

## **San Francisco Adult Education Consortium**

### **Meeting Minutes - 10/15/15**

Members present: Anna Davies, VC Academic Affairs; Samuel Santos, Interim VC Student Development; Margaret Hudson, SFUSD, Dual Enrollment Coordinator (proxy for Stephen Koffman)

Other attendees: Janan Howell, OEWD, Sector Strategies ; Greg Asay, OEWD Strategic Initiatives; Michael Almaguer, Interim AVC Centers and Deans; Carlsbin Anderson, Consultant to VC Santos; Mai Thanh, Chancellor's Office; Wendy Miller, CCSF, AEBG Coordinator; Cindy Mathison, SFUSD, Head Counselor; Jennie Mollica, Consultant

The meeting came to order at 11 AM.

Members reviewed and discussed the 2015-16 plan and budget. The plan was approved by consensus.

Detailed notes on the discussion are attached below.

Meeting adjourned at 1 PM.

## NOTES:

### Framing/Background

- 2015-16 award \$3.556 million. May expend over 3 years, but encouraged not to “squirrel away”
- Estimated #s served: 76,262 CCSF (updated from original AB86 Plan), 650 SFUSD (may be updated to reflect age restriction 19+)
- High-level budget to be developed by Nov. 2; detailed budget to be finalized by Dec. 11

### Governance Structure

- Two formal members: SFCCD (Anna Davies, Samuel Santos), SFUSD (Stephen Koffman)
- Partner: OEWD
- Signed MOU describes decision-making (by consensus whenever possible, or vote), intent to publicly notice meetings and invite public comment

### Proposed Year 1 Activities

- Expand community outreach and enrollment support: involve Susan Lopez, work with OEWD to identify CBOs
- Targeted outreach and counseling:
  - Increase counseling of current CCSF Counselors, and add new CCSF Counselors, bolstering Counseling for Adult Ed students on-site at Centers with large Adult Ed programming. Wendy and Samuel will discuss specific needs
  - CCSF Counselors assigned to SFUSD high schools are focused on Frisco Day for students prepared to enter degree programs. Need additional Counselor capacity to reach Adult Ed students at SFUSD high schools.
  - Reach all categories of SFUSD students 19+: ELD, students with disabilities, continuation schools – extended hours of SFUSD Counselors, and 1.5 FTE Counselors for ELD students focused at 6 high schools – raise awareness among Counselors, build on Bridge to Success and current initiative, target to this population
  - Reach SFUSD parents, with focus on ESL and CTE – partnerships within district, extended hours; and with CBOs. Consider locating offerings at accessible community sites or SFUSD sites
  - Coordination support for co-counseling transition strategies
- CCSF Adult Ed Access Points
  - Out of EASE task force (pushing out Student Services to locations around city, responding to Accreditation findings, 7 core services at 8 locations) ideas – build on Veterans’ Center model
  - One-stop enrollment, counseling, work stations, microwave, lounge
  - Focus on certain Centers with evidence of large Adult Ed student demand: Evans (supported mainly by OEWD/CityBuild, less accessible), Southeast, Downtown, Mission, Chinatown, J Adams
  - Coordinate with current Student Services
  - Welcome Center at Ocean Campus

