

## AGENDA

North Coast Adult Education Consortium

Zoom: <https://cccconfer.zoom.us/j/209066657>  
+1 669 900 6833 (US Toll)

April 8, 2020, 1pm - 3pm

<b>Time</b>	<b>Agenda Topics</b>	<b>Action</b>
1:00-1:10pm	<b>Call Meeting to Order</b> <ul style="list-style-type: none"><li>• <b>Welcome &amp; Introductions</b></li><li>• <b>Additions/Adjustment to Agenda</b><ul style="list-style-type: none"><li>○ Public Comment</li></ul></li><li>• <b>Approve Consent Agenda</b></li></ul>	Members  Public Members
1:10-2:00pm	<b>CFAD</b>	Members
2:00-2:30pm	<b>COVID-19</b>	Discussion
2:30-2:35pm	<b>Instructional Equipment for College of the Redwoods</b>	Discussion
2:35-2:40pm	<b>Earned Credit Equivalents</b>	Blaine Smith
2:40-2:50pm	<b>Annual Plan Updates</b>	Discussion
2:50-2:55pm	<b>Review Upcoming Reporting Due Dates</b>	Discussion
2:55-3:00pm	<b>Closing Remarks &amp; Public Comment</b>  <b>Meeting Adjourn</b>	All

Upcoming Meetings:

Monday, August 3, 2020. Meetings from 1-3pm.

## Meeting Minutes

North Coast Adult Education Consortium

College of the Redwoods, SS 104, 7351 Tompkins Hill Road, Eureka

February 7<sup>th</sup>, 2020, 1:00 PM – 4:00 PM

**Members Present:** Margaret Talcott; via Zoom: Jack Bareilles, Brad Albee; via Phone: Delia Garcia

**Also Present:** Edith Ramirez; via Zoom: Blaine Smith

### **Call Meeting to Order**

Margaret Talcott called the meeting to order at 1:03 PM.

- Additions/Adjustment to Agenda – There was no adjustment to the Agenda.
  - Public Comment – There were no public comments.
- Approve Consent Agenda – Jack Bareilles motioned, Brad Albee seconded. Motion approved.

### **Instructional Equipment for College of the Redwoods**

- Margaret Talcott asked for approval from the Consortium to purchase new computers. Jack Bareilles asked for prices for these new computers. Blaine Smith explained the reason for the Consortium's involvement with the purchase of new equipment. Jack Bareilles made a motion for College of the Redwoods, Adult Education obtain quote for computers and come back to the Consortium for final approval prior to purchase. It was seconded by Brad Albee. Motion Approved.

### **Next Steps with Community Pro Suites**

- Margaret Talcott will be meeting with Beth Lehrer next week. The contract with Community Pro Suites will expire on June 30. Margaret Talcott asked the Consortium for feedback. Brad Albee will provide his input in email. There was no other feedback. Margaret Talcott will continue to work with Beth Lehrer to get the program up and running.

### **Earned Credit Equivalents**

- Blaine Smith submitted a draft document outlining the earned credit equivalents to the Consortium. Blaine Smith asked for feedback. He stated that other adult education programs have benefited from similar earned credit equivalent programs. Margaret Talcott mentioned the Consortium has Cyber High as a credit recovery option, but there is a fee associated with it. Earned credit equivalencies would be another way to increase student access.

### **Review Annual Plan & Updates**

- Regional Need #1:

- Margaret Talcott reported that the Fire Academy graduated 24 students. The students received 10 different certifications as part of the program. This Spring, College of the Redwoods, Adult Education is also offering two work series programs in Eureka and Fortuna.
- Regional Need #2:
  - Rob Parker has been working on getting more CTE classes in Crescent City.
  - Brad Albee reported that Eureka Adult School is offering CNA classes.
  - Margaret Talcott reported that College of the Redwoods, Adult Education has begun conversations at the College to develop stronger pathways between non-credit and Career Education.
  - Jack Bareilles reported there are approximately 65 students who will be 18 years old by the end of April at Northern Humboldt Union High School District. Discussion ensued around the Consortium covering the cost of CTE certificates. Jack Bareilles will continue to explore this option.
- Regional Need#3:
  - Blaine Smith is drafting an articulation agreement, using earned credit equivalents.

