



Monday, October 9, 2017
GOAL Board Meeting Board Meeting

Date: Thursday, October 9, 2017

Time: 12:00 noon - 1:30 PM

Place: SAC East Room 225

GOAL Board Members Comprised of the following representatives:

- Pajaro Valley Unified School District – Michelle Rodriguez (Alternate: Nancy Bilicich)
- Santa Cruz Adult City Schools – Kris Munro (Alternate: Lysa Tabachnick)
- Cabrillo College – Laurel Jones – (Alternate: Terrence Willett)
- SC Office of Education – Michael Watkins – (Alternate: Faris Sabbah)

GOAL Board Members in attendance:

GOAL Staff in attendance:

Faris Sabbah (alternate for Michael W.)
Laurel Jones
Michelle Rodriguez
Kris Munro

Annabelle Rodriguez
Terrence Willet
Doreen O'Donovan
Leila Jamosian

A. Opening Items

1. Call to Order 12:07
2. Public Comments
 - Eric Grabiell, Basic Skills Coordinator at Cabrillo shared information about the multiple measures project that uses high school transcripts as a placement tool for incoming students. Using student's high school GAP is a very good measure of where students need to be placed. The program will start spring 2018. The plan is to place them with both their test score and transcript data. The implementation team has faced some challenges – for example one local high school doesn't give grades to their students. Working on gathering data and aligning codes for courses across classes at local school districts. They are currently evaluating how fast they will be able to turn around reviewing transcripts. Annabelle asked about the impact of Multiple Measure on Adult Education students and asked that Cabrillo include that as part of their analysis.
 - The PRO department at Cabrillo has been working with the school districts' past transfer data to test the effectiveness of implementing multiple measures. They will also use the older data to review transcripts of students that do not enter directly from high school, or took Mathematics or English early in their High School years.
 - Pajaro recently discovered that their past transcripts were not the same from one high school to the next; even in the same year. They do not have the resources to go back any further. Santa Cruz City Schools realigned all of their high school coarse codes last year. The contact person is Julia Hodges.
3. Approval of Agenda
 - Agenda unanimously approved
4. Approval of Minutes
 - Revisions: none
 - Minutes unanimously approved

B. Information Items

1. Adult Education Needs in Santa Cruz County Report
Cabrillo PRO compiled a report that provides an overview of data related to potential Adult Education students in Santa Cruz County. Annabelle reviewed highlights of the report.

- Santa Cruz City Schools collects data on what language the student's parents speak in the schools. Parents also choose a communication language at the beginning of the school year.
- There was a discussion about how we plan to use this data and what data is most helpful to that end. We already do have a lot of data. Part of the reason we are doing this to so measure the impact GOAL is having on Adult Education across the county. Decide what data provides us the best information we can act on.
- Concern was raised about how there was a lot of data presented today and it is difficult to review it all. Annabelle explained that this would be an overview presentation today and we would not be digging into the elements of the report.
- Suggestions for possible data points to collect:
 - Attainment of high school degrees
 - See English Language Learners progress at the same rate as English Speaking
 - Number of students who come to Cabrillo
 - Geography – for example.
 - Quality of programing – data
 - There may be many other factors.
- Look at a 2 year snapshot of the data. Let's focus on solutions that work. Does it work and can we scale it?
- Today's discussion is aligned with the AEBG goals as outlined in the workplan.

RECOMMENDATION:

- Add data review to all future board meeting agendas.
- Reviewing data will be a standing item at future board meetings.
- Develop metrics to measure the data.
- Review ESL and GED attainment at the next meeting. Review CASAS data when it becomes available.

2. Member Work Plan DRAFT

- Annabelle made changes to the template based on feedback from prior meeting. A template can be completed for each work area
- The completed forms will inform the end of the year report. We will be able to see what was accomplished by looking at the measurable outcomes. We will also be able to see how much was spent on each of the program areas to compare money spent and outcomes.
- Annabelle will work closely with Adult Ed directors and PVUSD finance office. Michelle Rodriguez shared that PVUSD and Adult School has a new finance person coming online 10/18/17 who will be helping with this.
- The goal is to complete this template to reflect what adult education is offering in 17/18.
- Suggestion to do chunks if it can't get all done by then. For example only ESL.
- Measurable outcomes
 - Increase pass fail form x rate to y rate
 - Helpful to link back to past results.
 - Maybe get a baseline this year but would like last year's rates.
 - PVUSD is transitioning to a new data system so that makes it more difficult.
- Will hold steering committee meetings beginning of Jan. 2018. Memo will go out with details

RECOMMENDATION:

- More clearly define the outcomes on the template.

