

Adult Education Block Grant : Annual Plan : 2018-19 Produced: Aug 14, 2018, 10:44 PM UTC Action Taskman

56 Santa Monica Regional Consortium for Adult Education

Plans & Goals - Consortium Approved

Executive Summary

The Santa Monica Regional Consortium for Adult Education (SMRC) will close identified gaps through its vision of becoming the regional hub for literacy, high school/high school equivalency completion, and noncredit career development and college preparation (CDCP) programs. The planned AEP allocation is consistent with the three-year plan as funds will be utilized to support curriculum/program development, digital literacy, technology, student services, marketing, instruction, professional development, and noncredit/adult ed staffing. SMRC's vision is supported by year 2017-18 accomplishments: Enhanced and aligned ESL and high school curriculum; Updated the SMRC student pathways counseling folder that includes CCCCCO spring 2018 approved noncredit CDCP programs; Local approval of new noncredit CDCP programs: 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 application; 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 ed students; Distributed SMRC's first adult ed newspaper (inserted in the L.A. Times and in local newspapers); Participated in noncredit professional development events to increase knowledge of noncredit academic programs and student services; and, Participated in adult ed conferences and trainings. SMRC's primary goals for year 2018-19 include: (1) Full implementation of the CommunityPro web-based application in collaboration with community and industry partners; (2) 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; (3) Explore the development of new noncredit CDCP programs; (4) Participate in professional development; (5) Identify and develop successful marketing strategies/technology to increase student awareness/completion and faculty, industry, and community engagement; (6) Participate in Chamber of Commerce and Cradle to Career meetings; (7) Connect with local employers and agencies to determine academic and employee training needs; and, (8) Recruit classified staff to better support noncredit/adult ed programs.

Regional Planning Overview

The SMRC for Adult Education Governing Board formally meets once a month following the general consortium meetings in fall and spring. The Governing Board also convenes as needed and communicates regularly via e-mail. This year, the SMRC for Adult Education is committed to achieving the following goals: (1) Full implementation of the CommunityPro web-based application in collaboration with community and industry partners; (2) 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; (3) Explore the development of new noncredit CDCP programs; (4) Participate in professional development; (5) Identify and develop successful marketing strategies/technology to increase student awareness/completion and faculty, industry, and community engagement; (6) Participate in Chamber of Commerce and Cradle to Career meetings; (7) Connect with local employers and agencies to determine academic and employee training needs; and, (8) Recruit classified staff to better support noncredit/adult ed programs. Monthly meetings will revisit the initial three-year plan while reflecting on years 2016-17, 2017-18, and 2018-19 consortium outcomes. The Governing Board will organize a mid-year retreat with a focus on the three-year plan that is due in May/June 2019. The three-year plan will be aligned with AEP, Strong Workforce, WIOA, and the Los Angeles County Workforce Development Board's MOU for Adult Education.

Meeting Regional Needs

Regional Need #1

Gaps in Service / Regional Needs

Workforce/Career Readiness.

How do you know? What resources did you use to identify these gaps?

The SMRC for Adult Education identified workforce/career readiness as a need based on student, faculty, and employer surveys in addition to feedback received from community and industry participants. Participants attended the annual business and community partners' event, annual consortium retreat, and many joined the consortium's very first career fair. Workforce/career readiness is also a priority included in the California Community Colleges Chancellor's Office (CCCCO) Vision for Success, the Strong Workforce Program, and the Los Angeles County Workforce Development Board's MOU for Adult Education.

How will you measure effectiveness / progress towards meeting this need?

The SMRC for Adult Education will measure effectiveness/progress toward meeting the need for workforce/career readiness as follows: student referral rates; registration, enrollment, and completion of Adult Basic Education (ABE) and Adult Secondary Education (ASE); CASAS updates; student completions; noncredit ESL, short-term vocational, and/or workforce preparation courses/certificates; entry-level employment and/or promotion (Note: It may be a challenge to collect employment data); transition from noncredit Career Development College Preparation (CDCP) programs to credit Career Technical Education and/or other academic college courses/programs; industry, community, and student feedback/surveys; and, implementation of CommunityPro, the SMRC for Adult Education's data and accountability web-based application.

Regional Need #2**Gaps in Service / Regional Needs**

Digital Literacy.

How do you know? What resources did you use to identify these gaps?

The SMRC for Adult Education identified digital literacy as a need based on consortium retreat feedback, WIOA Teacher Skills Assessment Results, Adult Learner Survey Results, WIOA Tech Plan, faculty surveys, and staff and student feedback.

How will you measure effectiveness / progress towards meeting this need?

The SMRC for Adult Education will measure effectiveness/progress toward meeting the need for digital literacy as follows: faculty and staff professional development; modified and/or new adult education/noncredit courses and programs; student referral rates; registration, enrollment, and completion of Adult Basic Education (ABE) and Adult Secondary Education (ASE); CASAS updates; student completions in noncredit ESL, short-term vocational, and/or workforce preparation courses and certificates; entry-level employment and/or promotion (Note: It may be a challenge to collect employment data); transition from noncredit courses and programs to credit Career Technical Education and/or other academic courses and programs; and, industry, community, and student feedback (i.e., surveys); in addition to updated and new instructional technology (i.e., equipment and software).

