



Agenda  
 April 28, 2020, 3:30-4:30pm  
 ZOOM Meeting

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/97835326878>

Time	Activity
3:30-3:35	<b>Welcome &amp; Introductions</b> <i>Wendy L. Miller, Interim Dean of Grants, Resource Development, &amp; Adult Education Programs, CCSF</i>
3:35-3:55	<b>Public comment (250 words or roughly 2 min per person)</b> <i>Comments may be submitted via email to <a href="mailto:wlmiller@ccsf.edu">wlmiller@ccsf.edu</a> in advance, or in the chat window. Public comments will be read out.</i>
3:55-4:10	<b>Discussion and Action Items</b> <i>Wendy L. Miller, , Interim Dean of Grants, Resource Development, &amp; Adult Education Programs, CCSF</i> <ul style="list-style-type: none"> <li>• Approve minutes from May 2019 meeting</li> <li>• Overview of member allocations for 2020-2021, including possible funding scenarios due to COVID-19 emergency               <ul style="list-style-type: none"> <li>○ Approve Consortium Fiscal Administration Declaration for submission to the State.</li> </ul> </li> </ul>
4:10-4:20	<b>Consortium Key Updates</b> <i>CCSF updates: Wendy L. Miller, Interim Dean of Grants, Resource Development, &amp; Adult Education Programs, CCSF</i> <i>SFUSD updates: Dr. Jennifer Fong, Executive Director, Student Learning Support, SFUSD</i>
4:20-4:30	<b>Next Steps and Adjourn</b>

## May 7, 2019, 9-11am SF Adult Education Program Consortium Meeting Minutes

Members Present: Dr. Theresa Rowland, CCSF; Dr, Elizabeth Coria, CCSF; Dr.Jennifer Fong, SFUSD

### Welcome & Introductions

- Dr. Mark Rocha, Chancellor, CCSF
- Alina Varona, Associate Dean

**Public Comment:** Avita Loton, 826 Valencia: partner with CCSF paid internship program. Interested in partnering with Adult Ed programs, especially service learning. Adult Ed courses should include a service-learning component.

### Action Items

- Approve minutes of April 2018 and October 2018 meetings: Dr. Fong moved, Dr. Rowland seconded. Dr. Coria abstained. Approved.
- Approve revised SFUSD allocation for 2019-2020 (increased to allocation of \$395,500): Dr. Rowland moved, Dr. Coria seconded. Approved.

### Consortium Updates

- SFUSD: Numbers of SFUSD students ages 18+ participating in CCSF has increased. Also large numbers who are 17 and may soon access CCSF. Adult Ed activities have helped raise students' awareness of CCSF locations, web resources. CCSF contributes to many students being able to stay in SF rather than leave the region.
- CCSF Student Affairs: Working closely with new Dean of High School Enrollment, Meg Hudson, and with Outreach. Orientations for TRST summer credit recovery programs are underway, supporting transitions. Working with DSPS.
- CCSF Instruction, Career and Workforce Education: Team has been built to support Adult Education, including Associate Dean Adult Ed, Assistant Director Adult Ed, Noncredit Outreach Specialist. Innovation blending CCSF, SFUSD, CBOs.
- AEP Year-End Review:
  - Marketing & outreach: "It's Your City" campaign: posters advertise free courses, in 7 languages, marketing projects for specific centers, neighborhoods, ESL classes.
  - CCSF 101 workshops: 6 iterations in collaboration with Outreach Department. For CBO staff, building understanding of CCSF offerings, how and where to refer, where to get answers to questions.
  - SF-IBEST: New name, on-going expansion. ESL or TRST instructor in classroom with CTE instructor. Grew from 17 sections in first semester, 31 ready for Fall 2019. Community of Practice meets 2x/semester. In-house training developed by CCSF faculty who've been using this approach.
  - Mental Health First Aid: Designed workshop to respond to need, 3 offered, more planned for Fall. Working with Community Mental Health Worker program to offer as a class.
  - Mission Family Resource Center: modeled after Ocean campus co-op model Family Resource Center. AEP funding used to support expansion to Mission campus as resource for noncredit students there.
  - Application/Allocation process: yearly, online, unified application for AEP, SWP, and Perkins funding at CCSF. Peer-review process. Tied to existing Program Review process.
  - New SF AEP website: sfadulthood.org holds meeting notes and announcements.
  - New partnership documents: WIOA MOU with OEWD and government partners; Local Partnership Agreement with Department of Rehabilitation.
  - CBO Advisory Committee: meets monthly, 11 participating CBOs currently, all welcome, sharing updates.

