

SMC NONCREDIT PROGRAM UPDATES

November 7, 2018 Update (FINAL REPORT, 10/30/18)

Noncredit (Adult Education) Programs are rapidly growing at Santa Monica College (SMC) as the result of noncredit and adult education initiatives focused on fulfilling the academic and occupational goals of adult learners. SMC is an active partner with the Santa Monica Malibu Unified School District (SMMUSD) in an adult education consortium with a vision of becoming the regional hub for literacy, high school/high school equivalency completion, and offering noncredit Career Development and College Preparation (CDCP) programs in alignment with the Adult Education Program of California (AEP), formerly, Assembly Bill 104, the Adult Education Block Grant (AEBG).

Noncredit Career Development College Preparation (CDCP) courses and programs are now being offered and continue to be under development by faculty members to meet the needs of diverse student learners through accessible and equitable pathways. These new noncredit CDCP programs serve as a gateway to credit programs as well as successful transition to and upward mobility in the workplace. In addition, SMC continues to successfully implement the Noncredit Student Success and Support Program (Noncredit SSSP) through the Student Equity Achievement Program (SEAP), and the Workforce Innovation Opportunity Act-Adult Education and Family Literacy Act (WIOA-AEFLA) for noncredit students.

SMC Emeritus, a noncredit, non-CDCP older adult program, is on its way of becoming an even stronger community of teachers and learners. The noncredit Deans are committed to fostering a positive, safe, healthy, and collaborative environment for students, faculty, and classified staff. Since August 2017, noncredit Deans have facilitated successful student forums, faculty planning and discussions, engaging visits to Emeritus on and off-site classes and activities, a featured performance of the SMC Emeritus Gospel Choir at the spring 2018 flex day, completion of facility and maintenance projects, improved technology in classrooms, and most important, crucial conversations with Emeritus students in an effort to increase understanding and comradery.

Noncredit Instruction

Governed by Title 5 and the California Education Code, noncredit instruction is one of several education options offered within the California Community College system. Noncredit is deemed “an essential and important function of the community colleges” in the mission. Noncredit education offers students, particularly nontraditional and underserved adult learners, the opportunity to establish an academic pathway that is ideal for them with low- and no-cost course options. There is no enrollment fee for noncredit courses, but in some

cases materials or books may be required. Noncredit courses are intended to provide students with lifelong learning, preparation for college, and career training opportunities. California law authorizes ten eligible categories for noncredit instruction: (1) elementary and secondary basic skills, (2) English as a second language, (3) immigrant education (citizenship and workforce preparation), (4) programs for adults with disabilities, (5) short-term vocational, (6) workforce preparation, (7) parenting, (8) older adult programs, (9) health and safety, and (10) home economics/family and consumer sciences. SMC has historically offered noncredit courses and programs in ESL, immigrant education, and older adult. Formally recognized programs which are eligible for Chancellor's Office approval and noncredit CDCP enhanced funding are in the areas of elementary and secondary basic skills, ESL, short-term vocational, and workforce preparation. CDCP courses must be sequenced (two or more) and lead to a noncredit certificate of completion or competency.

Adult Education Program of California (formerly, Adult Education Block Grant)

The Santa Monica-Malibu Regional Consortium (SMRC) for Adult Education was established in 2014 and has two members—SMC and the Santa Monica Malibu Unified School District (SMMUSD). The SMRC for Adult Education is led by a governing board including the: SMC Dean, Noncredit and External Programs; SMC Project Manager, Noncredit (Adult Education) Initiatives; SMC Faculty Leader, Noncredit Initiatives; SMC Administrative Assistant, Noncredit Programs; SMMUSD Teacher On Special Assignment (TOSA) / Coordinator, Learning and Innovation; SMMUSD Principal, Olympic High School and the Adult Education Center (AEC); SMMUSD Faculty Leader, Olympic High School and the Adult Education Center; and, SMMUSD Administrative Assistant, Olympic High School and the Adult Education Center.

