

Leadership Board Meeting

Working Agenda/Minutes

October 20, 2023

9-12pm

MVLA

[333 Moffett Blvd, Mountain View, CA 94043](#)

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, Valerie Fong, Jonathan Fu, Lori Riehl, Jim Sherman, Connor Smith, Julie Vo

LB Meeting Agenda (9:00am – 12:00pm):

Items for Information: (9:00 – 10:00am)

Approve September Minutes

Upcoming Trainings

OCT 30: 3:30 – 4:30 PM [Administrators Forum Webinar: Turnover, Turbulence, and Turmoil: Staying the Course While Navigating Change](#)

NOV 8 12pm [CAEP Accountability and Data Mining](#)

Due Dates

- **Oct 20:** 23/24 Member Program Year Budget and Work Plan due in NOVA (*certified 11/17*) Let Director know when your agency has completed the B&WK Plan. (extension)
- ◆ **Oct 30:** 23/24 Member Program Year Budget and Work Plan certified by Consortia in NOVA *
- **Oct 31:** AS Student data due in TOPSPro (Q1)
- **Oct 31:** Employment and Earnings Follow-up Survey
- **Nov 17:** Program Area Report: July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due
 - ◆ **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 *
- **Dec 1:** 21/22, 22/23 & 23/24 Member Expense Report Due in NOVA (Q1)

Consortium Updates:

- Is anyone going to the CAEP Summit? FUHSD AS attending
- Precision Campus updates: Creative Solutions Options [#2 (recommended) or #7]
 - ◆ Eric at PC has contract worker Allegra with data analysis skills (\$45/hr) and can catch up on all data quickly
 - ◆ Interns may not always be same ones, and will have varying skills
 - ◆ Voted yes on Option #2- Jenée to reach out to David to get the contract started
 - ◆ NSCCC can do validation and Allegra can do analysis
- Three Year Plan Survey
 - ◆ CAEP bulk of funding so Adult Schools align to this plan, but not same for Community Colleges
 - 2) Simplify – everyone uses same language
 - On CAEP site (hard to navigate): CAEP Priorities State Defined (overreaching goals, major objectives)
 - Why is scholarship at strategy is not part of CAEP plan, only part of Consortium
 - 7) Align with other plans (WASC, WIOA?) – how are CTE funds used can it be more intuitive
- Teaching Credential Check In: Any updates
 - ◆ FUHSD progressing on credentials
 - ◆ PAAS setting up plan to utilize funds
- CAEAA Position on LAO's Funding Report
 - ◆ Potential outcome: a response to CAEAA's response [letter from NSCCC]
- TST Cooperation, Coordination, & Collaboration Calendar
 - ◆ **#3.2A:** Transition Services at the AS and Onboarding Support at the CC
 - ◆ Make a timeline version of the calendar to see where things line up
 - ◆ Line up adult school placement tests with college registration dates- maybe just have college reps table at these test dates at the beginning of the year and in spring.
- Annual Plan Updates
 - ◆ **#3.1A: Articulation Projects:** Meet with Teresa and Randy early November
 - ◆ **# 2.1A: Healthcare Pathway:** As soon as we get the grant finalized, we can bring in the larger team.

Agency Updates:

- De Anza
 - Have De Anza's CTE team at the adult school on testing days to help promote the opportunity to take esl/cte classes at the colleges update

- ~~538~~-639 Randy countdown

→ Foothill

- ◆ New Updates SVC counselor (Tuesdays / 9-3pm) update
 - Teresa to look into counselors (Tuesday) schedule for the rest of the year
 - Joceyn has hours at Sunnyvale office (Janey too)
 - Bringing back ESL for Food Service workers - Originally offered for Bon Appetit at Google. Will target Fall 24 with strategic outreach plan.
 - ESL for Job Searching will be offered Spring 24.
 - Amy Sarver: Developing ESL for Customer Services (Summer 2025);
 - discussing the development of a general ESL for Healthcare (Summer 2025) Amy Sarver would like feedback on for curriculum dev.
 - Engen - used for contract Ed, higher level ESL students are finding it to be hard due to pacing of content (e.g., no functionality for slowing down playback)

