



Meeting Agenda
February 7, 1-3:00 pm
City College of San Francisco, MUB 140

Time	Activity
1:00	Welcome & brief introductions
1:10	Approve minutes from 10/4/16 meeting
1:15	Report on close out of 2015-16 funding year Update on activities and budget for 2016-17 funding year
1:30	Update on new state fiscal and reporting guidelines: <ul style="list-style-type: none"> • 45-day funding disbursement rule • CASAS pre- and post-testing requirements
1:45	Discussion and approval of budget and work plan for one-time data allocation of \$586,544
2:00	Discussion of priorities and directions for 2017-18 allocation
2:15	Public comment (2 minute limit per speaker, please fill out speaker cards to be recognized)
2:50	Next steps: <ul style="list-style-type: none"> • Action items
3:00	Adjourn

San Francisco Adult Education Consortium

DRAFT Meeting Minutes – 10/4/16

Members present: Anna Davies, Vice Chancellor Academic Affairs, CCSF; Margaret Sanchez, Associate Dean Matriculation & Assessment, CCSF (proxy for Samuel Santos); Stephen Koffman, Executive Director, Office of College and Career Readiness, SFUSD; Wendy Miller, Associate Dean of Adult Education, CCSF

The meeting came to order at 3:10 pm.

1. Wendy presented slides 1-12 of the meeting presentation, covering the history, goals, and current state of the Adult Education Block Grant and the consortium.
2. The consortium voted unanimously to approve the May 2016 meeting minutes.
3. Wendy presented the consortium's 2015-16 accomplishments and budget, and gave an update on the current state of noncredit enrollments at CCSF. She then explained the proposed plans and budget for 2016-17 (slides 13-27).
4. The consortium heard public comment regarding the 2016-17 plan.
5. The consortium voted unanimously to approve the 2016-17 plan as presented.
6. The meeting adjourned at 3:58 pm.

2016-17 Mid-year Report

THE SAN FRANCISCO ADULT EDUCATION CONSORTIUM

The San Francisco Adult Education Consortium (“the Consortium”) is comprised of City College of San Francisco (CCSF) and the San Francisco Unified School District (SFUSD), with the city’s Office of Economic and Workforce Development (OEWD) in an advisory role. Addressing the requirements of State Assembly Bill AB104, the Consortium oversees San Francisco’s allocation of Adult Education Block Grant funds toward the design and delivery of adult education in seven program areas:

- Adult Basic Education/Adult Secondary Education/GED or High School Equivalency
- English as a Second Language & Citizenship
- Short-term non-credit Career Technical Education
- Programs for adults with disabilities
- Training for child school success
- Training for older adults seeking to reenter the workforce, and
- Pre-apprenticeship training connected to programs registered with the California Department of Apprenticeship Standards.

The Consortium prioritizes and defines strategies to improve adult education student access to and success in high-quality instruction and support services; foster seamless student transitions between SFUSD and CCSF; and build adult education provider capacity through professional development and data alignment.

INPUT ON AEBG PLANNING

The development of the Consortium’s Year One (2015-2016) and Year Two (2016-2017) Plans involved extensive input from faculty, teachers, administrators, classified staff, students, and community partners. This included:

- Internal CCSF meetings between the Associate Dean of Adult Education Programs and the departments of Outreach, Student Development, ESL, Transitional Studies, Business, Child Development, Computer Networking & IT, Auto/Moto/Construction/Custodial, Culinary, Child Development, Older Adults, and Disabled Students Programs and Services, Counseling, and the HARTS and Second Chance programs.
- SFUSD team planning meetings with representatives of Special Education, Newcomer programs, Counseling, Alternative Education, Dual Enrollment, College and Career Readiness, and data management.
- Regular CCSF-SFUSD planning meetings and collaborative work sessions to design and refine instructional programs and related projects.
- Multiple public convenings and individual meetings with community partners, to solicit input on adult education priorities and collaborative opportunities.
- Meetings with employer partners to hear input on the basic skills levels required of the workforce and the potential to restructure noncredit course offerings.

- Adult education student outreach conducted in 42 neighborhoods by CCSF faculty, to increase enrollments and solicit input on program and service needs.

AEBG planning and project development have also been coordinated with CCSF's Noncredit SSSP, Student Equity, Equal Access to Services Emergency Task Force (EASE), Basic Skills, California Career Pathways Trust (CCPT), Bridge to Success, and Professional Development initiatives.