As provided by the state of California, the following factors impact consortia allocations: educational attainment (no high school diploma), employment (unemployed adults), adult population (18 years of age and older), poverty, adult literacy (7th grade education level), and incidence of those needing instruction in English as a Second Language. For the 2018-2019 fiscal year the SMRC for Adult Education received an allocation totaling \$818,466, with SMC and SMMUSD each receiving \$409,733. In addition, SMMUSD receives "maintenance of effort" funding (MOE) of \$304,146. In order for the SMMUSD to receive MOE funding, the school district must have adult education expenditures and belong to an adult education consortium.

2017-2018 adult education consortium accomplishments:

- Enhanced and aligned ESL and high school curriculum.

- Updated the student pathways counseling folder that includes California Community Colleges Chancellor's Office (CCCCO) approved noncredit CDCP programs.
- Local approval of new noncredit CDCP programs: Gerontology/Elder Care, Transitioning to College and Career Readiness, and Sustainable Technologies.
- Completed training for the initial implementation of the CommunityPro data and accountability web-based, student referral and tracking system.
- Implemented technical plans to increase faculty and student digital literacy.
- Hosted the second annual Business and Community Partners' Event.
- Hosted the first Career Resource Fair for noncredit/adult education students.
- Distributed the consortium's first adult education newspaper (inserted in the Los Angeles Times and in local newspapers).
- Participated in noncredit professional development events to increase knowledge of noncredit academic programs and student services.
- Participated in adult education conferences and trainings.

2018-2019 adult education consortium primary goals:

- Full implementation of the CommunityPro web-based, student referral and tracking application in collaboration with community and industry partners.
- Offer and assess the effectiveness of CCCCCO approved noncredit CDCP programs: Bicycle Maintenance, Business Essentials Level 1, Customer Service, Introduction to Early Care and Education, and Rehabilitation Therapy Aide.
- Explore the development of new noncredit CDCP programs.
- Participate in professional development.
- Identify and develop successful marketing strategies/technology to increase student awareness/completion and faculty, industry, and community engagement.
- Participate in City of Santa Monica Cradle to Career and Chamber of Commerce meetings.
- Connect with local employers and agencies to determine academic and employee training needs.
- Recruit classified staff to better support noncredit and adult education programs.

Featured Noncredit CDCP Program: Early Care and Education. Due to funding received from the SMRC for Adult Education, SMC's Early Childhood Education (ECE) Department developed three noncredit courses that lead to a certificate of completion in Introduction to Early Care and Education. This

noncredit certificate of completion provides professional hours for Child Development Permit renewal as well as a springboard to credit ECE offerings. Future noncredit courses are pending the ECE Advisory Board's approval in spring 2019. These courses and programs may include: Parent Class, Parent and Me, and Early Experience Internships. SMC students enrolled in fall 2018 courses are primarily noncredit ESL and first year credit students. Enrollment for fall 2018 as of October 2018 for ECE 901: Introduction to Early Care and Education, 28 students; ECE 902: Culturally Relevant Curriculum, 26 students; and, ECE 903: Licensing and Workforce Readiness, 28 students. This program will prepare students for an entry-level position as an assistant in a private early childhood program.

Noncredit ESL and Workforce Opportunity Innovation Act

The Noncredit ESL program has an estimated 600 enrolled students (unduplicated headcount). Noncredit ESL offers integrated skills courses, which include instruction in listening, speaking, reading, and writing. The integrated skills courses are offered at five levels: ESL 902 (High Beginning ESL), ESL 903 (Intermediate ESL), ESL 904 (High Intermediate ESL), ESL 905 (Advanced ESL), and ESL 906 (High Advanced ESL). In addition to the integrated skills courses, noncredit ESL offers support courses in ESL Listening, Speaking and Pronunciation (ESL 911, ESL 913, and 915), ESL Reading and Writing (ESL 961, 963, and 965), and ESL Idioms, Prepositions, and Vocabulary (ESL 971, 973, and 975). Each support course is offered at the beginning, intermediate, and advanced levels. Noncredit ESL courses are offered Monday through Saturday mornings and afternoons. There is one evening course offered 6:00 to 8:00 p.m. on Mondays and Wednesdays (ESL 980-ESL/Citizenship). Noncredit ESL students are diverse in terms of age, ethnicity, nationality, educational background, gender, and academic and professional goals. Like other noncredit courses, noncredit ESL generates apportionment and receives funding from the Adult Education Program of California (AEP); Noncredit Student Success and Support Program (Noncredit SSSP), now part of the Student Equity and Achievement Program (SEAP); and, the Workforce Opportunity Innovation Act, Title II: The Adult Education and Family Literacy Act (WIOA-AEFLA), which is awarded to supplement state and local funds for adult literacy educational initiatives. In the case of SMC, the WIOA-AEFLA grant supplements instruction for English Language Learners. In year 2018-2019, SMC Noncredit Programs received an increased WIOA-AEFLA award in the amount of \$131,882.

