



Meeting Agenda
October 4, 2016, 3-5:00 pm
City College of San Francisco, MUB 140

Time	Activity
3:00	Welcome & brief introductions
3:10	Overview of AEBG history, legislation, & goals
3:20	Approve minutes from 5/11/16 meeting
3:30	Report on 2015-16 activities Present 2016-17 plan & budget (<i>draft</i>)
4:00	Public comment (2 minute limit per speaker, please fill out speaker cards to be recognized)
4:50	Next steps: <ul style="list-style-type: none">• Future meetings• Action items
5:00	Adjourn

2015-16 Summary and 2016-17 Priorities

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 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.

The Consortium prioritizes and defines strategies to improve adult education student access to and success in high-quality instruction and support services; foster seamless student transitions between SFUSD and CCSF; and build adult education provider capacity through professional development and data alignment.

UNMET NEED FOR ADULT EDUCATION IN SAN FRANCISCO

San Francisco has an exceptionally high cost of living and is in the midst of a housing crisis. More than 100,000 residents have income below the poverty level, and more than double this number do not earn enough to be able to pay for basic expenses without receiving assistance. Adult education is an invaluable resource for these and other lower-skilled residents on their pathways to family-sustaining employment and well-being. The Consortium aims to address the needs of over 180,000 residents who speak English “less than very well,” 111,800 who are not a U.S. citizen, 87,000 who possess less than a high school diploma, and 85,000 with a disability. (Please see the Consortium’s Regional Comprehensive Plan for additional data on unmet need.) As shown in Table 1 below, a significant portion of CCSF’s student population currently enrolls in adult education courses or programs, but the number falls far short of the numbers of adults in our region who might benefit from these programs. We believe there remains a large unmet need in the County.

Table 1: Adult Education in San Francisco: Need and Current Enrollments

Program Area	CCSF #s Served (2015-16)	% of CCSF Student Population
ESL, civic education, and citizenship	14,978	25%
Adult basic education, basic skills, high school equivalency,	4,050	7%

or GED		
Short term non-credit Career & Technical Education	5,093	8%
Programs for adults with disabilities	851	1%
Workforce (Re)Entry	284	.5%
Training for child school success	1,548	3%

SETTING PRIORITIES FOR ADULT EDUCATION IN SAN FRANCISCO

In Spring 2015, the Consortium’s initial Regional Comprehensive Plan was approved by the CCSF Academic Senate and by the California Department of Education. This Plan described the region’s persistently high need for adult education and prioritized strategies to address gaps in adult education programs and services. Each year, the Consortium develops an Annual Plan to operationalize these strategies.

The development of the Consortium’s Year One (2015-2016) and Year Two (2016-2017) Plans 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 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.
- Weekly CCSF-SFUSD planning meetings, and occasional collaborative work sessions to design instructional programs.
- Kick-off and year-end 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.
- Adult education student outreach conducted in 42 neighborhoods by CCSF faculty, to increase enrollments and solicit input on program and service needs.

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.

YEAR ONE ACTIVITIES AND ACCOMPLISHMENTS

In Year One (2015-16) of implementation, the Consortium addressed goals identified in the Annual Plan through the following projects:

1. Expansion of *SFUSD counseling and an “on-ramp” course* for students ages 18+ to support transition to CCSF.

2. Development of a new, public-facing *AEBG website* (<http://sfadulthood.org>) as a platform for public meeting notices and materials, approved Plans, and public input.
3. Creation of CCSF welcome packets, maps, and website content for non-credit students, and *expanded community outreach* to recruit these students.
4. Collaboration with other initiatives to create an interactive student-facing career cluster map and program navigation tool [career clusters](#).
5. Staffing of CCSF *Access Points* at our Centers to deliver enhanced student services.
6. Relationship-building with community-based organizations (CBOs) to provide outreach and *wraparound support services* to CCSF noncredit students, and establishment of a CBO Advisory Committee.
7. Relationship-building between SFUSD Special Education and CCSF DSPS personnel to develop *transition and support strategies for students with disabilities*.
8. Coordination and leveraging of funding with OEWD to launch and scale *CTE programs in high-demand sectors*.
9. *Maintenance of 312 adult education course sections* at risk of closure due to shifting enrollment trends.
10. Establishment of a community of practice to support *expansion of contextualized basic skills instruction* for CCSF's noncredit and career technical education (CTE) students.