CONSORTIUM ACCOMPLISHMENTS TO DATE

1. The Consortium's Supported Instruction projects, based on the IBEST model, continue to grow and expand. CCSF CTE and basic skills instructors partnered on 11 classes in Fall 2016, and laid the groundwork for 17 classes in the Spring 2017 semester. Teams are now working on programs in Computer Networking, Community Health Worker, Child Development, Culinary, Drug and Alcohol Studies, Business Communication, and Microsoft Office. To support these efforts, 60 faculty participated in two Community of Practice meetings in the fall semester to share ideas and resources around the collaborative process of adapting CTE curricula to involve an ESL or basic skills instructor in the classroom.
2. In summer 2016, CCSF's AEBG team formed a Community Based Organization (CBO) Advisory Committee made up of seven of the city's largest CBOs. The committee helped to draft content for marketing materials explaining ways CBOs can partner with the college through Instructional Service Agreements (ISAs) and support service contracting. We anticipate that these efforts will assist the college with coordinating and leveraging funding for CTE programs in high-demand sectors.
3. AEBG's first Instructional Service Agreement project was an Encore Career Strategies course for older adults re-entering the workforce taught onsite at the Bay Area Video Coalition (BAVC) in the fall. BAVC recruited 39 applicants for the class, of whom 27 enrolled. Student feedback on the class was universally positive, summarized by one quote: "The series more than met my needs. I truly appreciated and am inspired by the teachers and students alike."
4. 50 counselors from SFUSD and CCSF attended a joint professional development event sponsored by AEBG in early November to discuss programs, services and referral strategies for Adult Education students. Participants were enthusiastic about the opportunity to meet one another and share resources, and requested that additional gatherings be scheduled at least once per semester.
5. In November, CCSF released an RFP for strategic outreach and marketing plan development and implementation for Adult Education Programs. Underground Agency, located in San Francisco, was selected in January, and work on the project will begin in February 2017. In addition, AEBG funded CCSF faculty to conduct outreach in 2015-16 to 42 neighborhoods. As of January 2017, these efforts are now moved to the Outreach Area in Student Development.
6. In partnership with the California Career Pathways Trust, AEBG, CNIT, & Hack the Hood are developing pathways for under-represented transitional-aged youth from coding boot camp to CCSF to work experience. The same partners are working with Tectonica

- to develop a noncredit coding boot camp at CCSF targeting low income women and non-binary individuals from the Tenderloin/Civic Center.
7. AEBG funding supported user experience research for the college's workforce division, conducted by the RP Group. The goal of this project is to use information gathered from focus groups with students, CBOs and the public to inform and improve our workforce strategies moving forward.
 8. In Fall 2016, AEBG funding partly supported the work of six English as Second Language coordinators, one at each CCSF campus where ESL is taught. The coordinators met individually with hundreds of students to advise them about leveling, availability of classes, other ESL courses, other CCSF departments or campuses, and student services (such as financial aid and DSPS).
 9. As part of our efforts to smooth the pathway for adults and high school students with low basic skills into high-demand CTE programs, AEBG funding also supported the work of faculty in the Computer Networking and Information Technology (CNIT) and Culinary programs to do community outreach and develop new program models. The CNIT department is researching the need for contextualized ESL instruction in CNIT classes. Culinary faculty used this time to tour 181 high school students through CCSF programs, host two boot camps partnering with SF Office of Economic and Workforce Development, and collaborate on the development of a regional online curriculum for culinary and hospitality programs.
 10. SFUSD offered a second semester-long on-ramp course for newcomers who are 18 years of age or older in the fall. The course includes weekly visits to CCSF for up to 25 students. SFUSD faculty will continue to offer the course in the spring using the same model of collaboration between the teacher and multiple district departments.
 11. SFUSD staff also developed a handout for its counselors on CCSF enrollment processes and procedures, and held a training for its counselors on the process. SFUSD staff continues to meet with CCSF Outreach and Student Counseling to align services and supports for underserved populations.
 12. AEBG funds supported the purchase of new computer equipment and the staffing of the learning support center within the library at CCSF's Chinatown campus. The campus serves primarily ESL and CTE students; with this new equipment and staffing these students will have the same access to learning support services as those at other campuses.
 13. The newly-developed SFAEC website (<http://sfadulthood.org>) is continually updated with public meeting notices and materials, approved plans, and public input.
 14. AEBG supported the creation of CCSF welcome packets, maps, and website content for non-credit students, and collaborated with other initiatives to create an interactive student-facing career cluster map and program navigation tool [career clusters](#).
 15. In the Spring 2016 semester, AEBG funding was leveraged to preserve 312 adult education course sections at risk of closure due to shifting enrollment trends.
 16. SFUSD is working with CCSF to implement dual enrollment, early release, and other means for students ages 18+ to connect directly to Supported Instruction and other CCSF programs. More than 650 SFUSD credit recovery students were enrolled in CCSF Transitional Studies classes in summer 2016.