Noncredit ESL Assessments and Skills Gains. As part of the Adult Education Program and the WIOA-AEFLA grant, the noncredit ESL program is required to assess students at several points in the year to determine learning gains. The grant requires that grantees use the TOPSpro® Enterprise (TE) computerized database system to collect and report adult learner demographics and program information. In addition, all agencies in California must track adult

learner progress through the administration of the Comprehensive Adult Student Assessment Systems (CASAS) tests. Having paired CASAS pre- and post-tests is critical to demonstrating measurable skills gains. Measurable skills gains can be demonstrated when students improve their literacy skills by making pre-post-test learning gains and/or when students advance one Educational Functioning Level (EFL) on the National Reporting System (NRS) chart. Last year, 393 SMC noncredit ESL students completed an educational level as measured by the CASAS pre- and post-testing, a significant increase from the previous year when 65 students demonstrated such gains.

EL Civics Education and Workforce Training. Under Section 231 of WIOA-AEFLA, agencies must include education services that enable adult English language learners (ELL) to achieve competency in the English language and acquire the basic and more advanced skills needed to function effectively as parents, workers, and citizens in the United States. This is known as EL Civics Education and it is granted to agencies that develop specialized instruction and administer locally developed additional assessments based on these instructional objectives. ESL students who pass EL Civics additional assessments earn pay points for the agency. In 2017-2018, 15 SMC noncredit ESL classes (ESL 902-906) offered this specialized EL Civics instruction, which focused on digital literacy, workforce readiness skills, and transition skills. SMC noncredit ESL students passed 537 of these additional assessments in 2017-2018. This year, the California Department of Education (CDE) is newly requiring the development of an Integrated EL Civics Program Plan which is consistent with a career pathway and requires that some ESL students be co-enrolled in workforce training. In 2018-2019, ELLs will get relevant English language instruction and workforce preparation skills that support success in the business career pathway. To meet the workforce training requirement, ESL students also have the opportunity to enroll in one of SMC's newly developed short-term vocational courses in customer service and/or business essentials. This semester, the noncredit Business Essentials program was launched with 44 noncredit ESL students enrolled in the first course, BUS 901: Introduction to Business (Basics).

SMC Emeritus

SMC Emeritus is a celebration of lifelong learning. Students embrace Emeritus offerings, services, and activities while expressing their satisfaction with overall operations, particularly this past year. The Associate Dean facilitates open student forums, distributes an electronic SMC Emeritus newsletter in partnership with the SMC Foundation, and collaborates with SMC Facilities and Maintenance to ensure a clean and safe campus. Suggestion boxes are located on all four floors of the Emeritus Campus and students are welcome to visit the Associate Dean to share feedback in-person. Emeritus hosts special activities and events to recognize its community of teachers and learners, such as but not limited to Art Exhibits and Desserts with the Deans. In November 2018, the Deans will

facilitate a joint meeting between the SMC Emeritus Student Advisory Council (ESAC) and the external student organization, Emeritus Student Union (ESU). The purpose of this joint meeting is to discuss areas of mutual interest and to bring the two groups together in an effort to build a culture of understanding, acceptance, respect, and collaboration.

