

## San Francisco Adult Education Consortium

### Meeting Agenda

May 11, 2016, 10:30am – 12:00 pm  
City College of San Francisco, Cloud 308

Time	Activity
10:30	Welcome and brief introductions
10:40	Approve minutes from 10/15/15 meeting. Goals for this meeting: <ul style="list-style-type: none"><li>• Discuss current activities</li><li>• Agree on future plans and general budget allocations</li><li>• Leave with clear next steps</li></ul>
10:50	2015-16 activity status, budget & expenditures review. <ul style="list-style-type: none"><li>• Agree to plans for roll-over funds</li></ul>
11:10	2016-17 plans & budget <ul style="list-style-type: none"><li>• Agree to general scope of plans and budget</li></ul>
11:40	Upcoming deadlines <ul style="list-style-type: none"><li>• May 15: Year 1 (2015-2016) Plan Amendments Due</li><li>• Jun 20: Y1 Budget Revisions Due</li><li>• Jul 15: Year 2 Annual Plan due for 2016-2017</li><li>• Jul 31: 2015-2016 Period 2 AB104 Expenditures and Progress Report Due</li><li>• Aug 01: Student Data and Outcome Reporting</li><li>• Sep 30: Report to Legislature Due</li></ul>
11:50	Next steps: <ul style="list-style-type: none"><li>• Set future meeting schedule</li><li>• Action items</li></ul>
12:00	Adjourn

## **San Francisco Adult Education Consortium**

### **May 2016 updates**

As a reminder, the goals of AEBG funding are to support and expand:

- Programs in elementary and secondary skills, including those leading to a high school diploma or high school equivalency certificate.
- Programs for immigrants in citizenship, ESL, and workforce preparation.
- Programs for adults, including, but not limited to, older adults, that are primarily related to entry or reentry into the workforce.
- Programs for adults, including, but not limited to, older adults, that are primarily designed to develop knowledge and skills to assist elementary and secondary school children to succeed academically in school.
- Programs for adults with disabilities.
- Programs in career/technical education that are short-term in nature with high employment potential.
- Programs offering pre-apprenticeship training conducted in coordination with one or more apprenticeship programs approved by the Division of Apprenticeship Standards.

### **2015-16 projects initiated and ongoing:**

- 1) Weekly planning sessions with SFUSD to develop and implement new partnership programs and increase outreach to their graduating students, particularly those who are likely to need basic skills or ESL support.
- 2) Culinary Basic Skills training with SFE and the Department of Probation.
- 3) IBEST (Integrated Basic Education Skills Training) professional development training for CCSF and SFUSD staff (in partnership with Sonoma County Adult Education Consortium and Santa Rosa JC).
- 4) Follow-up meeting of training participants that resulted in the inception of 17 new and expanded projects across 15 CCSF departments (see attached list).
- 5) Creation of a Community of Practice of faculty and staff working on IBEST and related projects.
- 6) Support for Outreach to potential Adult Education participants.
- 7) Creation of welcome packets for CCSF centers and counseling.
- 8) Posting of new part-time counseling positions to support Adult Ed students in noncredit courses.
- 9) Development of a program for SFUSD students to attend classes at Mission Campus in the fall.

- 10) Support for Second Chance (prison and probation re-entry) and HARTS (Homeless At-Risk Transitional Students) programs, moving them to Financial Aid dept from EOPS.
- 11) Development of a Parent Education program for students with disabilities.
- 12) Meetings with Bay Area Video Coalition (BAVC) and Goodwill to explore on-site classes for their participants.
- 13) Creation of consortium website.

### **2016-17 major initiative plans:**

- 1) No significant changes to general budget allocations, in that the bulk of the budget will go to paying people to do the work.
- 2) Implement partnership agreements with community-based organizations, including BAVC, Goodwill, The ARC, and others.
- 3) Develop course materials for job search and career strategies classes to be offered at various sites, including CBOs.
- 4) Research IRS- VITA program, and develop noncredit FTE-generating tax preparation course for business department. Employ graduates to provide free tax preparation services at Centers (formerly part of Single Stop services).
- 5) Enhance counseling services at each center by the addition of part-time staff.
- 6) Deepen relationship with SFUSD to create clear pathway for English learners, special education, and transition/continuation school students.
- 7) Identify and support professional development opportunities for counseling and teaching faculty related to adult education. Create professional development meeting structure with SFUSD and CCSF counselors to share information and best practices.
- 8) Offer Transitional Studies and Counseling classes as dual-enrollment classes at SFUSD to inform students of CCSF programs and assist them in enrolling.
- 9) Expand outreach and ease of access to courses and campus services through user-centered design project and creation of course clusters. Continue to support outreach efforts by faculty with non-instructional assignments.

### **Questions**

- 1) What other projects could we support?
- 2) Are there instructional supplies, materials or equipment that could enhance this work and assist us in meeting project goals?
- 3) What other cross-department professional development could be offered?
- 4) Are there other goals or priority sectors that we should be paying attention to?

<b>Topic</b>	<b>Dept</b>	<b>Start date</b>
Intro to MS Office/ESL	Business	Spring 2017
Supplemental support and retention for Business classes at Mission Center/TRST	Business	Fall 2016
TRST/BUS/other? partnership at John Adams	Business	Spring 2017
Business Communications & ESL	Business	Fall 2016
Job Preparation & ESL	Business	Spring 2017
Contextualized ESL for Culinary Skills	CAHS	Fall 2016
Contextualized Writing & Math for Culinary Skills	CAHS	Fall 2016
Improve & strengthen ESL/CDEV work	CDEV	Fall 2016
Pathways to CDEV for SFUSD students	CDEV	Spring 2017
ESL for Child Observation participants	CDEV	Fall 2016
CHW expansion Southeast Cohort	CHW	Fall 2016
Publicize & pre-register students for existing IBEST programs	CityBuild	Fall 2016
CNIT English IBEST	CNIT	Fall 2016
Cybersecurity Fifth Year Pathway	CNIT	Spring 2017
Dual Enrollment CNIT131	CNIT	Summer 2017
Parent Ed for SPED students	DSPS & Health Ed	Fall 2016
Evaluate and improve current IBEST curriculum & pedagogy	HealthEd	Fall 2016
Develop programs (i.e., classes and/or certificate programs) for people 55+ entering or reentering the workforce based on Mount San Antonio College model.	OLAD	Fall 2016