



Minutes

Counselors & Support Staff Work Group

Monday, December 12, 2016
10:00 am - 12:00 pm

231 E Stephanie Drive, Covina 91722
 Rm. 9

Baldwin Park <input type="checkbox"/>	Hacienda-La Puente <input checked="" type="checkbox"/> Valerie Clifford	Rowland <input checked="" type="checkbox"/> Joe Miraglia	Partners/guests present:
Bassett <input checked="" type="checkbox"/> Marlen Martinez	Mt. SAC <input checked="" type="checkbox"/> Yvette Santilian	Tri-Community <input checked="" type="checkbox"/> Micah Goins <input checked="" type="checkbox"/> Noelle D'ingillo	
ESGVROP <input checked="" type="checkbox"/> Jennifer DeSantos	Pomona <input type="checkbox"/>	Consortium <input checked="" type="checkbox"/> Ryan Whetstone <input checked="" type="checkbox"/> Wanda Pyle <input checked="" type="checkbox"/> Sage Overoye	

Agenda <ul style="list-style-type: none"> • Welcome/Introductions • Debrief Fall Consortium Conference • Next Steps: Articulation? • 2017 Meeting Calendar • Spring Conference • Next Meeting: TBD 	
Minutes 1. Debrief Fall Consortium Conference	<p>Session 1: Where Do We Start? – Joe Miraglia, Yvette Santilian, Naomi Avila Session 2: Chart Your Course – Cindy Bonilla and Noelle D'ingillo Session 3: Intake, registration and assessment – Micah Goins and Jennifer DeSantos</p> <p>Paper surveys provided positive feedback for 3rd session (6 responses, all ranked session as “excellent”)</p> <p>Presenters in sessions 1&2 commented that no attendees were willing to participate in discussion.</p> <ul style="list-style-type: none"> -GED questions in Session 1 sparked some discussion -CASAS in Session 2 was main topic of discussion <p>To improve participation in the future:</p> <ul style="list-style-type: none"> -Know the audience ahead of time -Create session for counselors new to adult education -Prepare organized interactive materials -Online registration should help with this – ask what they want to learn, and what role they play at their adult school (counselor, clerical, teacher)

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<p>2. Next Steps: Spring 2017 Conference</p>	<p>Spring Conference: April 27th – Tools for Student Success</p> <p>Possible Session Topics:</p> <ul style="list-style-type: none"> Recruitment/Marketing Retention & Resources <ul style="list-style-type: none"> Bring 211 materials Practitioner Guide to CASAS <ul style="list-style-type: none"> Work group can go through training, and then share it in a session Adult Ed Counseling 101 <ul style="list-style-type: none"> Helpful to all of the counselors new to adult education, may have transferred from K-12
<p>3. Next Steps: Counselors/Support Staff Work Group</p>	<p>Future Work Group Objectives:</p> <ul style="list-style-type: none"> Bridge program for adults (adult school to community college) <ul style="list-style-type: none"> -Soft skills -“Warm hand off” from adult school to community college counselors -Bridge programs are addressed by AEBG Unit alignment <ul style="list-style-type: none"> -Units required for HS Diploma vary at different schools Some schools are using HS Course descriptions that meet A-G requirements. That level of rigor is not required. It may be beneficial to develop our own adult school descriptions that can feed into the community college pathway. -Mt. SAC is currently in the process of changing their curriculum -Giving a direct path to the work force or higher education will increase retention. Funding is now based on completion, not time in class (ADA). -Using CTE classes to fill elective requirements Intake alignment <ul style="list-style-type: none"> -Provide students with some same information across the consortium (barriers, resources, other programs, etc.) -Universal intake form/agreement document to smooth the transition from one adult school to another Consortium wide recruitment event (open house, college fair, financial aid information, etc.)



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<p>4. 2017 Meeting Calendar</p>	<p>All Work Group Meeting Information is accessible at: https://calendar.google.com/calendar/embed?src=1548lmj6iggr1g3cutqo2m4tjk%40group.calendar.google.com&ctz=America/Los_Angeles *Members from any work group are welcome to attend meetings from other program areas</p> <p>Wed Jan 11th 10:00AM @ Bassett Discuss possible bridge program Wed Feb 15th 10:00 AM @Hacienda La Puente Discuss enrollment/recruitment and marketing Mon Mar 13th 10:00 AM @Mt. SAC Mon Apr 10th 10:00 AM @ Rowland Mon May 8th 10:00 AM @ Tri-Community (Covina Ed Center)</p>
<p>5. Annual Plan Review</p>	<p>Consortium plans are available at: http://aebg.cccco.edu/Consortia/Consortia-List?id=56e239c6198f88fb12fbff34 AB 86 Narrative is the “plan for a plan” that describes where we want adult education to be. AB 104 provides a three-year action plan based on AB 86 narrative. The consortium annual plan was based on the three-year plan and has achievable objectives for the year. A summary of the annual plan was distributed.</p>
<p>6. Next Time</p>	<p>Return completed intake alignment forms to Sage via email: soveroye@mtsac.edu</p> <p>Prepare to discuss adult bridge program</p>

Next meeting: Wednesday, January 11, 2017; 10AM – 12:00 PM; @ Bassett