17. SFUSD's Special Ed department held a series of meetings this year with CCSF's DSPS to explore transition strategies for students with disabilities into college, resulting in a number of campus tours and orientations being scheduled for the spring semester.
18. Consortium representatives met with DSPS faculty to explore the creation of a new work readiness certificate program for adults with disabilities. Curriculum development for this project will begin in 2017.
19. As a result of meetings facilitated by the AEBG team, the college has expanded their partnership with a major CBO in the disability community, The ARC, and created new course sections to meet the needs of their population.
20. AEBG funding supported some of the work of a faculty workgroup that is developing the criteria for our newly-purchased Early Alert software, Hobson's Starfish. The workgroup is focused on identifying indicators and processes that will be used by the college to implement the Early Alert system, with the goal of helping students who lack basic skills and college readiness improve their long-term educational and career outcomes. This work will continue into 2017.

ONGOING PROJECTS

The Consortium will continue to invest this year in expanding student outreach, piloting high-quality instruction and supports for targeted populations and pathways, and capital improvements, including upgrades to "smart" classrooms. The following priorities will be addressed by the Consortium in January-June 2017:

1. In partnership with the San Francisco Day Laborers and Domestic Workers Project, develop and offer a "Know Your Rights" ESL workshop for their members and the community at large. The workshop will provide information to help the public access ESL and Citizenship classes, and expand the workshop into teaching modules for all CCSF ESL classes, especially those at the lowest levels.
2. Provide SFUSD students ages 18+ with expanded "on-ramp" college and career readiness courses, and access to CCSF through dual enrollment courses at the college and credit recovery classes at the high schools. Plans are in place for more than 250 SFUSD students to take Transitional Studies classes in spring 2017, and more than 1000 to do so in the summer.
3. Through a partnership with SF Office of Economic & Workforce Development (OEWD), put plans in place for CCSF to serve as one of America's Job Centers. The Center will provide one-stop access to the state's employment-related services. Job seekers will be able to get assistance in assessing skills, finding job opportunities and training, prepping a résumé, and much more.
4. Implement a new Instructional Services Agreement with Homebridge, a large nonprofit that provides home-based care to senior citizens and the formerly homeless, to provide Vocational English as a Second Language (VESL) for their employees on an ongoing basis. We anticipate 2-4 cohorts per year of 25-30 employees each.
5. Host additional trainings for faculty interested in joining the Supported Instruction Community of Practice.

