



**Meeting Agenda**  
**October 16, 2017, 12:30-2PM**  
**City College of San Francisco, MUB 251**

<b>Time</b>	<b>Activity</b>
12:30	Welcome & brief introductions
12:40	Approve minutes from 2/7/17 meeting
12:50	Report on spend-down of three funds: <ul style="list-style-type: none"> <li>• 2015-16 allocation</li> <li>• 2016-17 allocation</li> <li>• Data &amp; accountability allocation</li> </ul>
1:00	Update on 2017-18 plan and activities
1:10	Update on evolving guidance from state AEBG office: <ul style="list-style-type: none"> <li>• Fiscal reporting</li> <li>• Student data collection and reporting</li> <li>• Other</li> </ul>
1:20	Action item: Approve 2017-18 budget <ul style="list-style-type: none"> <li>• Consortium discussion of proposed budget</li> <li>• Public comment (2 minute limit per speaker, please fill out speaker cards to be recognized)</li> </ul>
1:50	Next steps: <ul style="list-style-type: none"> <li>• Action items</li> </ul>
2:00	Adjourn

## San Francisco Adult Education Consortium

### ***DRAFT Meeting Minutes – 2/7/17***

Members present: Anna Davies, Vice Chancellor Academic Affairs, CCSF; Samuel Santos, Interim Vice Chancellor, Student Development, CCSF; Dr. Jen Fong, Director, College & Career Readiness, SFUSD (proxy for Stephen Koffman); Wendy Miller, Associate Dean of Adult Education, CCSF

The meeting came to order at 1:10 pm.

1. The consortium voted unanimously to approve the October 2016 meeting minutes.
2. Associate Dean Miller reviewed the Mid-Year report, and highlighted key accomplishments to date.
3. AVC Davies requested data regarding the success of Supported Instruction classes, including attendance and retention, in order to evaluate the program's effectiveness. Associate Dean Miller responded that it was too early for us to have robust comparison data, but we have anecdotal responses from students that reflect their appreciation and support for the program. AVC Davies suggested that we could also embed student development faculty in classes when possible.
4. Dr. Fong stated that SFUSD greatly appreciated the Joint Counselor Professional Development event that was held in November 2016. As a result of this and other initiatives, they have seen a significant increase in enrollment in CCSF classes. SFUSD is interested in collocating staff or sharing resources to continue expanding services for Adult Education students.
5. Associate Dean Miller explained the new state requirement regarding direct funding to consortium members. An MOU is being approved in order to move that project forward.
6. Associate Dean Miller reported that the state issued guidance in the fall that AEBG-funded projects must use CASAS for pre- and post-testing and TopsPro for reporting. It is unclear at this point whether the testing requirements will be extended to CTE and DSPS programs, and if the CASAS requirement will be a permanent requirement or is merely a stopgap solution. AVC Davies expressed that the biggest challenge will be to operationalize this expanded testing, which will touch at least 30,000 students each year. Associate Dean Miller reported that the state now requires that any services funded by AEBG must be assessed using CASAS. There is also a CASAS counseling module that we will need to explore. VC Santos requested a meeting with himself, Associate Dean Miller, AVC Davies, and Margaret Sanchez to discuss potential impacts of this requirement.

7. The consortium reviewed the proposed plan and budget for the Data and Accountability allocation. Associate Dean Miller clarified that this allocation needs to be spent in full by December 31, 2017. Future funding for the work outlined in this workplan could come from the regular AEBG allocation. The consortium voted unanimously to approve the Data and Accountability Allocation workplan and budget as presented.
8. The consortium reviewed draft plans for 2017-18 funds. Consortium members agreed by consensus on the plan, and suggested prioritizing three projects in particular: Supporting technology upgrades for Adult Education students and programs, including systems for registration, enrollment, and attendance tracking; partnering with CTE faculty to pilot introductory bridge courses for noncredit career cluster pathways; and continuing and increasing coordination with other plans, particularly Equity and SSSP.
9. AVC Davies stated that the college anticipates needing assistance with recruitment of noncredit faculty. She suggested partnering with CBOs to assist with this, and holding a hiring event to targeting CBO staff which includes Professional Development related to Supported Instruction and the needs of Adult Education students.
10. The consortium heard public comment:
  - a. Lillian Marrujo-Duck, Interim Dean of the School of English and Foreign Languages spoke in support of the AEBG plan, and requested that Basic Skills Math and English faculty be included in AEBG-related projects.
  - b. Three instructors who are currently teaching in Supported Instruction classes spoke about the benefits of these classes to students: Anna-Lisa Helmy, an ESL instructor in the Community Health Worker program; Barbara Haines from the Culinary program; and her teaching partner Christopher Cerone from Transitional Studies.
11. The meeting adjourned at 2:23 pm.

