



Sonoma County Adult Education Consortium Oversight Committee Meeting Minutes

DATE: January 10, 2019

CALL TO ORDER

The meeting was called to order at 12:59 PM.

ROLL CALL

Present at the meeting were five of the six members including: Lisa Saxon, Nancy Emanuele, Jessica Pardoe and Stephen Jackson. Aracely Romo-Flores and Tracy Dorrance were absent. Consortium Director Nancy Miller, Secretary Joan Barrie, and Data and Accountability Manager Marlyn Garcia were also present. Tracy then arrived at 1:03 PM.

APPROVAL OF MINUTES

The Minutes from the meeting of November 1, 2018 were reviewed. Lisa clarified that the name for the DLAC group needs to be changed to **DELAC** when referring to the **District** English Language Advisory Committee for all school sites in a district, and that **ELAC** stands for English Learner Advisory Committee and is a group of English Learner parents and community members who advise and assist schools in making important decisions related to services for English Learners. Secretary Barrie assured the Committee that going forward, any reference to DELAC will include the E in the name and will be corrected in any prior minutes. Nancy Emanuele made a motion and Lisa seconded to approve the Minutes from November 1, 2018. The motion was carried by the following vote: Yes: 3; No: 0 Absent: 1 Abstain: 2 due to absence at that meeting (Jessica Pardoe and Stephen Jackson).

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Sami Lange, Chair of the SRJC World Language Department was in attendance as an observer only. She introduced herself but did not make any comments on any agenda items either listed or not listed. Director Miller explained that Sami was invited to attend the meeting so that she could get a sense of what the Consortium does in relation to Adult Education in Sonoma County, particularly in relation to how it impacts the SRJC Adult Ed. Department.



FOLLOW UP DISCUSSION TO DEVELOP NEXT THREE YEAR PLAN (2019-2021) FOR THE CONSORTIUM

Director Miller explained that the attachments that were included in the meeting packet were originally sent out in November. She reported that she was continuing to input the Self-Assessment survey into the web based program 123, which will then be available to members to input their responses electronically. She reviewed the seven categories that are included in the Self-Assessment, and stated that members do not need to give input on all seven categories. The seven areas are:

- 1) Adult Basic and Secondary Education, including high school diploma coursework and preparation for high school equivalency exams
- 2) English for Speakers of Other Languages (ESL), including English literacy, civics and prep for citizenship.
- 3) Adults with Disabilities
- 4) Short-term Career Technical Education focusing on skill preparation for the workforce
- 5) Pre-apprenticeship programs
- 6) Preparing adults for entry or re-entry into the workforce
- 7) Preparing adults to support student academic success in elementary and secondary schools

She also mentioned that there is an upcoming training called “Interest Based Training” that she, Nancy Emanuele and Lisa Saxon will be attending. The training will cover incorporating the needs of both internal and external partners in the community. She commented that the Consortium has done a good job of highlighting to the public that the focus has been on our educational service providers. There was a brief discussion about funding for community based organizations (CBOs) who the Consortium service providers partner with such as La Luz in Sonoma and La Corizon in Healdsburg. Director Miller stated that if direct services are provided by any of the CBOs that partner with our service providers, she asks them for an estimate of the cost of the services they provide and she records it in the NOVA reporting system. She also posed a question about expansion of services and capacity to do so in terms of looking at one of the aspects of the self-assessment process. The example she used was asking Petaluma Adult School if they have the capacity to expand to offer classes for High School Diploma, and if the answer is no, what other needs are there that can be met.



The **five key areas** that consortia need to evaluate with regard to their effectiveness are: 1) Capacity; 2) Connection; 3) Entry; 4) Progress; 5) Completion/Transition. Members will look at how they believe their own consortium is doing and compare that to how the State thinks they are doing in providing academic and support services for non-credit adult education programs in the seven areas. She pointed out that in looking at parent education programs in particular, (#7 on the list) the focus needs to be on helping parents support the **academic success** of their children and training them on early literacy strategies, as opposed to just running a social group for parents and children.

Director Miller further explained that in looking at evaluating how the Consortium is doing with providing programs for Adults with Disabilities (#3 on the list), no programs were included in the first two years of the first Three Year Plan. However, it was discovered that Santa Rosa Junior College (SRJC) actually has the largest program in the state providing non-credit classes for Adults with Disabilities. The attendance data from these classes is now being included as part of what the consortium is reporting. Some of the funding from the grant is now paying 25% of a new Administrative Assistant who is focusing on collecting and inputting this data.

Nancy Emanuele noted that there are adults who have learning challenges that are being seen at Petaluma Adult School, but there is currently no testing tool available to determine how much their challenges are impacting their ability to access and/or have success in the classes. She asked if there was either an assessment tool or a qualified staff person who could help to get this data. Director Miller mentioned that SRJC has a Disabilities Resource Center and we may be able to get some ideas and possibly pay for some assistance in this area. This could also tie into “seamless transition” for students who want to eventually transfer to SRJC credit, certificate, or degree programs.