Several of these projects made significant progress toward addressing the gaps in adult education services identified by the Consortium, and will continue to develop in Year Two.

Highlights of Year One activities are described in greater detail here:

- The pilot on-ramp class for newcomer students ages 18+ offered an opportunity to learn from a new model that could one day be expanded to serve SFUSD's entire adult education population. Delivered at the high school by a SFUSD counselor with specialization in newly-arrived English language learners, the curriculum encouraged students to explore career options and familiarize themselves with the community college. The instructor intentionally connected them to the college through visits, materials, classroom activities, and individualized counseling. The on-ramp course will continue to be offered in the 2016-17 year, and adaptation for continuation high school and special education students will be explored.
- The Consortium faced the unanticipated challenge of decreased enrollment in CCSF noncredit courses in 2015-16 resulting from accreditation issues, the high cost of living in the region, and other factors. Under the college's current policy, nearly all the high school equivalency and many noncredit CTE classes would have been cancelled due to under-enrollment, despite the persistent high need for adult education in the region and evidence that enrollments elsewhere in the Bay Area have not increased as CCSF has contracted. In response to this unique situation, CCSF both expanded community outreach and utilized AEBG funds to partially support 312 sections, maintaining these classes for thousands of adult education students.
- Another significant accomplishment this year was the formation of a cadre of CCSF CTE and basic skills instructors to develop noncredit "Supported Instruction" courses. Faculty participated in two structured trainings and a community of practice to begin collaboratively adapting CTE curricula to involve a basic skills instructor in the classroom. Teams are now working on programs in Computer Networking, Community Health

Worker, Child Development, Culinary, Drug and Alcohol Studies, Business Communication, and Microsoft Office. They are also exploring co-teaching models for classes targeting older adults and adults with disabilities. SFUSD is working with CCSF to explore dual enrollment, Middle College, early release, and other means for students ages 18+ to connect directly to Supported Instruction and other CCSF programs.

- A consistent theme in AEBG planning has been the need to support adult education students with adequate academic and retention counseling. Work is underway to hire part-time, bilingual counselors focused on noncredit students at each CCSF Center Access Point. In response to concerns that these general services will not adequately reach all target populations, in Year Two the Consortium plans to partner closely with CCSF's HARTS, Second Chance, and WayPass programs to fund support service vouchers and academic and intervention counseling for formerly incarcerated and homeless students. Pending evaluation of the effectiveness of a peer lab aid in the pilot Culinary basic skills program, AEBG may also support additional lab aids. Services for noncredit students will also be expanded at each Learning Assistance Center.

