



## GOAL Board Meeting Minutes

Date: February 4, 2019

Time: 12:00 PM – 1:30 PM

Place: Santa Clara County Office of Education

### GOAL Board Members Comprised of the following Representatives:

- Pajaro Valley Unified School District – Michelle Rodriguez (Alternate: Nancy Bilich)
- Santa Cruz Adult City Schools – Kris Munro (Alternate: Dorothy Coito)
- Cabrillo College – Matthew Wetstein (Alternate: Terrence Willet)
- Santa Cruz County Office of Education – Faris Sabbah (Alternate: Jenny Russel)
- Santa Cruz Workforce Development Board – Andy Stone (Alternate: Belinda Bar)

### In Attendance

#### **GOAL Board Members:**

Faris Sabbah

Michelle Rodriguez

Belinda Bar - Alternate

Matthew Wetstein

#### **GOAL Staff:**

Annabelle Rodriguez

Doreen O'Donovan

Josue Barajas

### **Guests & Community Members:**

Nancy Bilich, Watsonville Aptos Santa Cruz Adult Education, Director

Todd Livingstone, Watsonville Aptos Santa Cruz Adult Education, Assistant Director

Jenny Russell, Santa Clara County Office of Education, Lead Teacher/Administrator

Burr Guthrie, Watsonville Aptos Santa Cruz Adult Education, Program Coordinator

### **A. Opening Items**

Call to Order: 12:04

1. Approval of Agenda
  - a. Proposed change to agenda:
  - b. Call: Matt Wetstein, Faris Sabbah seconded
  - c. Agenda unanimously approved
2. Meeting Minutes
  - a. Revisions: none
  - b. Call: Matt Wetstein, Faris Sabbah seconded
  - c. Minutes unanimously approved

### **B. Public Comments**

1. None

### **Presentations**

### **C. Member Reports**

1. Cabrillo College Report
  - a. Cabrillo College held a Registration Fair on February 17<sup>th</sup>. It was very successful as there were 130 attendees and over 50 students completed paper based application for non-credit classes and took the CASAS assessment. Cabrillo

admissions and records staff were present to walk people to the computer lab to apply for Cabrillo credit classes.

- b. The GOAL office advertised the event via radio advertisements, through consortia members Watsonville Farmer's Market, and a flyer went home to every child in Santa Cruz City School District.
  - c. Potential students were able to meet one-on-one with Cabrillo counselors, financial aid staff and were given a quick oral exam to see if ready for CASAS.
  - d. Watsonville/Aptos/Santa Cruz Adult School and Career Advancement Charter faculty attended. Food and childcare were provided.
  - e. ESL Non-credit classes started at Cabrillo last week. Two of the classes had less than 20 students but often the deans let classes run with less than 20 if the class is new. Also, they are open entry, open exit. Burr Guthrie mentioned a study that showed the need in the county for ESL classes. The Adult School is concerned that if both agencies get low level of enrollment that too many classes will be closed. The GOAL director will work towards bringing Cabrillo, WASCAE and CAC instructors to meet again to discuss this issue.
  - f. There was a question about if Cabrillo could accept a students' CASAS exams from last institution they attended (within a set period of time.) Right now GOAL can't drill down to see CASAS data but could if the consortium partners would give it permission the Director can have access to a more complete data set.
2. Watsonville/Aptos/Santa Cruz Adult Education – PVUSD - Report
    - a. A Clinical Dental Assisting program is offered now in South County. They had 2-3 students sign up. They may postpone it until there is more interest.
    - b. The CNA course orientation is being held and the district is working on recruiting an instructor with the required experience in a nursing facility. Some agencies are willing to help pay the instructor salary as they need more potential employees to be trained.
    - c. The school has been working with Jimmy Panetta to inform him what is happening with Adult Education.
    - d. The advisory council meeting will be held February 20, 2019.
    - e. Graduation will be held on May 23, 2019.
  3. Santa Cruz County Office of Education
    - a. Faris Sabbah reported that they are moving forward with CASAS data entry.
    - b. The County will be offering services in the probation office soon.
    - c. They are launching an ESL program with an instructor once a week. The courses will start at the beginning level but will be adjusted based on need. The class will be held at Sequoia High School.
    - d. Sequoia High School has 45 students enrolled who are doing independent studies.
    - e. The county is considering using CTEP for Construction and moving classes to later in the day. They are looking at adding more programming between 6 to 8 pm. across programs

#### **D. Action Items**

1. 3 Year Planning
  - a. Ad Hoc Planning Update: The committee is in the pre-planning and community needs portion of the process. The next meeting will be after today's meeting.
  - b. A sample of some of the types of data that will be collected:
    - i. Census data
    - ii. Drop out data from School Districts
    - iii. Look at Graduation rates

- iv. Employment data
- v. Map of partners, location of classes and demographic information for Santa Cruz County.
- c. Focus groups will be asked a series of questions.
  - i. The board reviewed focus group questions and provided the following suggestions.
    - 1. Ask, "Do you know how to find resources that match your educational goals?"
    - 2. #8 change from "your" to "our".
    - 3. #9 Simplify language.
  - ii. Reviewed focus group partners. It was suggested we add Salud Para la Gente as a focus group location if needed.
  - iii. Note, we cannot ask if participants are US citizens per EdCode.
- d. Reviewed results from the "Quality Self-Assessment Review" survey given to board members and community partners. The following items were discussed.
  - i. It is expected we will see improved enrolment and completion numbers as we have new transition specialists in place.
  - ii. There is a need to train staff about other county institutions and how they should refer participants to other services.
  - iii. The asset map could be turned into a tool for counselors to use when discussion options with students.
  - iv. It was suggested that we gather information about what languages are we offering services in the county.
  - v. Cabrillo hopes to have program curriculum maps complete soon that will help streamline the completion process for students.
  - vi. It was suggested that we plan as a group around the needs of our population and create a county wide program map. It should identify the many different paths available to students.

#### **F. Additional Information**

- 1. Meeting Dates & Times
  - a. The March meeting will be held at Cabrillo in building SAC West, Room 225 at noon.

#### **G. Closing Items**

- 1. Summary and Agenda Building
- 2. Evaluations

Adjourned: 1:30 pm