

November Leadership Board Meeting

Friday, November 8, 2024

9am-12pm

MVLA

333 Moffett Blvd, Mountain View, CA 94043

Meeting Values: 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), Randy Bryant, Vins Chacko, Valerie Fong, Jonathan Fu, Teresa Ong, Lori Riehl, Jim Sherman, Natalie Skelton (notetaker), Connor Smith Lynn Tanner, Julie Vo

To Do/Next Steps:

Main Goals/Outcomes

1. Become familiar with 3 yr plan sections, set tasks on planning doc, and discuss assessment tools (students, faculty, staff, & stakeholders)
2. Identify purpose/goal of Internal Stakeholders/Advisory Board Meeting for 3 yr plan
3. feedback/input, set date, identify attendees, are we sending out a survey beforehand?
4. Check in on college/adult school ESL faculty discussion group
5. Reschedule Bylaws / Mission committee meeting & date for completion

LB Meeting Agenda

(9:00am – 12:00pm)

General Information (9:00 – 9:15am)

- Approve October Agenda - approved ✓
- [Webinars](#)
 - 11/13, 12-1pm: [CAEP Program Area Report 2023-24](#)
 - 12/6, 9-10am: [CAEP Three-Year Plan Friday Focus on Section Four](#)
- [Due Dates](#) (no deliverables in November)
 - **Dec 1:** July 1, 2023 to June 30, 2024 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *
 - Reached out to TAP for current guidance/memo (will probably use last year's)
 - **Dec 1:** 22/23, 23/24 & 24/25 Member Expense Report Due in NOVA (Q1)

- **Dec 31:** 22/23, 23/24 & 24/25 Member Expense Report certified by Consortia in NOVA (Q1)
 - This will be certified before winter break on 12/19 ✓
- Appreciation
 - Thank you everyone for turning in CAEP reports on time, coming to these meetings with the intent to work together, and being fantastic consortium members.

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

- [CAEAA](#) is Feb 6-7 (our 2/7 LB meeting rescheduled to 3/7)
 - January 17 @9-12
 - 2/13 10-11:30 zoom AP check in
 - March 7 LB @9-12
 - March 21 Stakeholder @9-1
- Data Team Update: Goals for 11/19 Meeting
 - present data vision spreadsheet created by Jon
 - 3 yr plan section 3: metrics: set metrics & barrier (s)
 - Tie these to the data vision spreadsheet
- Any updates on college/adult school ESL faculty discussion group
 - Copy of NCEL 403A & 403B Cohorts [NC class to bridge students to the Healthcare class; would like to create a mirrored NC pathway for students to continue. If NC, it lowers the stakes, and no \$\$\$. AHS 51 & CHW pathway conversion to NC.]
 - Most students seemed prepared for this class and AS TST agreed with Amy Sarver's notes.
 - Next Steps?
 - Timeframe for starting the college/adult school ESL faculty discussion group?
 - Moved to activity discussion
 - ELL Discussion Group Focus:
 - Crosswalk the CASAS test with the skills in the outcomes for lower level college ESL courses
 - Co-located classes at Foothill and DeAnza to acclimate students to college environment (would need at least 20 students)
- TST work: Working with Fountainetta and the Adult Ed team at SV on ways we can make the GSP more accessible to our adult learners
 - Moved to activity discussion for TST
- ~~Flier for AS student who can't get a test: link to calendly link and days/times for sunnyvale center counseling week of dec 9: 10AM - 4-5pm??~~
- College Tabling at AS Casas testing
 - focus on the Winter quarter
 - Tabelaing at registration at MVLA: 11/20: 9-10:30am & 6-7:30pm
 - Use the brochure that helps students decide if they are able to take 410.
 - Maybe have a flier for 410?
 - Students can make an appointment for next steps

- FUHSD: Meet with Nury
 - Jenée send email out recapping this
 - Jon as point of contact
- PAAS: Dec 7 (Saturday) will get brochures, not labeling
- ~~Flier ready by Nov 1, that will allow MVLA and PAAS to distribute it at their upcoming placement testing events:~~
- Set Date for re-scheduled Bylaws / Mission committee & date for completion

Break (9:50–10:00)

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

Three Yr Plan:

- Become familiar with 3 yr plan sections, set tasks, and discuss assessment tools (students, faculty, staff, & CBO)
- Identify purpose/goal of Internal Stakeholders/Advisory Board Meeting for 3 yr plan feedback/input
 - Confirm Date 3/21
 - Discuss 3 yr plan survey to stakeholder team members
 - Discuss appropriate time for next CTE/Healthcare Pathway Meeting

Lesson Plan:

Go over the NSCCC 2024-25 LB Planning Doc (10:00-10:10)

- Whole LB

Break into 3 teams to discuss and choose assessment tools for Section 2: Assessment (10:10-10:45)

- Team 1: Regional Alignment and Priorities
 - Randy, Teresa, Lori, Julie, Jim
- Team 2: Evaluate the Educational Needs of Adults in the Region
 - Jon, Valerie, Lynn
- Team 4: Evaluate the Current Levels and Types of Education and Workforce Services for Adults in the Region
 - Connor & Jenée

Come back as a group (10:45-11:55)

- discuss Section 2: Assessment **Contributions by Entities** (10:45-11:45)
 - This includes internal stakeholders meeting
 - Confirm Date / location
 - Discuss 3 yr plan survey to stakeholder team members
 - Discuss appropriate time for next CTE/Healthcare Pathway Meeting

- Report out from teams (11:45-11:57)

Review December next steps (11:57 -12:00pm)

Resources:

Three-Year Plan Planning Doc

NSCCC 2024-25 LB Planning Doc

24-24 TST Calendar

From October meeting:

1. Need to discover what assessment tool we can use for DA to identify “language readiness” of transitioning students. This can be done by the TST?

Additional Notes:

- Collect all student surveys from all organizations as to not repeat same information
- Student focus groups more accurate (also invite them to stakeholder meeting)
- MVLA has student testimonials/videos
- CTEOS (Foothill) data good
- Adult Schools do student goal tracking
- Need crosswalk to CTE pathway?
- Jenée will visit each school for NSCCC Info Introduction, but we will also have everyone get together in same room
- CAEP Back to School?
- CTE Open House at DeAnza Wed 11/13 @11-1