YEAR TWO PRIORITIES

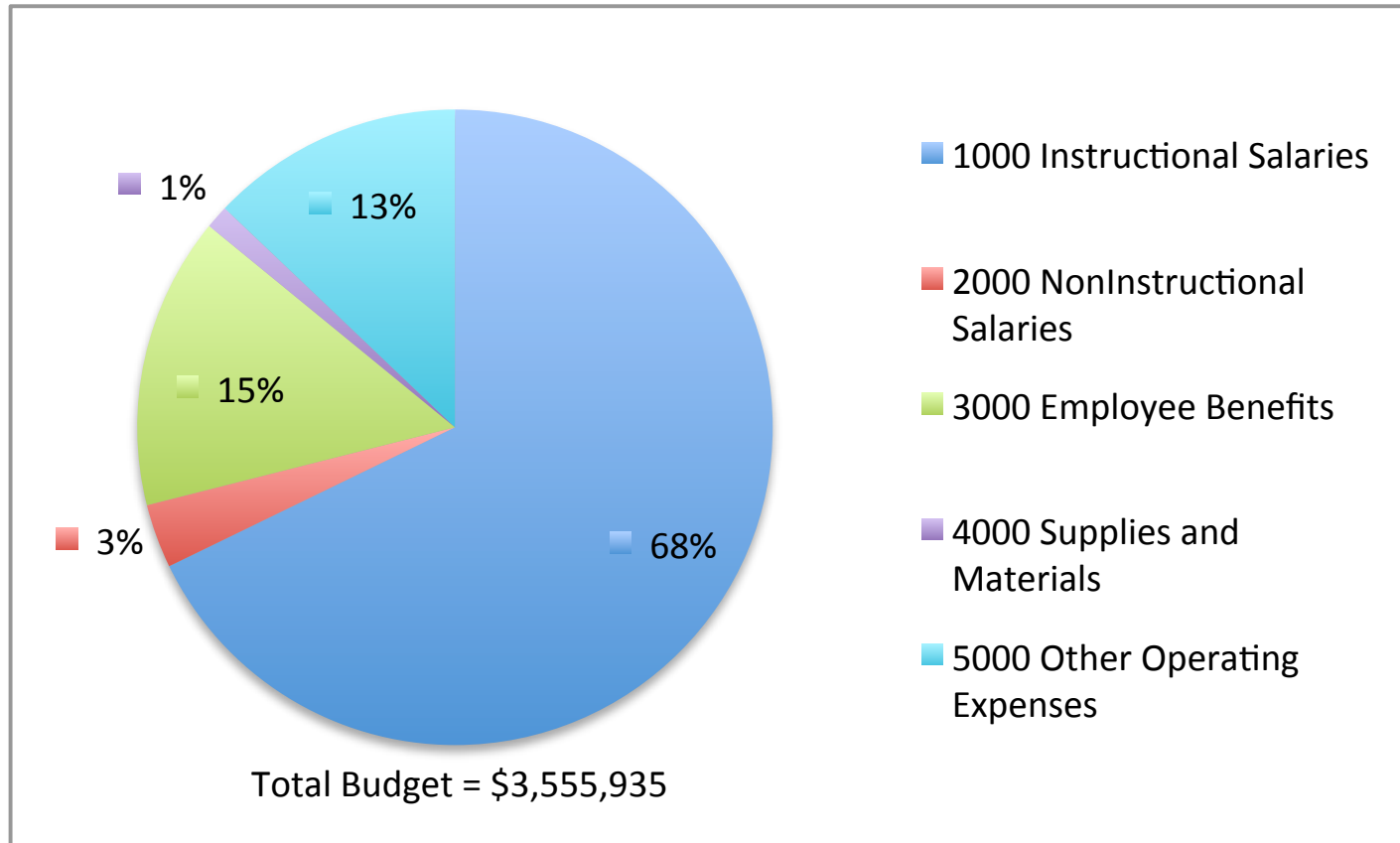
The Consortium's activities in Year One lay the groundwork for the Year Two expansion of high-quality instructional opportunities that accelerate progress toward completion, certificates, degrees, and employment. The Consortium will continue to invest this year in expanding student outreach, piloting high-quality instruction and supports for targeted populations and pathways, and capital improvements, including upgrades to "smart" classrooms and Access Points. The following priorities will be addressed by the Consortium in Year Two (2016-17):

1. Improve adult student *enrollment processes* through the development of a multi-language online/ mobile application and registration process for noncredit students, messaging "meta majors" in nine occupational cluster areas.
2. Provide 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.
3. Fully implement *Access Points* serving noncredit students at each CCSF Center.
4. Provide CCSF noncredit students with peer lab aids, tutoring, and *academic and retention counseling* tailored to high-need populations.
5. Increase the offerings of Math/English *pre-enrollment review sessions* (aka "Skills Jams"), introductory *bridge courses* on noncredit career cluster pathways, and *contextualized basic skills instruction* for CCSF noncredit students.
6. In collaboration with CBO partners, expand *community outreach*, *wrap-around services for noncredit students*, and *community-based "on-ramp" adult education courses*.
7. Continue support of high-quality adult education through *maintenance of course sections*.
8. Strengthen structures for AEBG *professional development* and *strategic use of data* (including participation in a statewide adult education data dashboard).
9. *Upgrade 20 outdated classrooms* with smart technology for ESL and noncredit CTE courses.