Data and Accountability Manager Marlyn Garcia commented that assessment and data collection is challenging because not all entities use the same ID system to track students. Also, it is hard to match Latina names because many have multiple names and they don't always use the same name consistently, so they may have more than one ID number. She would like to see all service providers for the consortium use the same ID system.

For items #4 and #5 Progress and Completion, Director Miller stated that both WIOA and AEP funding are stressing the importance of students progressing through courses that result in a certificate completion in as timely a way as possible, in addition to building on that towards transitioning from non-credit to credit courses.



Director Miller also stated that there are two new sources of money with regard to aspects of transition. One is for the transition of K-12 students to college and the other is for Workforce prep programs, Adult schools, Construction programs, etc. There was some discussion regarding articulation agreements between the construction program and SRJC. This is with regard to looking at the courses on a “continuum” towards completion and how the course a student takes through the construction program would count in being able to transfer it to another program and complete a certificate. There was further discussion regarding union vs. non-union construction programs in terms of who can teach the classes, apprenticeship and employment opportunities. Discussion also touched on small business development and access to computers for students. She reported that the Economic Development Board (EDB) has approached Director Miller regarding another grant of about \$500,000 that would make free, refurbished computers available to students. Another need that was brought up is bilingual instructional assistants for the construction classes, as well as bilingual instructors. Director Miller noted that the Chancellor’s office just approved a Student Success Worker certificate to train people to help students in areas other than instruction such as bus drivers, kitchen workers, etc.

Discussion then turned to stakeholders and which groups should be invited to participate as part of developing the three year plan. Director Miller noted that the Sonoma County school superintendents had been involved as stakeholders during the development of the first three year plan. There was some discussion as to how to bring them back to the table in a more focused way. Lisa suggested that after the Oversight Committee completes the self-assessment that it share with the Superintendents the accomplishments in the last three years as well as any identified areas of weakness. The Committee would then ask for specific input in how those gaps might be filled, based on the data gathered, as opposed to asking for an open list of everything they might want to see in the different districts. The Committee also believes that the focus has turned more towards community, industry, business and County partners (such as Job Link), who all should be included to participate in a stakeholders meeting. Members requested that a list of participants from the last stakeholders meeting be provided so that it can be reviewed with additions of critical partners, and deletions of those who no longer have a stake, such as the corrections facilities.

In addition to the topic of stakeholders, it was decided that a “backward” time line be established for completing the three year plan. The deadline for submission of the plan is August 15, 2019. Director Miller suggested that the plan be done by June 30th so that it would allow time for edits, revisions, etc. before it is officially submitted. The timeline will be established as part of the continuation of this item at the next meeting on March 7, 2019. In addition, Lisa recommended looking at the specific “data nuggets” that are needed in establishing the new plan, which will help to drive and focus the next few meeting agendas.



SERVICE PROVIDER ENROLLMENT UPDATES FOR SPRING 2019

Spring 2019 schedules for the service provider agencies, Petaluma Adult School, Santa Rosa Junior College, and the Sonoma County Office of Education, along with enrollment numbers for the courses were provided and received by the Committee. Nancy Emanuele brought the new Petaluma Adult School brochure that includes the summer 2019 schedule. She gave an overview of their program offerings. She noted that they have a new partnership with CalRegional who have programs for phlebotomy technician and clinical medical assistant. If a student has completed their high school diploma or equivalency through Petaluma Adult School, then they can apply for a scholarship to CalRegional for one of these programs. Nancy also mentioned that teaching high school equivalency is much more challenging because it is done in segments and sometimes there are gaps in the time that they take the classes.

Marlyn Garcia presented a summary of classes and enrollments for SRJC. She noted that unfortunately, several classes were cut due to a forced reduction college wide based on fiscal shortfalls. She also mentioned that with the radio ads that have been running in the last couple of months, there has been an increase in phone calls regarding the classes, resulting in higher enrollment (up 20% from last year). The SRJC Adult Ed. Department has also been doing CASAS testing to help guide which level of ESL class is appropriate for students to enroll.

Stephen Jackson reported on the construction classes being run through SCOE.

VI. INFORMATION ITEMS

a. Director's Report

1) Certificate Celebration and Adult Education Alumni Event

Nancy reported that over 100 people came to the event, which was very well received and successful. It also helped to increase enrollment for the spring 2019 classes.

b. Member Reports and Announcements

There were no reports from any members given.

c. Requests for Information

Lisa asked that a copy of the Oversight Committee Bylaws be provided at the next meeting.

VII. ADJOURN

Lisa adjourned the meeting at 2:49 PM