### **Gaps in Service**

- Strategy#1:
  - Margaret Talcott reported that College of the Redwoods, Adult Education is offering bus passes and parking permits to students.
  - Brad Albee reported that Eureka Adult School has 6 bikes on site for students.
- Strategy#2:
  - Margaret Talcott shared that College of the Redwoods, Adult Education is building a relationship with the Gene Lucas Center.

### **Seamless Transitions**

- Strategy#1:
  - Margaret Talcott stated that every member is turning their Data Integrity Report on time. The next step is to share the data with faculty and use the data to drive instruction.
- Strategy#2:
  - College of the Redwoods, Adult Education is working with Probation to establish a regular time for their advisor to assist students at Probation.

### **Student Acceleration**

- Strategy#1:
  - The work around earned credit equivalencies is a strategy to increase student acceleration.
- Strategy#2:

- College of the Redwoods, Adult Education is offering a boot camp class for High School Equivalency in March.

### **Professional Development**

- Strategy#1:
  - CAEP 2020 Summit: TBA.
  - CASAS Summer Institute: June 23-June 25, 2020.
  - EL Civics Conference: February 28, 2020 (Orange) or March 13, 2020 (San Jose).
- Strategy#2:
  - Blaine Smith has been the Consortium's consultant, and has provided professional development opportunities.

### **Leveraging Resources**

- Strategy#1:
  - Resources are being leveraged through the Consortium's exploration of CE certifications with Northern Humboldt Union High School District.

### **Review Upcoming Report Due Dates**

- CAEP Allocations: February 28, 2020.
- Member Expenses Report (Q2) in NOVA: March 1, 2020.
- Student Data Integrity Report (Q3): April 30, 2020.
- CFADs: May 2, 2020.

### **Closing Remarks and Public Comment**

There were no public comments.

Margaret Talcott adjourned the meeting at 1:38 PM.

## Member Allocations

Member Name	(2020-21)	(2019-20)	(2018-19)
Del Norte County Unified	\$88,214	\$88,214	\$49,945
Eureka City Schools	\$283,067	\$283,067	\$283,067
Redwoods CCD	\$773,016	\$773,016	\$773,016
<b>Total Allocated to Members</b>	<b>\$1,144,297</b>	<b>\$1,144,297</b>	<b>\$1,106,028</b>
<b>Total CAEP Funds</b>	<b>\$1,168,239</b>	<b>\$1,142,085</b>	<b>\$1,106,028</b>
<b>Total Remaining</b>	<b>\$23,942</b>	<b>\$-2,212</b>	<b>\$0</b>

2020/2021: \$23,942 COLA

2019/2020: \$36,057 COLA went to Del Norte.

2018/2019: \$45,722 COLA was split: 2/3 to ECS and 1/3 to Del Norte.

**Earned Credit Equivalents-** are regular credit courses taken at adult school sites. Credits are awarded based on state standards for independent study of at least 15 hours of student instruction and application per 1 credit. The credentialed teacher, along with curriculum program and standards, determine what an average student would take in completing curriculum for a credit.

**College Course Work (credit)-** Students can earn credit toward a HS diploma for courses taken at a college or university at a rate of 3.333 of high school credit for every 1 semester unit of college credit. Transcript from the college is required to validate credit.

**Non-Credit Programs-** Coursework such as ESL/Citizenship/WORK or other, from a school or agency. Students can earn credit at a rate of 1 credit for every 15 hours of instruction. A signed letter from the school or agency is required to validate total hours of instruction. The adult school's credentialed teacher will authorize total credit earned and send it to the site registrar for recording to students transcripts.

Example: READ 260, Developing Literacy  
Course Learning Outcomes

1. Analyze main ideas and support in nonfiction and fictional texts.
2. Apply reading-comprehension strategies.
3. Develop focused written responses to nonfiction and fictional texts.
4. Demonstrate critical reflection in the reading and writing process.

**GED/HiSET Passage-** Credit can be earned toward diploma by passing each section of the official GED/HiSET and/or other exam. The number of credits earned is 50% of each subject area passed. Keep in mind English has 4 subjects, 10 credits each (English I, II, III, IV). Credit at 50% of each subject in English would be 5 credits for English I, 5 Credits for English II, 5 credits for English III, and 5 credits for English IV. If a student only has 6 of 10 credits remaining of English II, 5 credits will be applied for passage of that section of GED/HiSET and or other exam and that student would still have 1 remaining credit to earn.