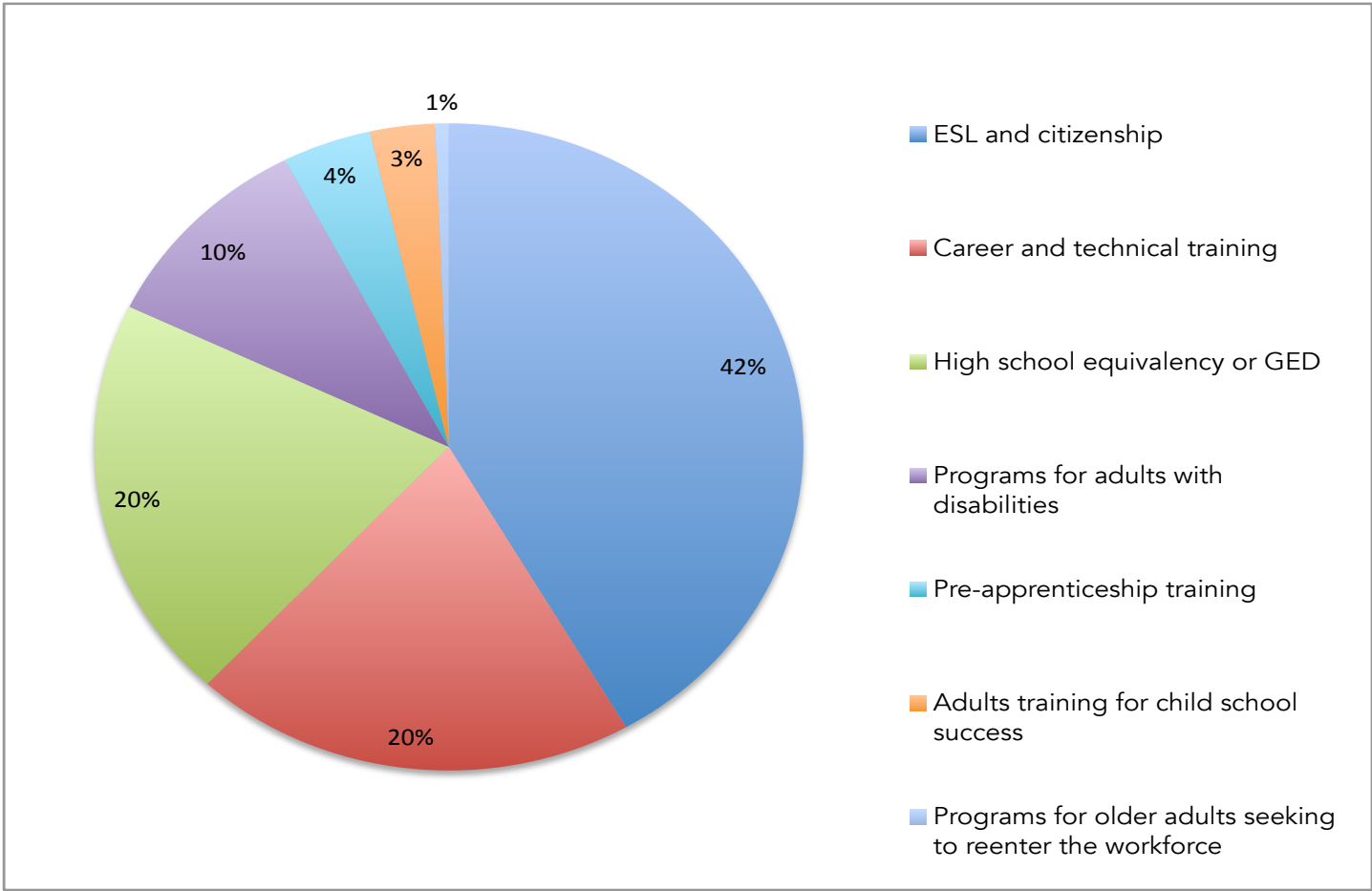
San Francisco Adult Education Consortium Data. Total Students ≥ 18 served, July 2015-June 2016