Regional Need #3**Gaps in Service / Regional Needs**

Noncredit Career Development and College Preparation (CDCP) Programs.

How do you know? What resources did you use to identify these gaps?

The SMRC for Adult Education identified noncredit Career Development and College Preparation (CDCP) programs as a need based on student, faculty, and employer surveys in addition to feedback received from community and industry participants who attended the annual business and community partners' event and annual consortium retreat. In addition, adult education student survey results revealed that 41% Adult Basic Education (ABE) and Adult Secondary Education (ASE) students identified post-secondary education as their academic goal. Workforce/career readiness is also a priority included in the California Community Colleges Chancellor's Office (CCCCO) Vision for Success, the Strong Workforce Program, and the Los Angeles County Workforce Development Board's MOU for Adult Education.

How will you measure effectiveness / progress towards meeting this need?

The SMRC for Adult Education will measure effectiveness/progress toward meeting the need for noncredit Career Development College Preparation (CDCP) programs as follows: Adult Education Center, community, and industry-referred student enrollment, retention, and completion of noncredit CDCP programs; noncredit Immigrant Education and ESL students transition to and completion of noncredit CDCP programs; noncredit CDCP student transition to and completion of credit courses/programs, including but not limited to credit ESL and credit CTE; and, noncredit student transition into entry-level or higher employment.

Gaps In Service

New Strategies

Strategy #1

Workforce/Career Readiness: Exploration of adult ed and noncredit courses/programs to offer in partnership with the needs of SMRC for Adult Education industry and community partners, including but not limited to: Chrysalis, OneWest Bank, Santa Monica Public Library, Santa Monica Chamber of Commerce; Santa Monica Cradle to Career, Los Angeles County Workforce Development Board, America's Job Center of CA, Los Angeles County Departments of Aging and Community Services, and Public Social Services.

Strategy #2

Digital Literacy: Digital literacy spectrum in adult education and noncredit intakes (i.e., assessment, orientation, counseling, and follow-up); Online companion for ESL text books; CASAS eTesting; Professional development with a focus on digital literacy and updated technology in classrooms; Computer literacy course/program(s); Adult ed and noncredit Tech Share Day for faculty and staff; Technology Learning Communities for faculty and staff to share best practices; and, Faculty Tech Mentors.

Strategy #3

Noncredit Career Development College Preparation Programs and Student Support: Student success strategies in new student intakes; SMC Noncredit workshops held at the SMMUSD-AEC; Effectiveness of noncredit CDCP programs; Development and roll-out of new noncredit CDCP programs; Potential off-site locations for noncredit programs (e.g., the SMMUSD/Adult Education Center); and, Internal marketing strategies, including the use of technology, to inform and engage students, faculty, and partners.

Seamless Transitions

New Strategies

Strategy #1

CASAS Testing, Evaluation, and Reporting: CASAS testing and evaluation of student performance based on CASAS pre and post assessment results; Incorporation of AEP and WIOA data and integrity reports into program planning and evaluation; and, Development of dynamic reports in the CommunityPro data and accountability web-based application developed in collaboration with LiteracyPro and researchers.

Strategy #2

Professional Development: Student data will drive professional development with a focus on workforce/career preparation, digital literacy, and noncredit Career Development and College Preparation (CDCP) programs resulting in: Alignment of curriculum to WIOA and college to career readiness standards; Adult education/noncredit faculty dialogue focused on student

success; Development and enhancement of courses/programs in alignment with the CCCC's Vision for Success and student success metrics.

Strategy #3

CommunityPro Data and Accountability Application: Track student referrals and successful enrollment from/to SMMUSD/AEC, SMC noncredit, and/or SMC credit; Ongoing dialogue with industry and community partners to identify and refer potential students to SMMUSD/AEC and SMC Noncredit programs; Student referrals to industry and community partners; and, Explore the potential expansion of CommunityPro to other potential regional partners.

Student Acceleration

New Strategies

Strategy #1

Acceleration: Roll-out of newly approved and development of future noncredit CDCP programs leading to entry-level or higher employment and/or credit certificate as well as associate degree programs; Digital literacy implementation and new technology in classrooms; Identification of student-preferred days, times, and locations for adult education and noncredit classes; and, Expansion of ABE and ASE-English offerings to meet the needs of students referred by industry and community partners.

Strategy #2

Contextualized Learning: Explore contextualized learning in adult education and noncredit courses and programs {i.e., Adult Basic Education (ABE), Adult Secondary Education (ASE), ESL, and new noncredit Career Development and College Preparation (CDCP) programs}.

Strategy #3

English and Math Skills for the Workforce: Participate in the Los Angeles County Strong Workforce Program's Noncredit Workgroup, including meetings, trainings, etc. to explore noncredit English and math curriculum development for the workforce.

Strategy #4

Classified Staff Support: If financially feasible, recruit a part-time or full-time classified employee to support the expansion of noncredit academic and student services programs.