Student Enrollment, Attendance, and Learning Outcomes. SMC Emeritus currently has an estimated 3,000 enrolled students (unduplicated headcount). While maintaining the past enrollment cap of four classes per student in fall and spring, Emeritus now allows students to add more classes if classes are not at capacity. This enables Emeritus to fill more seats and increase FTES. The Deans remind students and faculty on the importance of regular attendance, and the impact on FTES and revenue generation for the District. The Associate Dean makes it a priority to identify new approaches to increasing FTES. This includes scheduling classes in existing and new spaces to accommodate higher enrollment, and potentially broadcasting future classes at off-site locations or via a form of distance education to accommodate a larger number of students. Recently, Emeritus adjusted the process for assessing Student Learning Outcomes (SLOs) to align with other noncredit programs, like Noncredit ESL, and credit courses. This will result in the elimination of paper used for the SLO assessment and reporting process resulting in efficient and accurate reporting.

Local and Statewide Advocacy. In response to the State's proposed budget cuts to noncredit non-Career Development College Preparation (CDCP) classes, the Dean of Noncredit and External Programs and Associate Dean of SMC Emeritus hosted an open forum in spring 2018. The purpose of the forum was to inform the Emeritus community about the proposed funding formula, which excludes noncredit non-CDCP, in addition to the funding formula's potential impact on Emeritus. Following this forum, the Associate Dean convened a student workgroup with an invitation for faculty input. This workgroup was formed to coordinate advocacy efforts. The workgroup consisted of student representatives from the SMC Emeritus Student Advisory Council (ESAC), several members of the Emeritus Student Union (ESU), and a few other Emeritus students. Additional input was gathered from Emeritus faculty and classified staff. This transparent and unifying advocacy led to coordinated student efforts composing letters to Sacramento, scheduling a visit with State Senator Ben Allen, and a future visit with Assemblymember Richard Bloom. Students were vocally appreciative of the coordinated effort, and felt well supported by SMC, and ultimately contributed to efforts statewide to mitigate the proposed funding formula's impact on noncredit, non-CDCP programs.

Facility and Maintenance. The Associate Dean is working on the installation of digital signage to better inform and increase communication with Emeritus

students and faculty. The exterior deck, courtyard, and stairs were repaired, replaced, and re-waterproofed in fall 2018. In summer and fall 2017, the interior carpet throughout the building was replaced, along with the chairs in the Emeritus auditorium located on the first floor. Upcoming projects include rewiring thermostats throughout the building, replacing equipment in the art classrooms, and exploring the possibilities for the aforementioned streaming of selected Emeritus classes. The Associate Dean is partnering with students, faculty, and classified staff to prioritize facility and media related needs, and collaborate with campus partners accordingly.

Fundraising and Club 250. In September 2018, the SMC Foundation, in partnership with SMC Emeritus, hosted the annual Club 250 event to recognize donors who gave at least \$250 in the past year. The event was well attended and very much enjoyed by donors and honored guests. As of September 2018, the 2018 Calendar Year fundraising total was \$125,364. Two new fundraising efforts included a fundraising arrangement with California Pizza Kitchen in spring 2018 and the launch of a car donation program in fall 2018. Emeritus students and the SMC Emeritus Student Advisory Council (ESAC) in particular, are very involved in the fundraising process. Funds support instruction and special events for SMC Emeritus students.

New Ideas and Collaboration. In the next year, the Associate Dean, noncredit Older Adult Program faculty, and full-time credit faculty will begin reviewing and updating Emeritus curriculum. This will provide an opportunity to explore new enrichment and lifelong learning courses. SMC Emeritus will also partner with credit faculty and students in an effort to build a bridge of shared learning and collaboration across SMC programs. One example is hosting a “lunch and learn” activity for Emeritus French and Spanish literature noncredit students and Modern Languages credit students. The Associate Dean is exploring new community partnerships with resources relevant to the Emeritus population so that students are more informed and know how to access community resources. This includes active participation in the Older Adult Task Force and developing a positive rapport with the City of Santa Monica. In October 2018, the Deans and Executive Vice President met with the City Manager and his staff to discuss opportunities for older adults and to address student concerns pertaining to public parking, electric scooters, and bicycles. In November 2018, SMC Emeritus will host a special event in partnership with the United States Securities and Exchange Commission on Senior Consumer and Financial Fraud. In addition, the Associate Dean has vetted a number of community resources that could be made available to SMC Emeritus students on and off-campus.