring pool for adult schools (most already have a credential that will work)

Items for Discussion/Work: (9:45 am - 12:00 pm)

Consortium Updates: 9:50-10:20

- Change December LB meeting date.
- Conference:
  - ◆ [CAEAA Conference February 8-9](#)
  - ◆ [Workforce Development Institute](#)
  - ◆ CCCAOE April (Association of Occupation Educators)
- Precision Campus updates: David on leave until 1/8/2023. We will start the onboarding process at this time.
- Teaching Credential Check In: Any updates?
  - ◆ PAAS will check in with the teacher on the emergency credential
- [CAEAA Position on LAO's Funding Report](#)
  - ◆ Potential outcome: a response to CAEAA's response [letter from NSCCC]
  - ◆ [End of Year Adult Ed Legislation](#)
- CAEP Summit updates:
  - ◆ Propose that for the 2024 CAEP Summit- a rep from each agency attends (if possible)
  - ◆ Lori's input - attended ASE (not always relevant to other schools but she will fill you in by request)

- ◆ Emphasized best practices, overall support for students to succeed, especially real time support
  - ◆ Bolster the support our students receive in real time to help them reach the 12+ / EFG/MSG markers.
  - ◆ Implementing case management tools for supporting/tracking students in the next three yr plan?
- Feel free to suggest relevant trainings and conferences to LB - add directly to agenda

### Break: 10:15 - 10:25

→ Annual Plan Updates

#### ◆ Project Teams

- #3.1A: Articulation Projects: Randy & Teresa
  - DeAnza working on Terminology class, align instructors, part of credit for prior learning (state mandated) and finalizing MOU to pay instructors as adjuncts
  - Foothill does not have fulltime in house so up to health department (can do part time)
- # 2.1A: Healthcare Pathway: **Discuss Below**

#### ◆ TST

- #3.1C: Increase Students Access & Participation in CTE Pathways:
  - *Student Interest Survey **results below** (maybe better to survey in spring and fall to cover different student needs at the time)*
  - *TST December meeting looking at what student data they need to help best serve student interest and transitions:*
    - ◆ *By program (ESL & ASE) & level (Intermediate/High / Close to graduation)*
    - ◆ *What time of year (fall & Spring?) - don't overpoll*
    - ◆ *This information will help with the calendaring process for college outreach at the adult schools and which college classes to promote*
    - ◆ *This data will help the members of the TST understand the students and their goals at each adult school*
    - ◆ *Data collected through surveys, CASAS data, other? Need identifiers to ensure better tracking.*
    - ◆ *What kind of surveys are you already offering*
    - ◆ *Putting it the language of the programs we offer*
    - ◆ *Try and align language across the adult schools*

- ◆ TOPS PRO Ent will have pilot in Spring, automatically do fuzzy match for all colleges MIS for transitions- will show up on TE DIR
- ◆ Valerie will send info on ESL for Job Search at Foothill

- #3.2A: Transition Services at the AS and Onboarding Support at the CC
  - Calendaring is going well
- #2.1B: Increase the Targeted Academic Support
  - TST Team to start working on this in January/February
  - Base info in past COUN5 & ECE cohorts

◆ **Data Team**

- #1.2A: Adult School & College Data Input Alignment
  - ESL done- working on completing CTE/ASE/ABE for December updates
- #1.2C: Track Transition Data with PC & Support Seamless Student Transitions (quarterly data team ideas- discuss below)

→ English Language Learner Healthcare Pathways Grant (10:15-12pm)

- ◆ Atria meeting

**Activities (the "lesson plan") (10:15am -12:00pm)**

Discussed at future meeting: Data Team: **#1.2C: Track Transition Data with PC & Support Seamless Student Transitions**

→ For data tracking and goal setting, the Data Team recommends creating a spreadsheet with the following metrics/data points: Jamboard

