

January Leadership Board Meeting

Friday, January 17, 2024

9am-12pm

PAAS (Cubberly)

4000 Middlefield Road, **Palo** Alto

In Attendance: *Jenée Crayne (leading), Randy Bryant, Valerie Fong, Teresa Ong, Lori Riehl, Jim Sherman, Natalie Skelton (notetaker), Conor Smith, Lynn Tanner, Julie Vo*

Main Goals/Outcomes

1. Review College Application Supplemental Question Survey, and provide feedback for TST team.
2. Finalize the intention/goals for the Internal Stakeholders/Advisory Board Meeting & who is invited
3. 3 yr plan sections: Strategies/Activities: Utilizing the information gained from December's assessment
 - a. start working on updating CTE and Student Support focused Activities.

LB Meeting Agenda

(9:00am – 12:00pm)

General Information (9:00 – 9:15am)

- Approve December Agenda- Approved ✓
- **Webinars**
 - [1/21, 11-3pm: CAEP Accountability Update and Data Dive \(Independence Adult Center, San Jose\)](#)
 - [1/22, 9-3pm: Bridging the Gaps: Using Data and Personas for Three-Year Planning \(Fremont\)](#)
 - [1/22, 1-2:30: How to Complete the IELCE Report and Plan](#)
 - [2/3, 1-2pm: Using NRS Tables and CASAS Data Portal](#)
 - [2/4, 11-12 Pre-Apprenticeships 101: Key Terms, Definitions, and Program Elements for Adult Education](#)
 - [2/6, 11-12: Building Pre-Apprenticeship Success: Best Practices and Insights from the Field](#)
 - [2/11, 11-12: Designing Pre-Apprenticeships: Operational Models and Program Delivery Considerations](#)
 - [2/12, 10-11: Mind the Gaps 2025](#)
- **Due Dates**
 - **Jan 31:** Student Data due in TOPSPro (Q2)
 - **Jan 31:** Employment and Earnings Follow-up Survey

- Appreciation:
 - Thank you all for really taking last month's assessment to heart and having such informative conversations surrounding the questions asked.
- Foothill asking for full time ESL (vocational specific)

Items for Discussion/Work Session #1: (9:15 - 9:50am)

- CALPRO ~~We the People~~ Community of Practice - Fundamentals of Adult Education Instruction @ FUHSD
 - Aiming to have between 12 and 16 teachers in the area to experience the training and provide feedback. ([Info](https://bit.ly/CALPROpilot2025)) bit.ly/CALPROpilot2025
 - Last time had at least 10 hours of training/assignments etc.
 - PAAS - 3 teachers retiring, 1 out for fall, so probably will not be able to participate
- College Tabling at AS Casas testing
 - Set up next round? TST to take lead on this?
 - Yes, have TST team to discuss this.
 - Get the data- on how many of those MVLA testers (24?) enrolled at FH. Worked well the day of testing.
 - Foothill will have paper version of GSP
- Data Team Update: (9:25-9:50am)
 - AS meeting: focus on TE updates
 - CC meeting: focusing on accessing college data.
 - Look over college application survey questions. (agenda / data sources)survey
 - Best way to track is with original student info in Banner - currently asking about high school is confusing to ELL and CTE students
 - Foothill will have IT work on codes
 - CAEP still comparing to pre-pandemic (also state focusing mostly on transitions rather than history)

Break (9:50-10:00)

Items for Discussion/Work Session #2: (10:00-12pm)

- March Internal Stakeholders/Advisory Board Meeting for 3 yr plan for March 21 -tentatively for 10am-1pm (10:00 - 10:30am)
 - a. Finalize the intention/goals for the Internal Stakeholders/Advisory Board Meeting
 - b. who is invited (invite NOVA)
 - i. Get Jenée list of invitees by 1/24 so the save the date calendar invite can be sent out.
 - ii. Previous Ideas:
 - iii. Consortium Update / Overview (Jenée)
 - iv. TST team update (TST)
 - v. HC Grant update (LB)

- vi. Food-
- vii. Breakout sessions
 - 1. ESL teachers (artifact of activity)
 - 2. HC Pathway
 - 3. Other CTE??
- viii. Come back as group and share out-
- ix. End

- 1. Teams can present on where they are at with the work
- 2. LB presents where the 3 yr plan is at
- 3. Get their feedback on plan/work and team vision of how they will be part of the plan
- 4. Incorporate the survey results into this meeting

c. who is invited

- i. Get Jenée list of invitees by 1/24 so the save the date calendar invite can be sent out.

- Work on the 3 yr plan sections: Strategies/Activities (10:30-12pm)
 - a. Utilizing the information gained from December's assessment:
 - i. start working on updating CTE and Student Support focused Activities.

Lesson Plan:

Break into 2 teams (Student Support & CTE) to discuss December's assessment work as it pertains to the work we are currently doing in our Activities. Are the Activities we already have taking care of all of our needs? Do we need to create any new Activities in order to address regional / educational needs we discover? (10:40-12pm)

Student Support Team: (Valerie, Thomas, Jon, Lynn, Liz, Connor)

- #2.1B Increase Student Targeted Academic Support
- #3.1C Increase Students Access & Participation in CTE Pathways
- #3.2A Transition Services at the AS and Onboarding Support at the CC

Resource:

Assessment Results for CTE/SS Groups

3 Yr Plan: Student Support Activities (2025-28

Strategy/Activity Overview

1.

CTE TEam (Lori, Julie, Randy, Teresa, Jim)

- #2.1A CTE Pathway Projects (CTE Pathway Team)
- #3.1A: Articulation Projects (Articulation Team)

Resource:

Assessment Results for CTE/SS Groups

3 Yr Plan: CTE Activities (2025-28

Strategy/Activity Overview

[CTE Pathway Opportunities 1-10](#)