Professional Development

New Strategies

Strategy #1

Professional development for the SMRC for Adult Education will focus on ESL, Immigrant Education, ABE, ASE, digital literacy, and noncredit to credit and career pathways. SMC Noncredit and SMMUSD-AEC will ensure that professional development is aligned with consortium activities and AEP objectives. Both members will identify an equitable and accountable professional development request and approval process that may require report-outs at consortium meetings.

Strategy #2

SMC Noncredit will explore the potential recruitment of an hourly employee to oversee the consortium's web design and content (including but not limited to: professional development opportunities/reports) and social media as another avenue to promote consortium meetings, events, goals, and accomplishments. If financially feasible and approved, the employee will

collaborate with the SMC Noncredit Administration Initiatives Team and SMC Marketing to enhance SMC's noncredit web pages.

Strategy #3

The SMRC for Adult Education Governing Board will participate in meetings, trainings, conferences, etc. focused on: AEP, Noncredit SSSP, WIOA, and the Los Angeles County Workforce Development Board's MOU for Adult Education. SMC Noncredit administrators, faculty leaders, and designated classified staff will continue to participate in ACCE, ASCCC, Guided Pathways, IEPI, Student Equity and Achievement Program, RP Group (Noncredit), and Strong Workforce Program (Noncredit) discussions and events.

Strategy #4

The SMRC for Adult Education AEP faculty leaders will facilitate SMC Noncredit and SMMUSD-AEC curriculum and instruction shared learning discussions in collaboration with adult education, noncredit, and credit faculty. These conversations will include orienting other faculty on consortium efforts and the intent of AEP.

Strategy #5

The SMRC for Adult Education classified staff will reconvene the Student Services Workgroup to identify and share best practices, including strategies on how best to serve students while supporting classified colleagues, faculty, and administrators. This work group will be led by the SMC Noncredit SMRC Co-Chair.

Leveraging Resources

New Strategies

Strategy #1

Los Angeles County Workforce Development Board's MOU for Adult Education: Ongoing communication and participation in the Los Angeles County Workforce Development Board's MOU for Adult Education meetings and training sessions; Network with adult education and noncredit regional providers identified by the Workforce Development Board; and, Present to regional providers and agencies on SMC Noncredit and SMMUSD Adult Education Center academic programs and student services.

Strategy #2

Santa Monica Chamber of Commerce and Cradle to Career Meetings: The SMRC for Adult Education Co-Chairs will participate in Santa Monica Chamber of Commerce and Cradle to Career meetings. Chamber of Commerce and Cradle to Career partners will be invited to consortium meetings and events. Co-Chairs will collaborate with the Chamber and Cradle to Career to identify potential community and industry partners.

Strategy #3

Santa Monica Public Library: The SMRC for Adult Education Governing Board will partner with the Santa Monica Public Library to host consortium meetings and to explore library meeting rooms for future adult education and noncredit classes.

Strategy #4

KCRW and SMC Marketing/Public Information: SMC Noncredit administrators and staff will collaborate with KCRW and SMC Marketing/Public Information to promote noncredit courses and programs as well as consortium events.

Strategy #5

SMC Student, Faculty, and Staff Events: SMC Noncredit administrators, faculty leaders, and designated classified staff will continue to present at college faculty and staff meetings as well as college-wide and community events on noncredit pathways. Meetings and events include but are not limited to: VIP Day, Super Saturday, Career Fair, AppleOne Job Placement Center, CTE Committee, Academic and Student Services Department Meetings, Flex Day, and Opening Day.

Fiscal Management

A narrative justifying how the planned allocations are consistent with the annual adult education plan which is based on your AEBG 3-year plan.

The SMRC for Adult Education Governing Board, representative of SMC noncredit and SMMUSD adult education administrators, faculty, and classified staff, are committed to remaining accountable by ensuring consortium-related activities align with AEP objectives/strategies. AEP funds will continue to only be allocated for activities that support noncredit and adult education academic and student services programs, including: curriculum and program development, instruction, support staff (classified, faculty, and managers), marketing, technology, research, data and accountability tools, and professional development. All activities are consistent with the annual plan and three-year plan. Activities are revisited and expanded to meet the needs of the consortium's growing adult education and noncredit programs in the region.

An approach to incorporating remaining carry-over funds from prior year(s) into strategies planned for 2018-19.

The SMRC for Adult Education Governing Board, representative of SMC noncredit and SMMUSD adult education administrators, faculty, and classified staff, are confident that year 2017-18 remaining funds will be spent down by the Adult Education Program of California's deadline. Carry-over funds from prior year(s) are incorporated into the expansion of activities/strategies outlined in the 2018-19 Annual Plan including: curriculum and program development, instruction, support staff (classified, faculty, and managers), marketing, technology, research, data and accountability tools, and professional development.

Certification

Santa Monica CCD, Member Representative

Dione Carter

Approved

2018-08-14

Santa Monica-Malibu Unified School District, Member Representative

Anthony Fuller

Approved

2018-08-14



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