



**Meeting Agenda**  
**April 6, 2018, 10AM-12PM**  
**City College of San Francisco, MUB 140**

<b>Time</b>	<b>Activity</b>
10:00	Welcome & brief introductions
10:10	Approve minutes from 10/16/17 meeting
10:20	Updates from state AEBG office: <ul style="list-style-type: none"> <li>• 2018-19 and 2019-20 allocation</li> <li>• Field teams/3-year planning cycle</li> </ul>
10:35	Report on spend-down of three funds: <ul style="list-style-type: none"> <li>• 2016-17 allocation</li> <li>• Data &amp; accountability allocation</li> <li>• 2017-18 allocation</li> </ul>
10:50	Update on 2017-18 activities
11:10	Discussion: 2018-2021 Three-Year Plan <ul style="list-style-type: none"> <li>• Big projects</li> <li>• Community needs</li> <li>• Member effectiveness</li> <li>• Evaluation of current progress</li> </ul>
11:20	Action items: <ol style="list-style-type: none"> <li>1) Approve 2018-19 Consortium Fiscal Administration Declaration (CFAD)</li> <li>2) Approve parameters for 2018-19 annual plan</li> </ol>

	<ul style="list-style-type: none"><li>• Consortium discussion of proposed items</li><li>• Public comment (2 minute limit per speaker, please fill out speaker cards to be recognized)</li></ul>
11:50	Next steps: <ul style="list-style-type: none"><li>• Action items</li></ul>
12:00	Adjourn

Draft meeting minutes: 10/16/17

Members present: Theresa Rowland, Associate Vice Chancellor, Workforce and Economic Development, CCSF (proxy for Anna Davies); Trudy Walton, Interim Vice Chancellor, Student Development, CCSF; Stephen Koffman, Director, College & Career Readiness, SFUSD; Wendy Miller, Associate Dean of Adult Education, CCSF

Also attending: Lucy Runkel, Assistant Director, CCSF; Jen Fong, College & Career Readiness, SFUSD

The meeting came to order at 12:40 pm.

1. Associate Dean Miller reviewed the Fall 2017 report, and highlighted key accomplishments to date. She also explained recent changes in the guidance from the state AEBG office:
  - a. AEBG funds can no longer support credit-bearing basic skills classes.
  - b. The funding category of “adults with disabilities” has been restricted to only those with intellectual disabilities.
  - c. SFUSD will now be able to allocate a portion of its AEBG funds to indirect costs.
  - d. AEBG is instituting a new fiscal system into which each consortium member will input its own budget and expenditures separately.
2. Associate Dean Miller reported on policy recommendations that have surfaced in several studies. These have been written or sponsored by the Institutional Effectiveness Partnership Initiative (IEPI), Association of Community & Continuing Education (ACCE), and the Center for Law & Social Policy (CLASP). Recommendations include:
  - a. Identifying local “communities of need” and providing incentive funding for projects that address those needs.
  - b. Equalizing funding for community college noncredit classes by increasing apportionment to match that of credit.
  - c. Expanding Career Development and College Preparation funding to include Older Adults (emeritus programs) and Disabled Students Programs & Services classes.
  - d. Earmarking funds for dedicated health and mental health services for noncredit community college students.
3. Associate Dean Miller reported on additional information that was provided at the AEBG Consortium Directors’ meeting in Sacramento on October 12 & 13. All AEBG consortia are currently operating under the three-year plans that were developed in 2015. At the Directors’ meeting, the AEBG office indicated that they were considering requiring a renewed three-year planning cycle, with 2018-19 as a planning year; implementation would start in 2019-20. Associate Vice Chancellor Rowland responded that five years is a long time to operate under one plan, and recommended that the Consortium

start the planning process sooner. The Consortium members agreed to launch a planning phase as soon as possible, and hold at least two planning meetings in the first part of 2018.