- Add? Bilingual Support for support services, focused on Chinatown, Downtown, Mission – academic planning, matriculation, welcoming, outreach, materials translation – hire students, Counselors
- Community access classes: CCSF fund non-credit instruction, CBO use own resources to provide complementary programming, transition into CCSF programs. OEWD has had success with Charter Schools, more than CBOs (past experience with GED programs), entity with education as central mission. CCSF faculty with content expertise. Evaluate CBOs carefully. CBOs can implement contextualized basic skills training/VESL. OEWD can advise on CBOs with capacity.
  - SFUSD parent classes at SFUSD sites: Contextualized ESL/basic skills with training leading to employment
  - SFUSD student “on-ramp” classes at SFUSD sites, bridge with incentives to enter CCSF
  - Community partnership CTE programs: CCSF 150-hour, non-credit culinary basic skills class with OEWD and SHE, at Chinatown/North Beach, helping older adults re-enter workforce, basic kitchen skills and ESL. Cohort ran in Fall, 2<sup>nd</sup> in January. CCSF can pay instruction and expenses. Expand to cohort recruited from Adult Dept. of Probation, paid by AEBG and leverage OEWD coordination. High demand for culinary employees. OEWD support to recruit, ramp up. Prepare for prep cook, cook, back of house. May expand to front-of-house training in District 5 with CCSF?
  - Add marketing plan – leverage Equity, SSSP – larger plan, parsed out %s
  - Fund pilots, recruited cohorts, bridges, use AEBG without FTES
  - Larger programs to enroll students into CCSF has added benefit of building FTES – determine best funding mechanism
  - Partnerships to blend ESL and CTE to increase CTE #s
  - Classes at CBOs that offer on-site childcare/infant care, including parenting classes – target female Adult learners (observe data)
- Data systems: CCSF full-time data analyst, SFUSD 20% FTE to coordinate
- Academic and Retention Counseling: retention centers are at Ocean, focused on Latino, Tulay, APASS, African-American. Need focus on academic support tied into and partnering with libraries, learning resources and support (a finding in accreditation). Specific to programs and disciplines at each Center. Tie to SSSP, SEP development, professional development available.
  - Peer Mentoring – under Equity
  - Social Workers – don’t have capacity with Counselors, Deans or Faculty. To attend to individual needs. Strong support. Live where students are – not at Health Centers, but at sites, rotating. Model used with Veterans – partner with VA that sends Social Workers, pair academic support/lounge/social workers.
  - Vet Center model of health & wellness supports – partnering with CBO content experts – look at ways to replicate nationally-recognized model for Adult Ed students
  - Financial literacy for retention and success

- Counseling for students with disabilities: At Mission, John Adams focus on Transitional Studies, learning resources. DSPS office at John Adams with especially high caseload. Ask Muriel about supports needed at Ocean.
- Add? Childcare for Adult learners. Some already subsidized, but unmet need. Would require a larger childcare center, so may be hard to address.
- Add? Transportation vouchers
- Middle College: Use model for recent immigrants, half at high school, half at Mission. Use proportional funding if some students are under 19, could find unrestricted funds for 18 and under.
- CTE programs and on-ramps: Include SFUSD in planning teams and compensate for time. (Attention to issues under CCPT grant – teachers not always available and bought-in. Aim for buy-in early on.)
  - Hire designated instructors? Cumbersome process. Hard in Year One.
- Professional Development – build capacity around contextualized teaching and learning
  - Ongoing Comp: what’s working/not working, collaboration across institutions, evaluate and continually improve, look at data
  - Workshops: short, targeted workshop offered multiple times; videos/online tutorials. For PD flex credit (or SFUSD equivalent).
  - Program Visits and Conferences: Out-of-state only with approval
  - CCSF capacity of basic skills instructors to participate: math now growing after reduction in prior years when reduced FTES – ID who has time available

#### Timeline

- May expect to spend 1/3 of grant by June, carry over remaining
- CCSF submitted for Associate Dean position for next 2-3 years to help implement and determine best leadership structure

#### SFUSD role and budget

- Sub-recipient award immediately
- Revisit projected #s based on age 19+
- Project Coordinator - .5 FTE for 8 months
- Example of Noah L., Innovations Award Coordinator – jointly funded SFUSD/CCSF, employee of SFUSD – need joint positions in Counseling as point people
- “On-ramp” course instructors – CCSF adjunct faculty with time availability, though could be SFUSD faculty who become CCSF adjunct faculty – pilot in Spring and Summer
- Mobile laptop lab – CCSF hold
- Transportation/bus – leave in budget, determine fit
- Consultant coordination needs – cover gap before Coordinator is hired, facilitate initial planning process to hit ground running and establish systems for Coordinator, evaluation/performance measures/quantitative tracking, support for planning team initially

#### Next Steps

- Future meetings set by Doodle
- Attention to public meeting notices as appropriate – webpage for posting meetings, documents, decisions

- Finalize Year One Plan by email and on conference call
- Notice previous participants of movement forward
- SFUSD revised budget by next Monday
- SFUSD propose invoice/payment schedule