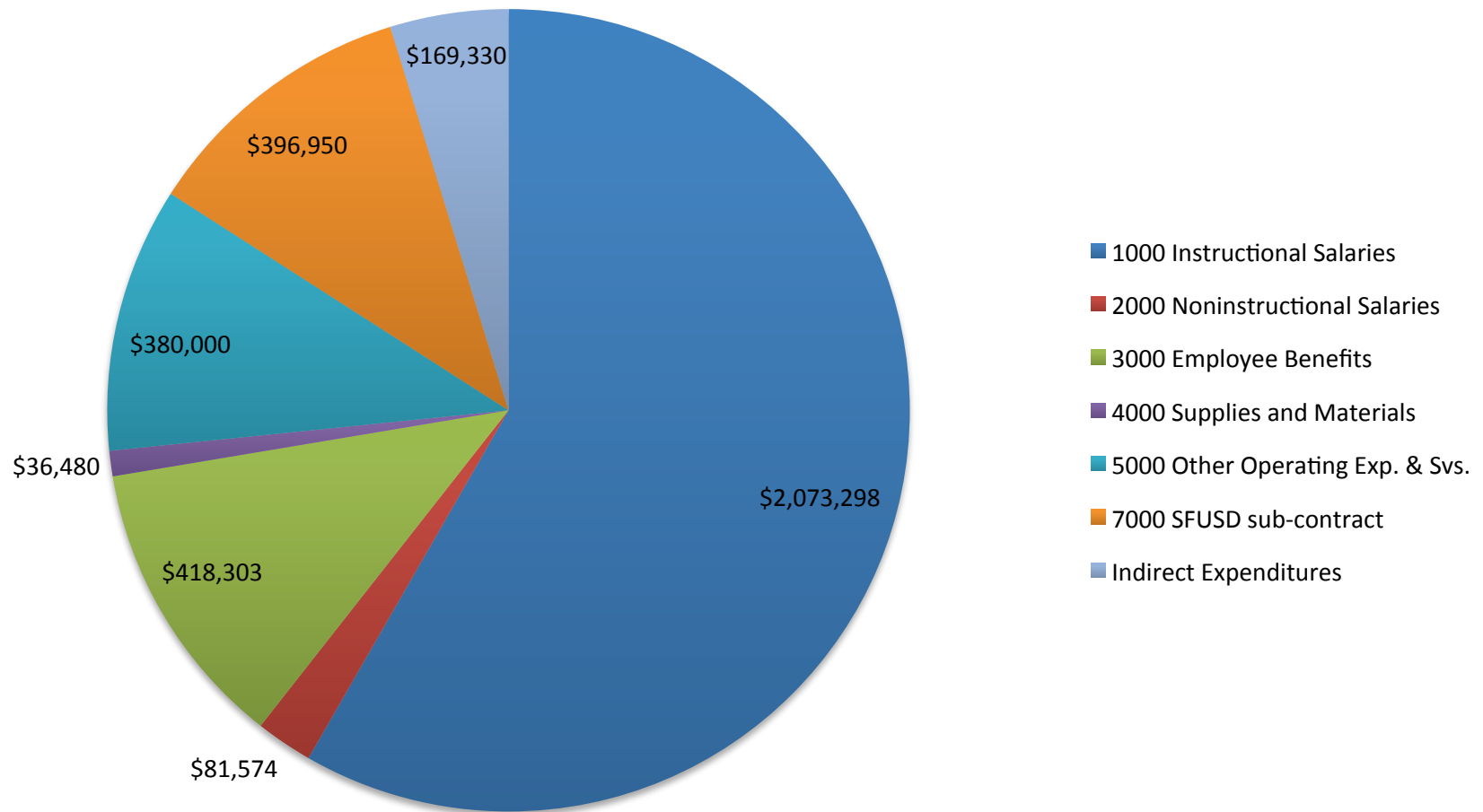
6. Provide support for AEBG-relevant professional development (trainings, conferences, speakers, etc.) for faculty in college departments who serve adult learners (ESL, TRST, DSPS, CTE, and Counseling).
7. Develop and offer a new “CCSF 101” workshop for CBO staff, in partnership with OEWD, to train line-staff at local community-based organizations about CCSF programs and services and referral mechanisms for students.
8. Continue to develop student-facing navigation tools for career clusters and pathways, signage (pop-ups and posters) for career clusters, department brochures, and other printed matter/ digital content.
9. Partner with the English, Math, Basic Skills Initiative, and Student Equity departments on a Leading from the Middle project to develop “Skills Spritzers” for Adult Education students. The Skills Spritzers will be short-form noncredit instructional workshops, primarily in math and English, to help applicants refresh or build their basic skills proficiency in preparation for placement tests, with the goal of reducing the number of remedial courses students need to take.
10. In collaboration with CBO partners, expand community outreach, wrap-around services for noncredit students, and community-based “on-ramp” adult education courses.
11. Continue support of high-quality adult education through maintenance of course sections.
12. Strengthen structures for strategic use of data (including participation in a statewide adult education data dashboard).
13. Upgrade 20 outdated classrooms with smart technology for ESL and noncredit CTE courses.

