

# **MINUTES OF THE CTE TASK FORCE GROUP OF MT. SAC REGIONAL FOR ADULT EDUCATION**

Mt. Sac Regional Consortium for Adult Education (Task Group), held a conference debriefing on May 19, 2017 at 11:30 AM

Location: Marie Callender's, City of Industry, CA 91748.

Alice Yoshioka, Facilitator of the Task Force, served as the Chairperson of the meeting and presided over the meeting. Colleen Barela, member of the Task Force, served as the Secretary of the meeting and recorded the meeting proceedings.

The Chairperson called the meeting to order and announced the meeting was held to order.

## Agenda

1. Discuss Conference
2. Review Surveys
3. Conference handouts
4. Next Step
5. IBEST
6. Meeting schedules
7. Other

## Members Present in Person

- a) Alice Yoshioka
- b) Felicity Johnson
- c) Colleen Barela
- d) Martha Ayala
- e) Alice Johnson
- f) Angelina Pride
- g) Wanda Pyle
- h) Ryan Whetstone
- i) Nicole Hubner
- j) Sylvia Peralta
- k) Ric Manriquez
- l) Linda Rodriguez

## Members Not Present

- a) Claudia Ruiz

The following pertinent issues were then presented at the meeting. Each of them were considered, discussed, and the concerns listed.

## 1. Discuss Conference

Task force presenters did a good job at presenting the material. The audience shared how they will be able to use the information the presenters provided. Despite the technical difficulties we encountered everyone was engaged and excited about the presentations. Audience asked a lot of questions. After glancing over the evaluation, Wanda was pleased with the ladder concept. Ryan said presentation was good. Leadership was pleased with the presentations. Logistically still need to adjust how to deal with technical issues.

Los Angeles Consortium – Ryan attended and mentioned over 500 attended. Workshops were not very collaborative. Learned some new tools. Work groups come together with a strong sense of team players.

CCAIE Conference – Nicole attended the conference and touched on the Los Angeles section is misleading students with the courses they offer. The objective is more financial gain as oppose to meeting the student's best interests. Ryan – does L.A. provide a lower cost option? Is the more expensive program an accelerated course? And is there a waiting list for the lower cost program? Their outcomes are based on leverage. Community College has been informed to use benchmarks on success.

## 2. Review Surveys

Alice shared, after reading all the surveys; presenters received excellent reviews. In fact, we need to follow through with our ideas and get it done! We need to challenge all school districts within the consortium to create a chart and list all their programs.

## 3. Conference handouts

Wanda suggested to create a success chart that includes the apprenticeship steps and to map out how to get to the success level. Members will assess where we are at in completing the guidebook and will mentor other school districts. It is necessary to include the outcomes in the guidebook. It was suggested to create booklets for each program with detailed course information. Students find it difficult to understand convoluted books, catalogs, and course descriptions. Guidebooks need to be colorful (engaging) and must be in layman's terms.

Ryan requested a guidebook draft by fall 2017 Conference. He would like to create an interactive book divided by school districts.

Alice asked, if we are creating a guide book for each department or by schools? We want an alignment.

Ryan responded, communicate through your work groups.

Wanda recommended that the task group create a template for other school districts that do not showcase their programs.

Ryan believes other school districts will use the guidebook.

Alice mentioned school counselors want to get involved

#### 4. Next Steps

IBEST training on 5/31/17 reserved space limited to 10 reps per entity. Need trainers. Wanda gave an overview of IBEST. How can we implement IBEST into the consortium, partnering with instructors from Mt. Sac?

The group was informed about the process of apprenticeship programs and the advantages of going into an application program.

Counselors will be sponsoring a breakfast in the fall 2017.

Older Adults – AEBG meeting scheduled for September 28<sup>th</sup>, 3pm at Charter Oak.

#### 5. Meeting schedule

Next meeting scheduled for 9 am on June 15, 2017 at Bassett Adult Ed campus. Starting in September meetings will be scheduled on the third Thursday of every month.

#### 6. Other

Task force group would like Administration and Counselors to observe classes. Counselors must be informed of the Adult Ed programs and the outcomes. Course outlines and Employment Outlook will be included in the book.

Ryan would like the task force to research employment projections. He will forward an employment outlook website to the group. As well as, he would like the group to start learning how to read and understand projections. The bottom line is we want our students to get jobs. We need partnerships in assisting with job placement. Counselors should be able to assist students with job placement. Baldwin Park Adult Ed has a job developer who assists students with job searching and gaining employment. All districts need to add a job placement position to assist students with job searching.

Wanda reminded the group since we are a consortium, the facilitator position needs to be rotated amongst the group. Alice will no longer facilitate the task group. Beginning in June, Felicity Johnson volunteered to facilitate and Nicole Hubner will co-lead if needed.