

Steering Committee Leadership Retreat

Baldwin Park <input type="checkbox"/> John Kerr <input checked="" type="checkbox"/> Veronica Valenzuela	Tri-Community Adult Education Charter Oak <input checked="" type="checkbox"/> Debra Tarbox Covina Valley <input checked="" type="checkbox"/> Claudia Karnoski <input checked="" type="checkbox"/> Dan Gribbon	Mt. SAC <input checked="" type="checkbox"/> Madelyn Arballo <input type="checkbox"/> Tami Pearson	Consortium <input checked="" type="checkbox"/> Ryan Whetstone <input checked="" type="checkbox"/> Wanda Pyle <input checked="" type="checkbox"/> Sage Overoye
Bassett <input checked="" type="checkbox"/> Albert Michel <input checked="" type="checkbox"/> Virginia Espana	Hacienda-La Puente <input checked="" type="checkbox"/> Elbia Sarabia <input checked="" type="checkbox"/> Matt Smith	Pomona <input checked="" type="checkbox"/> Enrique Medina <input checked="" type="checkbox"/> Marie Dennis <input type="checkbox"/> Rebecca Cristobal	Partners/guests present:
ESGVROP <input checked="" type="checkbox"/> Elia Evans <input type="checkbox"/> Leticia Covarrubias		Rowland <input checked="" type="checkbox"/> Rocky Bettar	

Agenda Items	Outcomes
1. Welcome & Introductions	Meeting was called to order at 9:10 AM – Facilitated by Ryan Whetstone
2. Budget	<p>Madelyn Arballo reviewed the 2015-2016 consortium funds. \$1,355,925 remaining includes unspent member funds (Bassett, Charter Oak, Covina Valley, Hacienda La Puente, Mt. SAC) and \$160,000 allocated to Walnut Valley. Suggestions for spending Walnut Valley funds included:</p> <p style="padding-left: 40px;">Splitting funds between members based on consortium participation.</p> <p style="padding-left: 40px;">Matt Smith suggested hiring a part time professional development coordinator.</p> <p>Madelyn will bring a proposal to next meeting for spending of the Walnut Valley funds.</p>
3. Data & Accountability	<p>Madelyn Arballo reviewed the Data and Accountability Plan. \$544,913 are allocated to the consortium. Madelyn proposed spending \$110,042 on consortium project costs.</p> <p>A motion was made to approve the proposed consortium project costs for the 2016-2017 data & accountability funds by Enrique Medina, seconded by Veronica Valenzuela. The project costs were unanimously approved.</p> <p>Madelyn proposed the remaining \$434,871 be divided evenly among members (\$48,319 per member).</p> <p>A motion was made to approve the proposed member allocations by Albert Michel, seconded by Veronica Valenzuela. The member allocations were unanimously approved.</p> <p>There is a need for our consortium to define terms such as “completer” “finisher” etc. in order to make reported data usable across our region.</p> <p>Ryan Whetstone discussed AJCC as a partner for members and the need to tie our data to their data in order to track outcomes.</p>

4. Activity 1 –
Review and
Report on
Priorities List

Ryan Whetstone reviewed handouts and the 2016-2017 Annual Plan.

Madelyn Arballo discussed the need for work groups related to workforce re-entry and adults supporting children academically.

Participants broke into three groups and were instructed to review the 2016 priorities list. Discussions were centered on what has and has not yet been accomplished.

Group 1 – Counseling and Student Support Services

Integration and Seamless Transition

- Still need to focus on articulation
- Create consortium-wide articulation including college/post-secondary

Group 2 – Regional Professional Development for Teachers

Best Practices

- ESL Multi-level classes to double-level (Pomona)
- Monthly academic staff meetings to share best practices in ESL (HLP)
- CTE department meetings (HLP)
- H.S., ABE/ASE expanded program (Bassett)
- Academic meeting by program (Pomona)
- On-line learning program (Pomona)

Sharing Resources

- Teachers presenting strategies
- On-line learning programs
- Sharing/customizing programs
- Staff time/work groups, networking
- Site visitations/instructional walks

Soft Skills

- Presentations from different program areas
- Skills USA
- Integration into instruction and curriculum
- Job fairs (student presentations)
- Presentation skills
- Applications, workforce experience and development
- *Included contextualized project based learning

Curriculum compacting/acceleration

- Articulation agreements
- Credit for work experience
- Test out → placement
- On-line programs
- Mastery-based acceleration
- Technology integration
 - Lab instruction
 - Kindles (HLP)
 - Mobile computers (laptops)
 - Burlington English
 - PLATO
 - APEX

Independent & Direct Instruction

- Independent study programs
- Distance learning
- Hybrid classes

Group 3 – Communication and Marketing

2016 Priorities are in progress. This includes consortium post cards and website.

Marketing options sheet included in handouts was discussed. Members are currently employing the following tools to market programs:

- Word of mouth (80% of return based on this)
- Publish & mail schedules 3x/year
- Social media (Facebook and Twitter)
- Freeway signs
- Flyers
- Online advertising
- LA weekly advertising
- School district report card flyers
- Craig’s List
- Promotional videos
- Cable advertising
- PBS – 30 minute shorts “Inside CA Education”

Participants expressed a need for consortium-wide ads to include all members and a list of programs, not just the logo and/or website. Consortium could employ the following tools to market members and programs:

- Movie theater ads
- Bus bench ads
- Mailers
- Consortium open-house day

There is concern in the work groups about low enrollment. Matt Smith discussed the relation between low unemployment rates and low enrollment - marketing should focus on “get a better job,” not “get a job.”

Matt also discussed the need for a clear document outlining the consortium marketing plan, possibly including a calendar.

5. Activity 2 – Review and Report on the Annual Plan

Participants broke into two groups and were instructed to review the annual plan. Discussions were centered on what has and has not yet been accomplished.

Group 1 – Objective 3 (Integration and Seamless Transition):

Accomplished

- Work groups are meeting
- Professional development AEBG Conferences
- ESL and ABE curriculum alignment
- Hired more counselors

Not yet accomplished

- Adults supporting children to succeed academically work group
- Workforce re-entry work group
- More counselors
- Job placement specialist
- Consortium-wide workforce specialist
- Sharing workforce/placement resources
- Articulation to Mt. SAC

Group 1 – Objective 4 (Gaps in Services):

Accomplished

- Computer labs
- Online courses
- Assistive technology
- Blended classes
- Additional instructors, counselors, support staff hired
- Mail schedules

Not yet accomplished

- Consortium website
- Pathways

Group 2 – Objective 5 (Acceleration):

- Online learning (PLATO, etc.)
- Increasing counselor hours (access)
- Job placement specialist (placement, preparation, career paths)
- H.S. completion programs
- Placement testing/intake
- Transition programs
- Alignment through work groups
- Student-lead work groups (Pomona)
- Improved technology access
- Contextualized instruction (ex. math for electricians)
- Focused data collection (follow-up)
- H.S. → Mt. SAC/adult school pathways
- Creation of instructional modules for flexible completion
- Partnerships with business and private industry
- Open entry/open exit
- Offering classes more often (child care, summer school)

Group 2 – Objective 6 (Shared Professional Development):

- Consortia shared events
 - Conference
 - Work groups
- Site visits
- PLCs @ each site
- CalPro (BP) ?? (Bassett)
- CCAE
- OTAN
- CAROCP
- CAEAA
- WIOA
- District training
- EL training
- CASAS
- Accreditation
- Best Practices
- Industry standards
- MOU/articulation agreements with Mt. SAC

	<ul style="list-style-type: none"> • Soft skills • Focus on collaboration (work groups) • Partnerships/shared resources • Regional → Work Groups → Sites
<p>6. Activity 3 – Identify Future Priorities</p>	<p>Participants discussed priorities for the next annual plan.</p> <p>Objective 3 (Integration and Seamless Transition):</p> <ul style="list-style-type: none"> • Articulation • Alignment • Cross-Program Conversations • College-readiness by Mt. SAC @ member campuses • Regional data collection • Common needs • Job developer/transition • Professional development <p>Objective 4 (Gaps in Services):</p> <ul style="list-style-type: none"> • Continue hiring (instructors & counselors) • Additional classes • Summer classes • Distance learning • Partnerships (advisory meeting, show case, appreciation/acknowledgment) • Equipment • New work groups (adults supporting children academically, workforce re-entry) <p>Objective 5 (Acceleration):</p> <ul style="list-style-type: none"> • Blended learning (APEX, PLATO) • Standardize work place experience credit (COE) • Credit by exam • Discuss high school graduation credits • Expand programs • Technology skills • Explore mastery-based competencies <p>Objective 6 (Shared Professional Development):</p> <ul style="list-style-type: none"> • Technology development • Professional development coordinator • Task-group based development • Skill based development • Counselors - regional information training • Counselors - adult specific training (career pathways) • Navigator • Cross-program collaboration <p>Objective 7 (Leveraging Resources):</p> <ul style="list-style-type: none"> • Regional advisory • Consortium showcase/tour • LA County WIB ATP model
<p>7. Closing</p>	<p>Meeting was adjourned at 1:30 PM</p> <p>Next meeting – Monday, February 27, 2017 – 2:00 PM – Mt. SAC</p>

Next meeting: Monday, February 27, 2017, 2:00 PM, Mt. San Antonio College, Bldg 40, Rm 146