4. The consortium voted unanimously to approve the February 2017 meeting minutes, with an amendment correcting Vice Chancellor Davies' title.
5. Associate Dean Miller requested public comment; none was forthcoming.
6. Associate Vice Chancellor Rowland asked for an update on CASAS/Tops Pro Enterprise. Associate Dean Miller reported that the state is now requiring all colleges that receive WIOA Title II funds (as CCSF does) to continue using CASAS/Tops Pro for testing and reporting indefinitely. The AEBG team has been meeting regularly with Dean Vinicio Lopez to ensure alignment on CASAS with the departments he oversees.
7. Associate Vice Chancellor Rowland requested an update on an item from the February meeting regarding the possibility of hiring CBO staff as noncredit faculty. Associate Dean Miller responded that the AEBG team would notify the CBO Advisory Committee when new part-time pools open up.
8. The Consortium reviewed and approved the 2017-18 budget as presented.
9. The meeting adjourned at 1:43.



PLAN. INVEST. TRACK.  
Adult Education Block Grant 2018-19 Produced: Mar 29, 2018, 4:07 PM PDT

**49 San Francisco Adult Education Consortium**

**Fiscal Declaration**

**CONSORTIUM NAME:** 49 San Francisco Adult Education Consortium

**FUNDING CHANNEL:** Direct Funded

**JUSTIFICATION:** We have determined that it will be more efficient for both members for us to use a direct disbursement method.

**NARRATIVE:** The allocations we are electing are consistent with both our annual plan and our three-year plan. We are confident that both members will be able to continue supporting and expanding the work that has been done to date with these funds.

**CHANGES:** N/A

**Member Allocations**

Member Name	(2018-19)	(2017-18)	(2016-17)
San Francisco CCD	\$3,448,826	\$3,298,559	\$3,298,559
San Francisco Unified School District	\$366,500	\$366,500	\$366,500
<b>Total Allocated to Members</b>	<b>\$3,815,326</b>	<b>\$3,665,059</b>	<b>\$3,665,059</b>
<b>Total AEBG Funds</b>	<b>\$3,815,326</b>	<b>\$3,665,059</b>	<b>\$3,665,059</b>
<b>Total Remaining</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Certification**

**MEMBER REPRESENTATIVE**

Lucy Runkel

SEND REMINDER

Awaiting Submittal

**MEMBER REPRESENTATIVE**

Jen Fong

SEND REMINDER

Awaiting Submittal



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## Spring 2018 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 and 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.

In accordance with guidance from the state, the Consortium’s priorities are to:

- 1) Meet regional needs for adult education;
- 2) Address gaps in services;
- 3) Create seamless transitions between systems;
- 4) Accelerate student progress; and
- 5) Provide shared professional development.

### **2017-18 PROGRAM YEAR ACCOMPLISHMENTS TO DATE**

1. Provided SFUSD students ages 18+ with expanded college transition counseling, “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.
2. Worked with a faculty committee to develop and host a second successful Joint Professional Development event for CCSF and SFUSD counselors who serve adult education populations.
3. In collaboration with CBO partners, expanded community outreach for noncredit classes and programs. In Fall 2017, worked with Homebridge, In-Home Support Services Public Authority, and Thriving in Place to offer an Earn and Learn outreach event at CCSF’s Civic Center location.
4. Developed new Instructional Service Agreements with Homebridge and Circa of America (a member of SFMade) to build enrollments and provide enhanced services for vulnerable populations.
5. Increased the offerings of contextualized basic skills instruction for CCSF students through the expansion of the Supported Instruction co-teaching model. There are currently 30 course sections at CCSF using Supported Instruction, in seven different departments.