- RiSE involvement (guided pathways redesign): noncredit students, faculty and administrators informing process of clarifying pathways, integrating student supports.
- Alignment of services for students with disabilities: Regular monthly meetings between SFUSD SPED and CCSF DSPS and TRST to partner more effectively for smoother hand-off.
- SFMade partnership: ESL courses offered to SFMade small businesses at work sites (leather manufacturer, Cut Loose)
- New NC Outreach Specialist position: Juan Fernandez. Started April 2019. Consistent point of contact for Adult Ed at CCSF. Presenting to CBOs, promoting at citywide events, participating in resource fairs, collaborating with multicultural retention services at campus events to create visibility of Noncredit and ESL programs, distributing relevant materials to community centers, developing media strategies, working with departments to create materials, gathering data on needs.

### **SF Adult Education Consortium Three-Year Plan Overview**

Associate Dean Varona described the AEP program areas and objectives, purpose of the plan, planning timeline and participants, data on Adult Ed students, areas of focus, strategies, progress indicators, pilots. Planning workgroup met twice monthly to define the process, review and analyze data, provide recommendations and feedback on drafts. Data-driven decision-making process: looked at student-level data, labor market information, regional data, existing plans; convened Adult Ed summit to engage stakeholders; defined goals and strategies. Data not available: Noncredit student goals at entry. Hope to establish way of gathering this. AEP strategy matrix: presented to workgroup

### **Q&A and Discussion**

- Felipe: Childcare is a major barrier. Online classes can be a solution. CCSF could provide access to laptops to facilitate enrollments in online classes.
- Jim Wong: Online may be part of the solutions, but interpersonal relationships are a part of education. We need to look at providing childcare for NC students at the CCSF facilities. This could contribute to enrollments of NC students, establish personal contacts and stay with the college over time.
- Maria: TRST is looking at hybrid courses, including open labs, some one-on-one time and relationships.
- Laurie Sanchez, Community Tech Network (located near Downtown campus): Human connection is important to senior population; digital literacy classes can be offered in senior centers with computer labs. For students with children in Tenderloin area, could Twitter be a partner?
- [Emailed comment from 826 Valencia re: service-learning component of NC courses]
- Theresa: goal of 9-15% growth of NC enrollment by 2022. How will this be achieved? Recruitment is ongoing, so what strategies will increase enrollments considerably? Alina: CCSF will work on TOP code alignment to better track NC participation, will increase focus on outreach, new programs like apprenticeships, online offerings.
- Felipe: would like support from CCSF to align his GED program with CCSF TRST programs.
- Jim: NC allows CCSF to invite adults to come to school with low commitment. What kind of NC class could interest each of us in coming to CCSF?
- Jennifer, SFUSD: School for pregnant students is partnering with CCSF CDEV to teach parenting skills and support employment in Early Childhood Education. Shaping successful first experiences so students can continue on in NC and bridging to Credit classes.
- Elizabeth: Student Affairs will work on onboarding students. How can Guardian Scholars, HARTS, other services meet needs of NC students? Alina: access to Counselors – especially nights and weekends, at all Centers, in various languages – could support more Adult Ed students. Lucy: Language Line is being used for on-demand counseling services and could be rolled out for more students. Alina: Starfish can benefit both NC & Credit students.

**Adoption of Three-Year Plan:** Dr. Rowland moved to adopt the plan as written. All in favor. Adopted.

**Next Steps:** Plan will be submitted to CAEP by June 7.