2017-18 PROPOSED PROJECTS

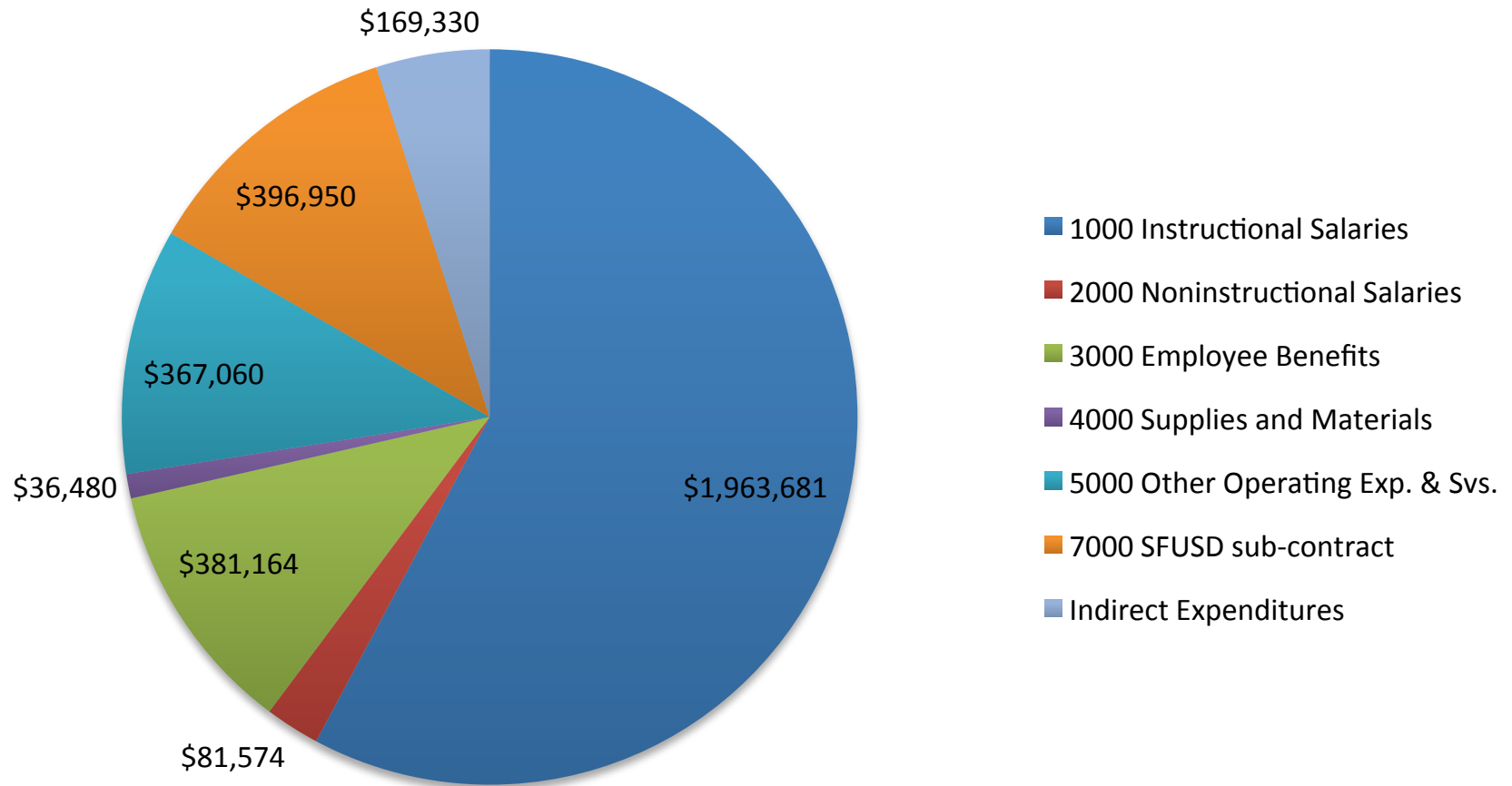
1. Evaluate the progress of Supported Instruction projects and use data to inform further refinement and expansion of the program.
2. Provide ongoing and expanded Professional Development for faculty from AEBG-related departments; continue to grow and expand Supported Instruction Community of Practice.
3. Partner with CTE faculty to pilot introductory bridge courses for noncredit career cluster pathways.
4. Expand collaboration with Student Development and Counseling to increase services for Adult Education students; fully implement Access Points at all Centers.
5. Partner with OEWD on the development of new short-term CTE programs and pre-apprenticeship training in high-demand sectors.
6. Complete curriculum development and begin piloting a new Career Development and College Preparation (CDCP) certificate in DSPS. The certificate will include Career Exploration, Financial Literacy, and Computer Literacy, and serve as a recruitment mechanism to bring in students from the state Department of Rehabilitation.
7. Fully implement Adult Education marketing and outreach plan, based on feedback and effectiveness of initial project roll-out.
8. Support technology upgrades for Adult Education students and programs, including systems for registration, enrollment, and attendance tracking.

