

Leadership Board Meeting

Working Agenda/Minutes

September 29, 2023

9:00am – 12:00pm

De Anza College | Campus Center / Fireside Lounge

21250 Stevens Creek Blvd, Cupertino, CA 95014

Free parking (Lot A & Flint Center Staff 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, Lori Riehl, Jim Sherman, Connor Smith, Lynn Tanner

LB Meeting Agenda (9:00am – 12:00pm):

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

Approve [August](#) Agenda– **Approved**

Upcoming Trainings

- 10/3 9am-3:15pm: [CDE, Adult Education Office: New Administrators Orientation 2023](#)
- 10/12 @ 1-2:30pm: [California Core Performance Employment & Earnings Survey](#)
- 10/18 @11am-12:30pm: [California Data Submission Guidelines: WIOA, Title II and CAEP](#)
- 10/19 @11am-12:30pm: [Overview: TOPSpro Enterprise \(TE\)](#)

Due Dates

- **Oct 20:** 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q4)
* (extension)
- **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 31:** AS Student data due in TOPSPro (Q1)
- **Oct 31:** Employment and Earnings Follow-up Survey

Consortium Updates:

- LB Meetings: New October 20th
- [Precision Campus updates](#): Creative Solutions Option #6 & #7
- Teaching Credential Check In: Any updates?
- [Consortium Handbook](#)- Any input?
- [CAEAA Position on LAO's Funding Report](#)
 - ◆ Potential outcome: a response to CAEAA's response [letter from NSCCC]

Agency Updates:

Follow the format of What (update), So What (why is it important), Now What (any next steps)

→ De Anza

- Connection with apple for ipads in the classroom- use for ELL support for the HC Grant.
- Classroom availability for adult school classes updates
- 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 (sent Katrina to FUHSD to see testing, and some students expressed interest in taking ESL at DeAnza - they can enroll in January, since fall session is now full)
- Work on orientations to make college campus less intimidating for ESL students
 - Atria internships can include FUHSD
- 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
- ◆ SunnyPalooza recap. a success! Great teamwork, more than 250 families, outreach mailer worked well, highest click thru at FUHSD
- ◆ More life on campus than before pandemic
- ◆ Enrollments in non-credit ESL up 15% from fall '22. ESL for Childcare Providers started with 33 students (our of 40 seat max) enrolled. Will be offered next in Spring '24

→ FUHSD

- ◆ Last HSD/GED orientation on Oct. 2--still trying to grow our HSD/GED program (there's space, unlike ESL!)

- ◆ Most students specify they would like to stay on main campus, rather than go to DeAnza
- ◆ Moving CNA class to Homestead HS campus for winter/spring 2024 while classroom renovation is in progress (October to April) – losing two rooms, including testing room (no parking!)
- ◆ Figure out Atria internship va Randy

→ MVLA

- ◆ ESL Move to Steps Reading (July 19 approved) planned for Fall 2023 update
 - Starting first testing on August 23
 - Went well, will use Steps for placement testing on October 5 and 6
 - Some students said it was more difficult, although actual results were good (need to create higher mark for medical classes)
- New EDD ELL grant update?
 - – 1.9 million for medical terminology, paid externships (free tuition and books)
 - Ongoing, support to be used for Medical Terminology for Advanced ESL class
- CTE IET Med Term for Advanced ESL update?
 - Full class of 15 students enrolled for Medical Terminology for Advanced ESL (PAAS sent 3 students)
 - Will offer class again in winter and spring mornings
 - Already 4 students on interest list for winter
- ◆ ESL Placement Test October 5/6
 - Classes are full with many waitlists for classes, so October placement testing for 60 students (less than usual), November placement test TBD depending class sizes and waitlists after October placement testing

→ Palo Alto

- ◆ Just registered 60+ students for October placement testing (Oct 5,6,7)
- ◆ If we lose two classrooms in December, may have to consider other locations as well as dual enrollment with DeAnza
- ◆ Submitted WASC self-study on 9/25; WASC visit on Nov 6-8
- ◆ Two new state-supported classes: pre-literacy level (Tu, W, Th 1-2pm, started with 8 students, now have 5) and NorthStar Digital Literacy (pilot from OTAN) updates
 - Refer students to Lynn if there are potential students

Break 10am - 10:15am

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

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

Goals/Outcomes

#1: Complete application for the ELL HC Grant

- 20 grand over (maybe MVLA/FUHSD split difference)
- All indirect goes to physical agent

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

1. Review and approve each agency's budget
2. Finalize the Workplan section of the plan

Resources:

[Link to Folder](#)

[ELL Healthcare Pathway Grant Notes Doc](#)

[Grant Work Plan Questions in NOVA](#)

[NSCCC ELL Healthcare Pathways Grant Budget](#)

- What are the accelerators? For Consortium, reframe the three accelerators as will impact numbers, as well as help students with more options.
- Define language – IET (Integrated Education and Training) is different in different schools.
- Embedded supports?
- Counseling is not the same as tutorials
- Wrap around support services at colleges, including bridging
- Transition and Onboarding separate
- Writing should be part of IET (adult schools all have writing classes)
- There are other ways to support students rather than just obtaining teachers
- Colleges = entry & completion of pathways
- Have several pathways, but with focus on EMT, CNA, etc.
- Whatever target we hit will get us second part of funding (keep target reasonable)
- PAAS needs funding to hire someone to help with new IET program when implemented (will not add numbers this year)

Upcoming Meetings/To-Do List:

- **Atria Meeting**
- **October 20 LB meeting** – finalize the above by then (do inputs/outputs first)