#### Additional Ideas to award credit-

**Internship** (20 credits max.) or Work Experience (70 credits max. toward electives)- Student must be guided by a credentialed teacher. Credit is earned at a rate of 1 credit per 28 hours of work time. Work Experience hours logged must be current while presently enrolled. Time is logged and signed by the employees' supervisor or intern workplace supervisor. Students should complete a weekly journal writing and produce a paycheck stub once per month.

**Community Service Learning** (10 credits max.)- Student must be guided by a credentialed teacher. Credit is earned at a rate of 1 credit per 20 hours of time put in at an approved agency, non profit organization, or business. Time is logged and signed by the agency supervisor.

# 44 North Coast Adult Education Consortium

## Plans & Goals - Consortium Approved

### Executive Summary

The North Coast Adult Education Consortium (NCAEC) serves Humboldt and Del Norte Counties. Membership consists of three K-12 Districts, one Community College District, and the Humboldt County Sheriff's Office. Various other K-12 Districts, community agencies, and adult education supporters partner and collaborate with the NCAEC. All allocations have been consistent with the previous 15/16 three year plan to support adult learners, program development, and streamlining of services. The vision of the NCAEC is to offer adult education classes at locations geographically accessible to learners with the NCAEC region. Based on identified workforce needs, NCAEC classes will increase educational attainment and career success by providing the preparation and skills needed for employment, continuing education, and personal growth of the residents of our region. Accomplishments from the 18/19 year include: refining the NCAEC's governance structure, developing a NCAEC website, professional development for new members, and updated curriculum to accommodate community needs. New HSE and CTE classes were offered in Del Norte County. Additionally, new classes were started at the Humboldt County Library, Humboldt County Correctional Facility, Betty Chinn Day Center, America's Job Center (locally known as the Job Market), Department of Health and Human Services, the MultiGenerational Center, and at Pelican Bay Prison. The goals for the 19/20 year are to utilize curriculum alignment to increase learning opportunities which will place adult learners on a trajectory toward employment, career, and post-secondary training. This will include curriculum alignment of courses between consortia members and partners, to support student goals of career and college readiness. Additional goals include increased outreach to students in rural and remote communities and support student participation and persistence. The NCAEC will increase collection of student data; and, utilize the data in driving decision making.

### Regional Planning Overview

The 19/22 three year plan was developed through feedback from consortium partners and a public meeting. Additionally, a comprehensive profile of the potential adult education students by program segments was commissioned to include demographics, education, socio-economics, and geographic data on potential adult education students within the region. Further regional analysis of the economy and employment demand was gathered to better understand the opportunities for training, education, and career pathways for adult students. A third party consultant was utilized to provide a regional analysis to strengthen the three year plan.

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## Meeting Regional Needs

### Regional Need #1

#### Gaps in Service / Regional Needs

A regional need is ABE, HSE, AWD, and ESL courses in rural areas.

#### How do you know? What resources did you use to identify these gaps?

It has been challenging to maintain consistent student enrollment in the above areas. Resources used to identify gaps included using of research data, determining the distance between education sites and students of origin, communication with partners, and analysis of fluctuating enrollment data.

#### How will you measure effectiveness / progress towards meeting this need?

Progress toward meeting this goal will be measured through enrollment maintenance or increase, and/or employment gains.

### Regional Need #2

#### Gaps in Service / Regional Needs

A regional need is to provide additional CTE and WR classes.

#### How do you know? What resources did you use to identify these gaps?

The need was identified through economy and employment demand research. NCAEC members and partners have also shared that CTE and WR courses will support adults becoming more hire-able.

**How will you measure effectiveness / progress towards meeting this need?**

Effectiveness will be measured through enrollments, additional classes, and outreach.

**Regional Need #3**

**Gaps in Service / Regional Needs**

A regional need is to develop a clear pathway between members and partners for employment, career, and post-secondary training.

**How do you know? What resources did you use to identify these gaps?**

The gap was identified through the NCEAC membership.

**How will you measure effectiveness / progress towards meeting this need?**

Effectiveness will be measured through articulation agreements and a regional repository of curriculum between members.

