

**AB86 Task Force Meeting
Short-Term CTE
August 19, 2014 2:00 PM-4:00 PM**

**Centennial Education Center
2900 W. Edinger Ave. Santa Ana, CA 92704 Building F – Room 101**

MINUTES

Present: Mariela Baldo, Estella Cuellar, Lori Fasbinder, Chrissy Gascon, Colleen Lehman, Nilo Lipiz

Item	Discussion	Action
Introduction of Task Force Members		
Approval of June 10, 2014 minutes		
Website Review		
Objective 3 How to align and connect existing and future adult education programs to postsecondary academic pathways <ul style="list-style-type: none"> • Placement • Curriculum • Assessments and rubrics • Progress indicators • Major outcomes 	<p>Currently, upon completion of CDCP certificate program, counselors meet with students to review future pathways that are available on the credit side. (The committee suggested that it would be better to talk to them when they reach 80%.)</p> <p>Placement:</p> <ul style="list-style-type: none"> • Need to prepare students to take placement tests to enter credit programs. Find out what they need to know before they transition. • Need to prepare students for the TABE (lower anxiety, practice timed 	<p>How can we address the items discussed?</p> <p>Some ideas are: Get in touch with credit instructors to help with alignment.</p> <p>Additional Contacts: Michelle Parolise Madeleine Grant Prf. Robbie Miller Prf. Andy Salcido</p> <p>Need to develop faculty development for counselors to learn about the credit certificate programs –more training is</p>

	<p>tests, etc.)</p> <ul style="list-style-type: none"> • Need to enhance credit placement so that they can take tests more often – there is currently a 2-year lock out for re-testing. <p>Curriculum:</p> <ul style="list-style-type: none"> • Need to create new courses that can be paired with credit classes (there is currently a wall up for noncredit Ss because they do not have the skills to advance thru the credit side) • Need to align curriculum between credit and noncredit. Identify gaps and overlaps between credit/ noncredit courses – which would help to make transition smoother • Need to provide dual-ticketed class where credit and noncredit students can take the class together • Need to develop new Vocational ABE or Vocational ESL to prepare students for credit certificate programs • Need to develop English Workplace courses to expand employability/workforce readiness skills and help with English/work communication skills <p>Assessments:</p> <ul style="list-style-type: none"> • Need to develop a challenge exam to test into business skills <p>Progress Indicators:</p> <ul style="list-style-type: none"> • Course completions • Anecdotal indicators such as social media (Facebook posts, class blogs) <p>Major Outcomes:</p> <ul style="list-style-type: none"> • Number of students who matriculate • Number of certificates earned 	<p>needed to help noncredit Ss</p> <p>Develop a Goal Sheet to be used at all facilities- currently CEC is using Goal sheets. They are presented at orientation to inform students of possible certificates for courses completed. Need to develop this for all programs</p> <p>Develop an Orientation to be used at all facilities – currently CEC gives a 1.5 hour class on the first day of class to introduce the different certificate programs (given in the open lab). Need to develop this for all programs</p>
--	---	--

Objective 3	How do we follow student progress?	
-------------	------------------------------------	--

<p>low to align and connect existing and future adult education programs to career pathways leading to employment</p>	<p>OEC – LinkedIn; dedicated page on Facebook</p> <p>CEC- email addresses; blogs</p>	
<p>Objective 3 low to implement transition strategies</p> <ul style="list-style-type: none"> • Communication paths among higher education • Defined and articulated pathways to postsecondary education or the workforce • Embedded access to student services including counseling, guidance, and follow-up 		
<p>Objective 5 low to employ approaches proven to accelerate a student’s progress toward academic and career goals including:</p> <ul style="list-style-type: none"> • Accelerated Programs • Competency-Based Programs • Contextualized Programs 		
<p>Objective 5 low to implement and/or improve specific evidence based strategies across the region, within and between systems where they currently don’t exist. Plans should address:</p> <ul style="list-style-type: none"> • How the consortium will identify and gather measurable improvement metrics • How existing “best practices” and strategies such as those listed above will be implemented for the program area 		

Next Task Force Meeting	September 2 or 3, 2014	
--------------------------------	-------------------------------	--