## Fall 2017 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.

### **INPUT ON AEBG PLANNING**

The development of the Consortium’s annual plans has 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.

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.

The Consortium prioritizes strategies to improve access to and success in high-quality instruction and support services for adult education students; foster seamless student

transitions between SFUSD and CCSF and between school and work; and build adult education provider capacity through professional development and data alignment. These goals were originally identified in our original three-year plan, and have been continually reaffirmed by our members and stakeholders in following years. As we begin development of our next strategic plan, we will align and coordinate with the WIOA Title I (workforce) 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.

#### **ACCOMPLISHMENTS IN 2016-17 PROGRAM YEAR**

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. Initiated Joint Professional Development between counselors at CCSF and SFUSD who serve adult education populations.
3. Facilitated collaboration between SFUSD’s Special Education Services department and CCSF’s Disabled Students Programs and Services department to create smoother pathways between high school and college for students with disabilities.
4. Increased the offerings of contextualized basic skills instruction for CCSF noncredit students through the expansion of the Supported Instruction co-teaching model.
5. Provided CCSF noncredit students with peer lab aids, tutoring, and academic and retention counseling.
6. In collaboration with CBO partners, expanded community outreach, wrap-around services for noncredit students, and community-based adult education courses.
7. In collaboration with the San Francisco Day Labor Program/La Colectiva, developed and offered eight different Know Your Rights/ESL workshops to the community.
8. Supported delivery of high-quality adult education through maintenance of course sections.
9. Began upgrade of 20 outdated classrooms with smart technology for ESL and NC CTE courses.
10. Developed a strategic marketing plan for adult education programs in San Francisco.
11. Strengthened structures for strategic use of data.
12. Launched development of “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.

#### **PRIMARY GOALS FOR 2017-18**

1. Maintain robust offerings of adult education classes at CCSF.
2. Evaluate the progress of Supported Instruction projects and use data to inform further refinement and expansion of the program.
3. Provide Professional Development for faculty from AEBG-related departments; continue to expand Supported Instruction Community of Practice.
4. Deepen collaboration with Student Development and Counseling to increase services for adult education students.
5. Partner with CTE faculty and the San Francisco’s Office of Economic and Workforce Development (OEWD) on the development of new noncredit career cluster pathways and pre-apprenticeship training in high-demand sectors.

6. Complete curriculum development for new DSPS classes & workshops on Career Exploration, Financial Literacy, and Computer Literacy.
7. Fully implement adult education marketing and outreach plan, based on effectiveness of initial project roll-out.
8. Support technology upgrades for adult education students and programs.
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. Further develop partnership programs with SFUSD to improve services and transitions for English language learners, students with disabilities, and those with low basic skills.
12. Expand summer credit recovery classes to additional high schools that serve students over 18.
13. Continue supporting implementation of an Early Alert system.

### **CHANGES TO STUDENT DATA COLLECTION AND REPORTING**

As guidance from the state AEBG office has continued to evolve, there have been a number of significant changes in student data reporting requirements. In order to clarify key data elements required for AEBG accountability reporting, and to ensure that metrics help to illuminate student progress in adult education programs, a series of practitioner committees was convened between May and July 2017. Consortium Director Wendy Miller participated in the ABE/ASE/ESL committee, and helped to edit the final report that was released in August and approved by the legislature in September. Some key changes include:

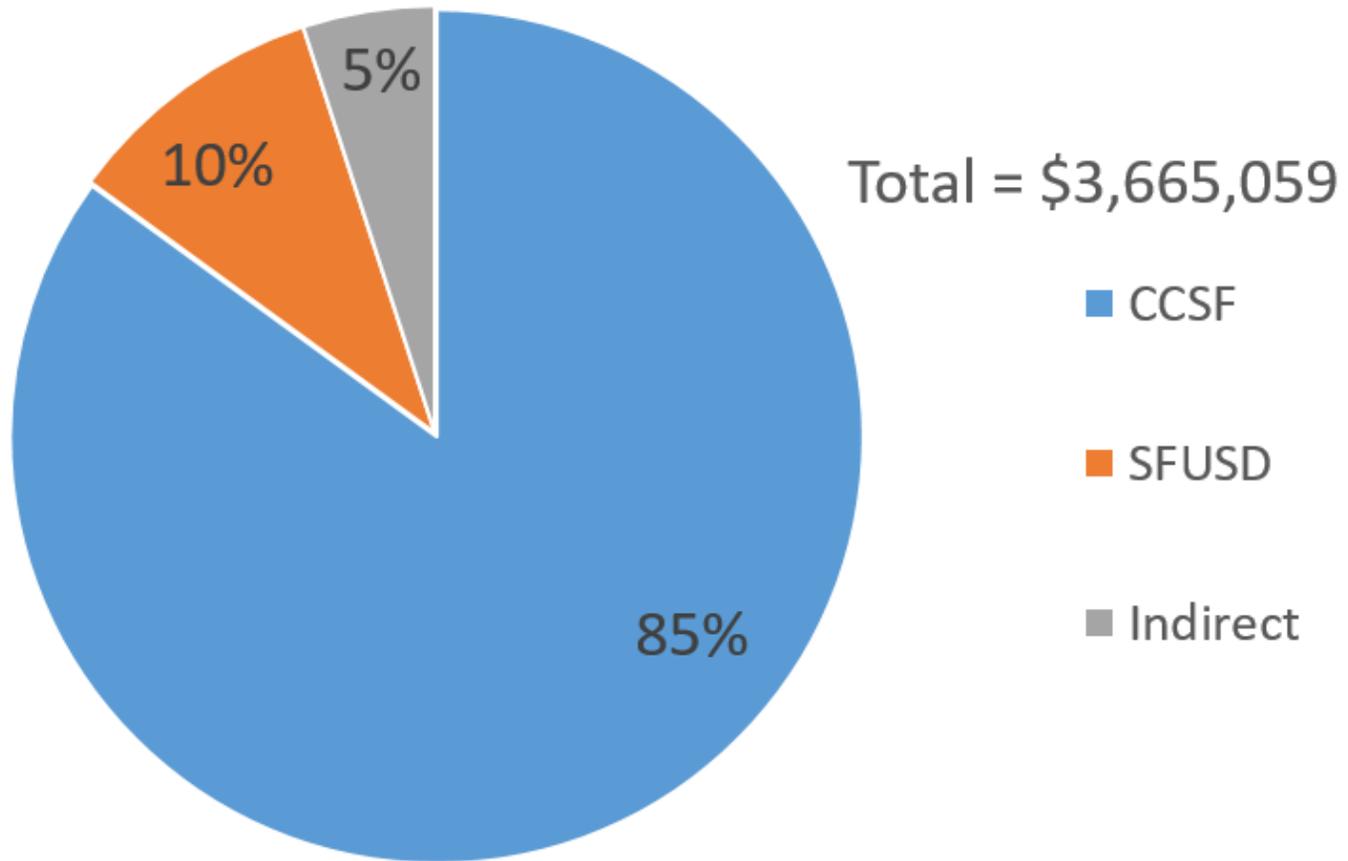
1. Student data reports will need to be submitted on a quarterly basis rather than bi-annually.
2. In a complete reversal of earlier guidance, consortia can now include most students in AEBG program areas and populations who are served via other funding sources in our AEBG reports, in order to demonstrate both the entire universe of adult education services and the effectiveness of braided funding.
3. However, only noncredit enrollments at community colleges can be included in AEBG reporting.
4. In addition to the quarterly reports via TopsPro Enterprise, the AEBG office will prepare an annual report that draws additional student data from the state-wide community college data system.