→ FUHSD

- ◆ Figure out Atria internship via Randy
 - Still figuring out Atria internship via Randy
- ◆ Q2 classes begin Monday along with reduction/changes in parking
- ◆ CNA, Dance & testing classroom renovation begins (est. completion in April 2024)
- ◆ Still ESL folks on the waitlist (60ish). Registration opens Dec. 4 for testing & W/S 2024 classes
 - Debrief, with Randy's team to see how the tabling at placement testing went. Maybe only one person will come to it next time.
- ◆ Brochure drops ~Dec 6th
- ◆ Connor to take the lead on creating a workflow for transferring student cascas scores between agencies. Create an adult school-wide spreadsheet

→ MVLA

- ◆ Successful Career Fair on Th 10/19 - <https://www.facebook.com/MVLAAdultSchool/>
 - FH and DA participated, many vendors like Costco, Target (15 job applicants, 1 immediate hire!), Boys & Girls Club, etc.
 - 160 students
- ◆ ESL Move to Steps Reading: placement testing
 - 45 students on waitlist (for entering classes)
 - Not keeping a Placement Test waitlist, refer students to our consortium partners and local ESL providers, biggest need in the ESL
 - lowers levels
- ◆ New EDD ELL grant update - submitted final project plan, required docs and signed contract
 - CNA Adopting Facets to be more ELL-friendly
 - Refining CTE tutor referral process

- Planning to post/hire embedded tutors for healthcare
- Fund will be used to remove barriers for students, cover CTE fees, create paid student worker positions for 100-160 clinical externship hours (Earn as you learn)
- Strengthening partnership with NovaWorks for cross referrals and El Camino Ed Fund
- CTE IET Med Term for Advanced ESL update - 12/15 students retained
 - Applied for both ESL and CTE instructors to attend CALPRO Online IET Implementation Clinic
 - Next orientation is in December
- ◆ Wi/Sp catalog next month, Reg opens Nov 17
- ◆ Need embedded tutors for healthcare pathway
- ◆ PAAS sent highly motivated students for health class, doing well

→ Palo Alto

- ◆ October placement testing (Oct 5,6,7)
- ◆ WASC Visiting November 6-8
- ◆ Registration December 19 for January testing
- ◆ Alta Housing
- ◆ DO THEY NEED HSD/GED

Things to think about for the next three yr plan:

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

Break 10am - 10:15am

Items for Discussion/Work: (10:15 am - 12:00pm)

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

Plan general description to help students access/succeed (success plan)

- NSCCC ELL Healthcare Pathway Plan = name okayed

Goals/Outcomes

#1: Decide on Precision Campus Creative Option [#2 (recommended) or #7]

#2: Finalize application for the ELL HC Grant

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

Finalize the Workplan section of the plan

- Finalize metrics

Notes:

College Idea

- Create mirrored NC Medical Terminology (can have tutor wrap around services)
 - ◆ Students in this class can also be referred to the AS CNA program if they are interested.
- NC 403B: ESL Writing Bridge
 - ◆ Taken along with another class to contextualize it with
 - ◆ Issues- time- it would be an extra 3 hrs/wk. Or it can be split between two quarters- so only 1.5 hrs/week
 - ◆ Is this class intended to place students in an ESL pathway? If so, can the skills learned help our students succeed in CTE pathways.
- ESL for Healthcare (Amy Sarver to write this- roll out Summer 2025)
 - ◆ One idea: Make this a bridge class: have this be a more applied class with heavier tech writing: next level to the AS med term classes. This can give students extra writing support.
 - ◆ What is the intended audience: AS CNA, MA,
 - ◆ Make it more genres- then make sections of it more specific to certain HC fields
- AHS 51: turn this into a mirrored noncredit course

Resources:

Link to Folder

ELL Healthcare Pathway Grant Notes Doc

Grant Work Plan Questions in NOVA

NSCCC ELL Healthcare Pathways Grant Budget