6. Developed and implemented the “Free, Flexible, For All” digital and print marketing campaign for adult education programs in San Francisco.
7. In collaboration with the San Francisco Day Labor Program/La Colectiva, updated and finalized a series of Know Your Rights/ESL lesson plans and materials, which have been shared widely with partners throughout California.
8. Hosted two I-BEST (Integrated Basic Education and Skills Training) sessions for faculty, and launched development of a CCSF-specific I-BEST training.
9. Provided extensive Professional Development for faculty, staff, and administrators from AEBG-related departments, including tuition for individual faculty members for AEBG-related coursework, and attendance at the Strengthening Student Success conference, the Teachers of English to Speakers of Other Languages (TESOL) conference, the New World of Noncredit conference, and the California Community College Association for Occupational Education (CCCAOE) conference.
10. To date, the AEBG team has had successful conference presentation proposals at four state-wide conferences, and all of our workshops were well-received by attendees.
11. Completed curriculum development for new DSPS classes & workshops on Career Exploration, Financial Literacy, and Computer Literacy.
12. Piloted “Skills Refreshers” – short-term Math and English review sessions that can help adult education students to perform better on college placement tests, thus shortening their time to completion.
13. Continued upgrading of 20 outdated classrooms with smart technology for ESL and NC CTE courses.
14. Continued supporting implementation of Early Alert system.
15. Provided CCSF noncredit students with peer lab aids, tutoring, and academic and retention counseling.

### **PRIMARY GOALS FOR 2018-19**

1. Continue to evaluate the progress of Supported Instruction courses and use data to inform further refinement and expansion of the program.
2. Continue to provide Professional Development for faculty from AEBG-related departments, including new CCSF-specific I-BEST training.
3. Develop and implement Phase 2 of adult education marketing and outreach plan.
4. Deepen collaboration with Student Development and Counseling to increase services for adult education students.
5. Support technology upgrades for adult education students and programs.
6. Work with CCSF’s new Office of High School programs to deepen partnership programs with SFUSD to improve services and transitions for English language learners, students with disabilities, and those with low basic skills.

### **2018-2021 PLANNING**

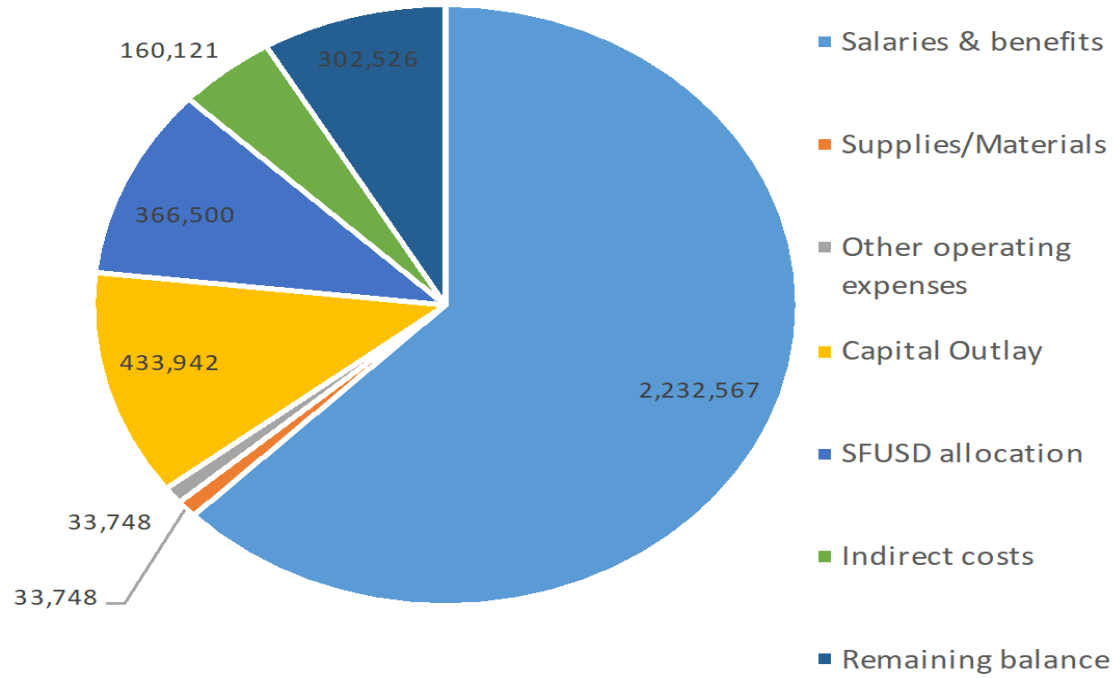
The AEBG program office is in the process of developing guidance on the three-year planning process. The development of the Consortium’s new plan will involve extensive input from faculty, teachers, administrators, classified staff, students, and community partners, including:

- Internal CCSF meetings between the AEBG team and the ESL, Transitional Studies, DSPS, Student Development, and CTE departments.
- 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 to gather input from current and potential adult education students.
- Group 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.

