



Minutes

CSS Work Group

Monday, October 16, 2017

10:00 am - 12:00 pm

Hacienda La Puente

Baldwin Park <input type="checkbox"/> Adriana Rodriguez	Covina-Valley <input type="checkbox"/> Charlie Beal <input checked="" type="checkbox"/> Noelle D'ingillo <input checked="" type="checkbox"/> Jamie Razo	Mt. SAC <input type="checkbox"/> Naomi Avila <input type="checkbox"/> Cindy Bonilla <input type="checkbox"/> Dalia Chavez <input checked="" type="checkbox"/> Sandy Masson <input type="checkbox"/> Yvette Santillan <input type="checkbox"/> Kelly Velasquez	Consortium: <input checked="" type="checkbox"/> Ryan Whetstone <input checked="" type="checkbox"/> Wanda Pyle <input checked="" type="checkbox"/> Lila Manyweather <input checked="" type="checkbox"/> Sage Overoye Partners/guests present:
Bassett <input type="checkbox"/> Marlen Martinez	ESGV ROP <input type="checkbox"/> Elia Evans <input type="checkbox"/> Raymond Luong	Pomona <input checked="" type="checkbox"/> Catyana Ornelas	
Charter Oak <input type="checkbox"/> Ivan Ayro	Hacienda La Puente <input type="checkbox"/> Valerie Clifford <input type="checkbox"/> Micah Goins <input checked="" type="checkbox"/> Maria Tellez	Rowland <input checked="" type="checkbox"/> Joe Miraglia	

Agenda

- Approve minutes from 9/18/2017
- Highlights/updates from Steering Committee
- Consortium activities & plan for the year
- AEBG Outcomes/Transitions - Review
- Best Practices Handbook
- Closing Remarks
- Next Time

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Meeting called to order at 10:12 AM – Facilitated by Ryan Whetstone

1. Approve minutes

Minutes were approved unanimously with no change.

2. Highlights/updates from Steering Committee

We discussed the partner breakfast with the steering committee. We need to make sure that the people we invite to attend are people who can feed us students, or people who can place our students in employment, or elected officials (AJCCs, High School Counselors, etc...) The goal of this meeting is to build a stronger connection between the adult schools and the partners.

Marie Tyra from Mt. SAC works on articulation with the college. She is open to working with the adult schools. You can email here at mtyra@mtsac.edu. Lots of the articulation agreements this semester are already in progress, but collaborating in the spring would work well.



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	<p>The steering committee has started to look at CASAS data for individual schools and the consortium at large. Although there is still some error in the data, it can give us guidance on what schools are doing well in certain areas so we can pull best practices from them. Noelle thinks it would be really helpful for each school to discuss their procedures for CASAS testing.</p>
<p>3. Consortium Activities Plan</p>	<p>Partner Breakfast - The breakfast will include a presentation that gives a brief overview of the consortium. Then, each school will have a chance to present on their unique programs. Then, the partners we invite will have a chance to present on their organizations (ex. AJCCs). We will also set up a table per school where they can provide catalogs, flyers, give aways, and answer questions.</p> <p>Monthly PD Idea – Have EDD come to present on job outlook in the area. This presentation would be beneficial for several work groups. Tentative – January.</p>
<p>4. AEBG Outcomes</p>	<p>The AEBG Outcomes summary slide was distributed. We need to use data to assess, analyze, and adjust instruction. Ryan reviewed an AEBG Outcomes/Transition presentation.</p> <p>Discussion – How do we track if a student enters the military? Suggestion – you can contact your local recruiter on the status of a student. You should follow up on students trying to retain a job, get a job, or get a better job. This data should be assessed with student surveys and confirmed with employers.</p> <p>CTE is working on aligning programs at the adult schools with apprenticeship programs at HLP AE. In order to be classified as a pre-apprenticeship program there must be an articulation agreement with preferential consideration for the students.</p>
<p>5. Best Practices Handbook</p>	<p>The group reviewed the 2008-2009 LAUSD Counselors Handbook for guidance http://www.eastlaskillscenter.org/lausd_counselors_handbook_2009_lr.pdf</p> <p>The best practices document that was created last semester is a good guideline for chapters. Sections to include in the best practices handbook: Calendar, community resources, CASAS, Other assessments (TABE, GED, Etc.), Best practices document, career assessment resources, responsibilities, AEBG Overview (AB86, AB104), Data, student follow up, record keeping, goal setting, intake, ongoing guidance/support, completion, placement: employment/post-secondary.</p>

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	<p>Chapter Outline:</p> <ol style="list-style-type: none"> 1. Intake <ol style="list-style-type: none"> i. Educational & Experiential Background <ol style="list-style-type: none"> a. Transcripts b. Test scores c. Pre-requisites ii. Assessment <ol style="list-style-type: none"> a. CASAS b. Career assessments/interest inventory iii. Goal Setting <ol style="list-style-type: none"> a. Job outlook b. Timeline iv. Identify Barriers and Available Accommodations <ol style="list-style-type: none"> a. Child care b. Financial aid c. Transportation d. Disabilities v. Orientation <ol style="list-style-type: none"> a. Cost overview b. Attendance policies c. On campus resources d. Outside resources/partners 2. Ongoing Guidance/Support 3. Completion 4. Placement: Employment/Post-Secondary
<p>6. Closing Remarks</p>	<p>Register for Moodle Trainings here: http://www.mtsac-rc.org/Register-for-PD/Moodle-Training/index.html Register for Digital Badges Workshop here: http://www.mtsac-rc.org/Register-for-PD/Digital-Badges/index.html</p>
<p>7. Next Time</p>	<p>Debrief conference. Discuss CASAS Procedures. Discuss how other schools are documenting "Get a job" "Retain a job" "Get a better job" "increase wages" and "enter the military." Continue work on counselor's handbook – bring documents for chapter 1, begin discussing chapter 2.</p> <p>Meeting adjourned 12:00 PM.</p>

Next meeting: Monday, December 4; 10AM – 12:00 PM; @ Baldwin Park