9. Expand learning supports, such as tutors, mentors, and lab aides, to all Centers.
10. Develop new CBO partnerships and Instructional Service Agreements to build enrollments and provide enhanced supportive services for vulnerable populations.
11. At SFUSD, build upon four priority areas: Student Support Services; Early Release for ESL students to participate in noncredit, CTE and Center-based programs; Transitional Studies; and Supporting Student with Disabilities.
12. Continue funding operations of the dedicated testing center after the data and accountability allocation expires on December 31, 2017.
13. Continue funding dedicated research analyst positions at CCSF after the data and accountability allocation expires on December 31, 2017.
14. Continue funding for development and refinement of the Early Alert program.

2015-16 Budget - \$3,555,935



2015-16 Expenditures as of 12/30/16 - \$3,396,239



Data & Accountability Funding

Total Funding Amount:	\$586,544
Period covered:	July 1, 2016 – December 31, 2017
Funding purpose:	The funding will be used to resolve AEBG data collection needs required by AB104, foster regional and local system integration, coordinate regional intake, assessment, and referral, align efforts under the Workforce Innovation and Opportunity Act, and ultimately connect to a state level AEBG Data System.

SFAEC Proposed Objectives & Activities:

Objective 1: Respond to the short-term data reporting needs required by AB 104.

- a. At CCSF, establish a Testing Center that leverages other funding as available, to expand and improve CASAS testing systems. The goal of the Testing Center is to fully capture enrollments and skills attainment in English as a Second Language and Transitional Studies classes.
- b. At SFUSD, investigate tools and methodology for implementing CASAS pre- and post-testing for AEBG-funded programs and services.
- c. Ensure accuracy of data reported to AEBG by cross-checking CASAS data with that in other internal data collection systems (i.e., Banner).
- d. As guidance emerges from the state AEBG office, establish systems for pre- and post-testing of students in Career and Technical Education and Disabled Students Programs and Services.
- e. Explore methods of integrating existing Student Services/Counseling data collection tools with AEBG reporting requirements.

Objective 2: Foster regional and local system integration efforts pertaining to assessment and intake of adult students.

- a. Participate in Bay Area Community College Consortium (BACCC) Regional Data Sharing efforts with 14 other local Adult Education Consortia.

Objective 3: Support data sharing efforts to bolster performance accountability and program evaluation, while leveraging broader statewide efforts to build a federated and aligned workforce and education performance accountability system.

- a. Create an MOU between SFUSD and CCSF to allow for data sharing regarding Adult Education students, in order to track their transition between the two systems.

Objective 4: Align efforts under WIOA.

- a. Work closely with CCSF's English as a Second Language, Transitional Studies, and Career and Technical Education departments, as well as the San Francisco Office of Economic and Workforce Development, to align Adult Education data collection systems and practices with those required by relevant WIOA funding streams.

THIS FORM MAY NOT BE REPLICATED

PROJECT: ADULT EDUCATION BLOCK GRANT

ENTITY: SAN FRANCISCO CCD

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-149

APPLICATION BUDGET SUMMARY

NOTE: Submit details explaining the expenditures by category on the Application Budget Detail Sheet.

Object of Expenditure	Classification	Line	TOTAL PROJECT BUDGET REQUESTED	
			\$	
			\$	586,544
1000	INSTRUCTIONAL SALARIES	1	\$	0
2000	NONINSTRUCTIONAL SALARIES	2	\$	320,000
3000	EMPLOYEE BENEFITS	3	\$	96,000
4000	SUPPLIES AND MATERIALS	4	\$	79,113
5000	OTHER OPERATING EXPENSES AND SERVICES	5	\$	0
6000	CAPITAL OUTLAY	6	\$	0
7000	OTHER OUTGO	7	\$	63,500
TOTAL DIRECT COSTS:		8	\$	558,613
TOTAL INDIRECT COSTS:		9	\$	27,931
			\$	0
TOTAL COSTS:		10	\$	586,544