In addition, we will align and coordinate our three-year plan with the WIOA Title I Regional Plan, the Strong Workforce Program Regional Plan, the K-12 Local Control and Accountability Plan, and CCSF's plans for Institutional Effectiveness, Equity, SSSP, Basic Skills, and other categorical programs.



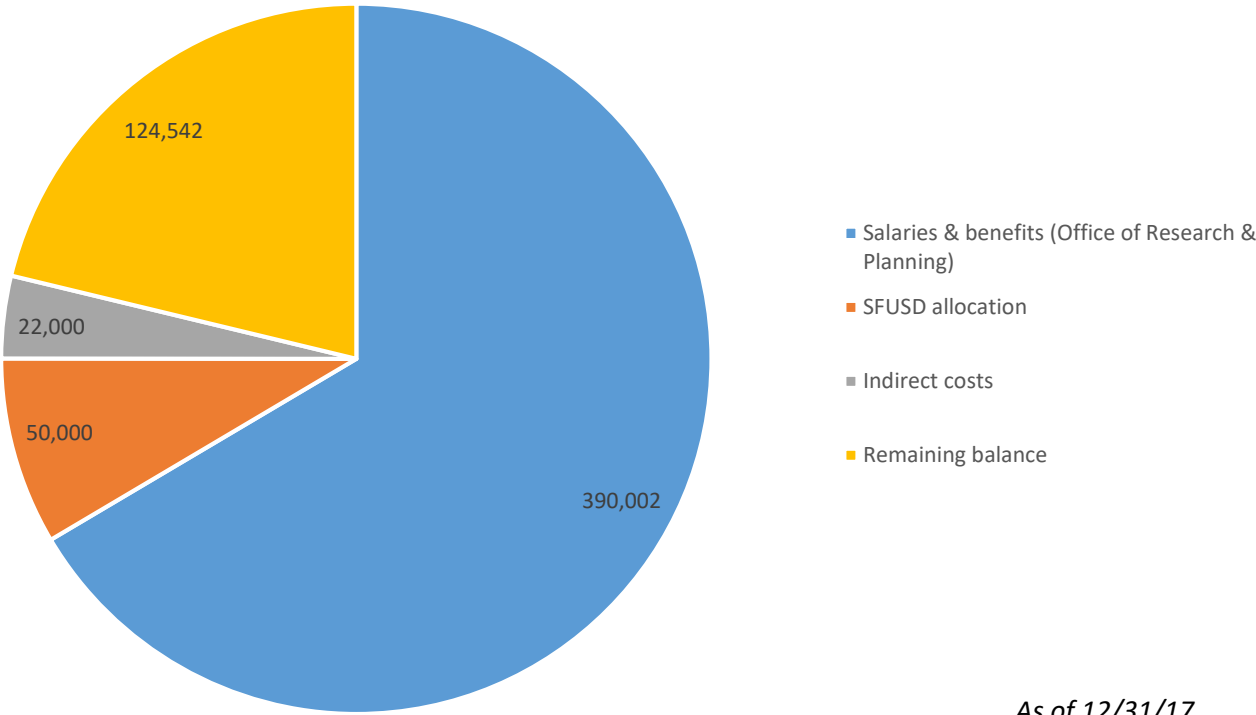
2016-17 Allocation: \$3,665,059  
*must be fully spent by 6/30/20*



*As of 12/31/17*

Data & Accountability Funding: \$586,544

must be fully spent by 12/31/18



As of 12/31/17