3. Adult Education Professional Development Day

- Four regional consortiums are coordinating and implementing an Adult Education Professional Development day Oct. 27, 2017.

- Invited Laurel and Michelle to do an opening. Laurel isn't available.
- Target audience includes instructors from both the community colleges and the adult schools.
- Focus on a framework to connect adult schools to community colleges and Adult Learning Theory.
- The adult school would like a head count update.

RECOMMENDATION:

- Provide details on how many people have signed up thus far.

4. Regional Marketing Initiatives & Work Plan Progress

- Annabelle is executing the previously developed marketing plan.
- Brochure
 - Creating a GOAL brochure that focuses on why to return to get a GED and the other GOAL focus areas: utilizing Non-credit, accessing ELS free classes etc., promoting all adult education in the County.
 - Brochure will be both motivational and show how to enter the adult education delivery system.
 - Brochure is a way for people to get excited and get the information they want to learn more about.
 - Annabelle shared Cabrillo's Non Credit brochure as the model for the GOAL brochure. The information in the brochure will be mirrored on the website with more detail and links.
- Website
 - Suggested that the website needs to have an interactive feel to it.
 - Suggested that it should provide answers to specific questions.
 - Want website to be user friendly.
 - Want to be a tool for adult learners in the community. Each tab in the brochure will be a section on the website. How to enter Adult Education programs in the county.
 - Suggestion to add "a what's near me page" – with maps.
- CTE Discussion
 - CTE for K12 has very specific criteria. Must be a sequence of at least 2 courses.
 - Suggestion was made that the definition of CTE be made very clear for GOAL. Annabelle stated we will only list the 14 officially designated CTE programs that lead to a certificate that are available in the consortium area.
 - Do we have a pathway offered for all 14 areas in the county? – Yes.
 - Annabelle is in contact with Rob Hoffman at PVUSD regarding their CTE program.
 - It was made clear that Career exploration and CTE aren't the same thing.
- Faris stated that the Santa Cruz County Office of Education would like to be a partner with GOAL even though they are not receiving funds. The county recently started new pathways in Tourism/hospitality and building trades. They have existing programs in dental and medical. Mark Hodges is coordinating.

RECOMMENDATION:

- Build website that provides answers to specific questions for potential Adult Education students might ask including what is offered "near me" geographically.
- Clearly define CTE.
- Include Santa Cruz County Office of Education as a partner

5. Bridges & Transition

- Cabrillo is looking at non-credit to support basic skills students and the transition between adult school settings and community colleges. Also looking at how basic skills are built into the non-credit course.
- The Chancellor's office is looking at how to simplify data requirements.
- Annabelle is looking at a mini-grant to fund career pathway curriculum development in Adult Ed. The region is considering focusing on Allied Healthy and Business Worker Information.
- Monterey is focusing on Allied Health to guarantee employment for those who complete the 4-year degree. Looking at incentives for how to get students to complete 4 years.

C. Additional Information

1. Draft Governance Calendar

- Laurel prefers we don't look at CASSAS data this fall if we are creating our own metrics. She doesn't think it will be helpful. Would be OK to look at in the spring.
- CASAS data is required by the state. Michelle would like to look at midyear to make sure it is OK. Doesn't want surprise at the end of the year. CASAS is a summative assessment.
- The group would like to look at the following data at the end of each term
 - Enrollment and completion in Adult Ed non-credit and certificate programs
 - Pass rates
 - Student progress
- Add to governance calendar review of quarterly outcomes.
- Add reviewing governance (Bylaws) at a spring retreat.
- Budget will come for review and approval before December deadline.

RECOMMENDATION:

- Review data at all future board meetings.

2. 2017/18 Meeting Dates & Times

D. Closing Items

- Summary and Agenda Building