- Barriers
  - 3 Yr plan Metric English Language Learner (AE 305)
- Services
  - How many students met with a transition counselor/advisor
  - How many student received college transition information
  - How are these being recorded- spreadsheet, in ASAP/TE. What counts as "met" with an advisor?
- Enrollees
  - By Adult School CAEP Programs
  - College CAEP noncredit programs (in hours of instruction report)
  - 3 yr plan metric: Number of Adults Served (AE 200) 1+ hrs.
- Persisters:
  - How many are making it to 12+ hrs / census?
    - ◆ Adult School CAEP Programs
      - 3 Yr plan Metric: Adults who Became Participants (AE 202)
    - ◆ College noncredit (as reflected in hours of instruction report)
      - 3 Yr plan Metric: Adults who Became Participants (AE 202)

- Is this 12 hrs on the launchboard or is it n=by finishing a course and moving onto the next?
- Performance
  - Entered college from adult school or from college non credit to credit
    - ◆ 3 Yr plan Metric: Participants with Transition to Postsecondary (credit) (AE 637)
  - EFL gains Per Program
    - ◆ 3 Yr plan Metric: Participants with EFL Gain ESL (AE 400 ESL)
  - Graduated HSD/GED
  - CIP Plan tracking for performance rates (Julie can you speak to this?)
    - ◆ Adopt these same targets for CAEP

Is there any other data that you would like added to the spreadsheet?

- MVLA has separate tracking on spreadsheet for transition advisor meetings/contact, runs annual report for Board
- Transitions only counts for non-credit to credit (adult school to college or college caep noncredit to credit), inconsistent with different grant requirements
- Data Group will create spreadsheet, blend = quarterly data meeting move to LB meeting
- Foothill Child Development class to be taught in Spanish, MVLA looking into GED for Spanish

Educational Attainment in California

Example from North Alameda Consortium

We Propose that this data is presented quarterly at a LB Meeting

### **RESOURCES:**

Jamboard

Example from North Alameda Consortium

[What Data? What Programs](#)

**# 2.1A: Healthcare Pathway:** Did not get to

- ◆ English Language Learner Healthcare Pathways Grant we can bring in the larger team.
  - Create a general description of the plan to help students access/succeed (success plan)
    - CTE pathways only focused on community healthcare workers, but now need to see bigger picture
- ◆ Atria: looking to hire 1 -2 part time workers & potential volunteers
  - for profit, so can offset cost of interns at DeAnza
  - need model for internship, but also willing to hire part time and to take non-certified students (also good to have students in program already fingerprinted)
  - MVLA reviewing CNA program now
  - volunteer positions lower stakes, good entry for confidence building

- ◆ How do we see the grant fitting into the previous HC Pathway-
  - Do we need to restructure personnel in the project team
  - How are we going to start recruiting
  - Embedded tutor job description- what is this (jenée go back and look for this)
  - There is the global what we are going to do

**RESOURCES:**

NSCCC ELL Healthcare Pathways Grant Overview & Budget

**# 2.1A: Healthcare Pathway:**

Community Health Care Notes

TST: #3.1C: Increase Students Access & Participation in CTE Pathways:

Student Interest:

MVLA ESL students were polled on their career interests last semester (Spring 2023; N = ??).

There was no significant difference in student interest based on whether they were Day or Evening students. (They were allowed to select more than 1 response so results percentage >100.)

- Entrepreneurship/Small Business 54%
- Office and Administrative Support 34%
- Accounting/Finance 27%
- Food Preparation and Service 22%
- Healthcare 22%

FUHSD Int High/Adv ESL & HSD, GED students were surveyed on their career interests (Spring, 2023; N = ??). The top 5 career interests were:

1. Health & Medical (doctor, nurse, medical assistant, health aide, dental hygienist, dietician, optometry) 24.5%
2. Business (accounting, office manager, small business owner, sales, marketing) 11.3%
3. Computer Science (network systems, databases, app development) 9.4%
4. Transportation (air, bus, train, car operations or repair) 9.4%
5. Construction (carpentry, electrician, plumbing, welding, heating and cooling systems) 9.4%.

PAAS: We did not conduct a specific survey on career interests since we do not have a CTE option right now. Since we would like to try and begin a class in healthcare, I did a survey for this and found that 36% of the students were interested.

Do we want communal PD

- Immigrant education

**Three Year Planning**

Reaching the gap of pre-pit / lower level ESL courses- maybe a co-located course at Sunnyvale Center. (still have a teacher shortage)