### **BUDGET UPDATE**

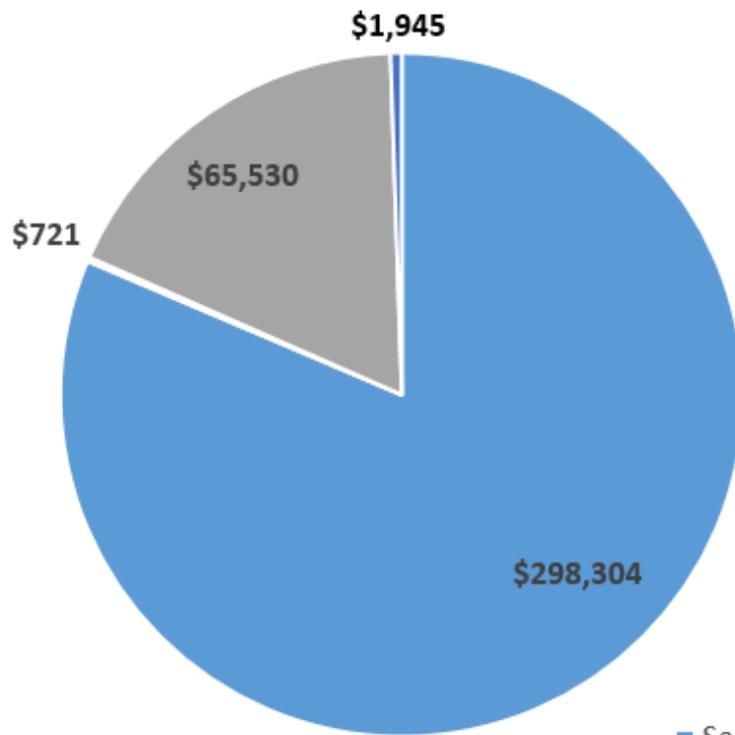
In addition, there have been some changes to the funding's fiscal policies and systems, including:

1. The state has confirmed that despite its name, AEBG is not a grant, but a regular allocation.
2. The deadline for spending down the one-time Data and Accountability funds that were released in July 2016 has been extended from December 2017 to December 2018.
3. Starting this fall, each consortium member will report independently on their budget and expenditures, in a newly-developed online fiscal reporting system.

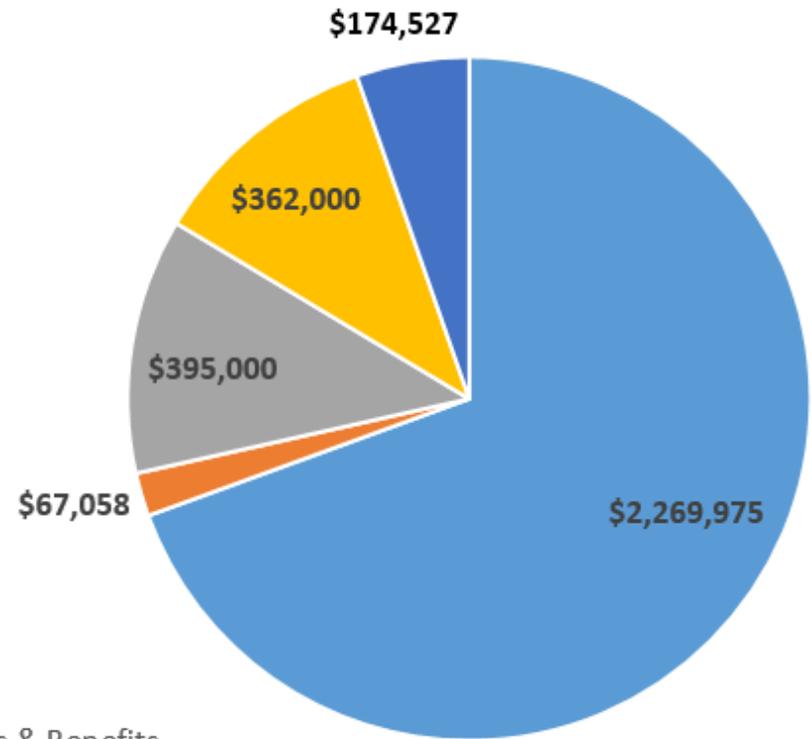
# 2017-18 proposed budget



# 2017-18 proposed budget



**SFUSD**



**CCSF**

- Salaries & Benefits
- Supplies/Materials
- Other operating expenses
- Capital Outlay
- Indirect cost