Descriptive Measures		Adult Basic / Secondary Education			English as a Second Language			Citizenship			Workforce (Re)Entry			Adults Training for Child School Success			Programs for Adults with Disabilities			Career and Technical Education		
		CCSF	SFUSD	TOTAL	CCSF	SFUSD	TOTAL	CCSF	SFUSD	TOTAL	CCSF	SFUSD	TOTAL	CCSF	SFUSD	TOTAL	CCSF	SFUSD	TOTAL	CCSF	SFUSD	TOTAL
Race / Ethnicity	American Indian or Alaska Native	18	6	24	5	0	5	0	0	0	1	0	1	12	0	12	4	4	8	15	0	15
	Asian	1192	190	1382	7584	134	7718	601	0	601	65	0	65	691	0	691	185	85	270	2025	0	2025
	Black or African-American	567	74	641	97	2	99	0	0	0	16	0	16	58	0	58	132	55	187	424	0	424
	Hispanic or Latino	1557	281	1838	4875	192	5067	84	0	84	19	0	19	316	0	316	163	91	254	1329	0	1329
	Native Hawaiian or Other Pacific Islander	63	11	74	12	2	14	0	0	0	1	0	1	3	0	3	6	6	12	34	0	34
	White	378	29	407	867	3	870	3	0	3	129	0	129	222	0	222	206	18	224	905	0	905
	Two or more Races	163	6	169	22	1	23	0	0	0	3	0	3	19	0	19	8	5	13	93	0	93
Age	18 - 21	1820	588	2408	1167	332	1499	5	0	5	0	0	0	21	0	21	133	255	388	271	0	271
	22 - 34	1542	9	1551	4861	2	4863	77	0	77	8	0	8	538	0	538	199	9	208	1728	0	1728
	35 - 44	347	0	347	3014	0	3014	160	0	160	8	0	8	552	0	552	93	0	93	1067	0	1067
	45 - 54	215	0	215	2343	0	2343	181	0	181	31	0	31	116	0	116	114	0	114	841	0	841
	55 - 64	97	0	97	1635	0	1635	186	0	186	68	0	68	146	0	146	112	0	112	641	0	641
	65 +	29	0	29	1244	0	1244	105	0	105	169	0	169	175	0	175	200	0	200	545	0	545
Gender	Male	1990	385	2375	5094	212	5306	180	0	180	104	0	104	178	0	178	395	163	558	2058	0	2058
	Female	2005	212	2217	8891	122	9013	512	0	512	161	0	161	1217	0	1217	433	101	534	2935	0	2935
Special Populations	Persons with Disabilities	508	334	842	233	95	328	14	0	14	28	0	28	31	0	31	823	264	1087	517	0	517
	Older Adults (55+)	126	0	126	2879	0	2879	291	0	291	237	0	237	321	0	321	312	0	312	1186	0	1186
	English Lang Learners	334	264	598	14264	334	14598	714	0	714	10	0	10	361	0	361	17	95	112	1726	0	1726
Total Students Served		4050	597	4647	14264	334	14598	714	0	714	284	0	284	1548	0	1548	851	264	1115	5093	0	5093

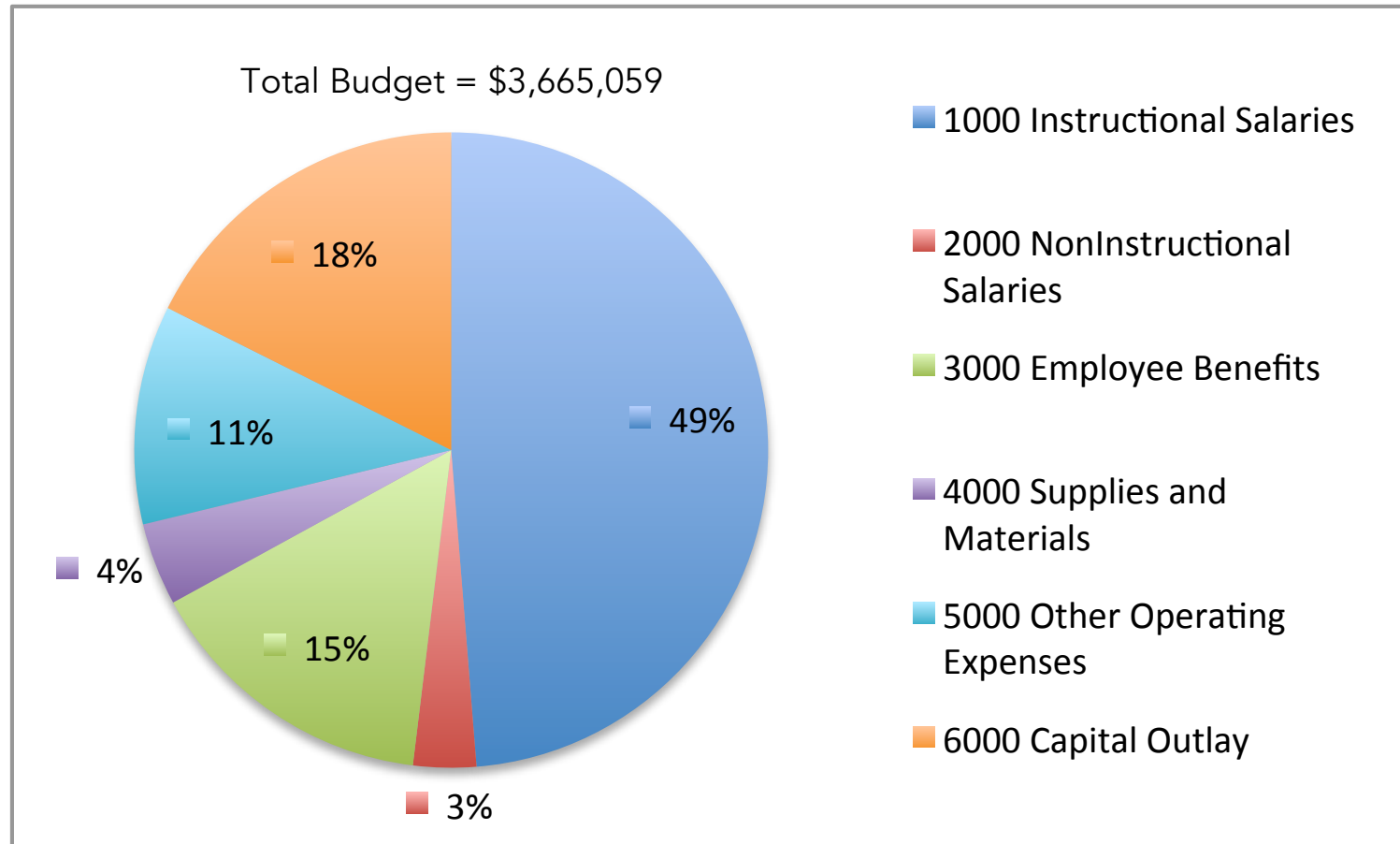
2015-16 budget



2015-16 budget (by program area)



2016-17 proposed budget



2016-17 proposed budget (by program area)