**Gaps In Service**

**New Strategies**

**Strategy #1**

Transportation is an ongoing gap within the region. The NCAEC will work to increase transportation assistance to adult students.

**Strategy #2**

Continue to work and expand upon community partnerships to provide better service and attainment of adult learner's desired outcome.

**Seamless Transitions**

**New Strategies**

**Strategy #1**

Increase faculty and member use of CASAS data to drive instruction, plan courses, and advise students.

**Strategy #2**

Work with ABE, ASE, and ESL students to assist with their transition to post-secondary pathways with lead to employment or better employment opportunities.

**Student Acceleration**

**New Strategies**

**Strategy #1**

To accelerate high school diploma completion use credit recovery opportunities and competency based tests to earn secondary academic credit.



**Strategy #2**

Continue to offer compressed course scheduling, along with year long classes in HSE, WR, and ESL to meet the rural adult learner schedule.

**Professional Development****New Strategies****Strategy #1**

Increase consortium members' awareness and engagement with upcoming CAEP sponsored trainings and webinars.

**Strategy #2**

Use the expertise of other consortium leads and consultants to enrich the professional development of all.

**Leveraging Resources****New Strategies****Strategy #1**

Utilize the space and infrastructure from K-12 districts to offer CTE, conducive to an adult learner's schedule.

**Strategy #2**

Leverage the NCAEC partnership's locations to interface with new and potential adult learners.

**Fiscal Management**

**A narrative justifying how the planned allocations are consistent with the annual adult education plan which is based on your CAEP 3-year plan.**

Allocations presented in this budget are appropriate to support the FY 19/20 adult education plan with the context of the CAEP three year plan. The funds are used to maintain infrastructure to house and offer adult education classes, expand courses upon community need, and facilitate community partnerships.

**An approach to incorporating remaining carry-over funds from prior year(s) into strategies planned for 2019-20.**

The remaining carry over funds have been allocated to support the start up costs of new CTE programing and the expansion of other adult education classes.

**Certification****Del Norte County Unified - Member Representative**

**Rob Parker**

Director of Adult Education

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Approved by Del Norte County Department of Education Rob Parker

08/13/2019 08:16 AM PDT

**Eureka City Schools - Member Representative**

**Brad Albee**

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Approved by Mr. Brad Albee

08/12/2019 08:57 PM PDT

**Humboldt County Probation Department - Member Representative**

**Shawn Brenneman**

Interim Chief Probat

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Approved by Shawn Brenneman

08/13/2019 08:09 AM PDT

**Humboldt County Sheriff's Office - Member Representative**

**Duane Christian**

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Approved by Duane Christian

08/19/2019 08:47 AM PDT

**Northern Humboldt Union High - Member Representative**

**Jack Bareilles**

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Approved by Jack Bareilles

08/12/2019 06:08 PM PDT

**Redwoods CCD - Member Representative**

**Margaret Talcott**

Director

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Approved by Margaret Talcott

08/12/2019 04:32 PM PDT



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**NCAEC 19/20 Deadlines**

<b>Consortia Deadline</b>	<b>State CAEP Deadline</b>	<b>Item</b>
August 23, 2019	September 1, 2019	17/18 and 18/19 Member Expense Report due in NOVA (Q4)
August 23, 2019	September 1, 2019	July 1, 2018 to June 30, 2019 hours and expenses by program area due (estimates only) in NOVA
September 23, 2019	September 30, 2019	17/18 and 18/19 Member Expense Report certified by Consortia in NOVA (Q4)
September 23, 2019	September 30, 2019	19/20 Member Program Year Budget and Work Plan due in NOVA
September 30, 2019	September 30, 2019	End of Q1
October 23, 2019	October 30, 2019	19/20 Member Program Year Budget and Work Plan certified by Consortia in NOVA
October 24, 2019	October 31, 2019	Student data due in TOPSPro (Q1); Email DIR
November 24, 2019	December 1, 2019	17/18 and 18/19 and 19/20 Member Expense Report due in Nova (Q1)
November 24, 2019	December 1, 2019	July 1, 2018 to June 30, 2019 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium
December 20, 2019	December 31, 2019	17/18 and 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q1)
December 31, 2019	December 31, 2019	End of Q2
January 24, 2020	January 31, 2020	Student Data due in TOPSPro (Q2); Email DIR
February 21, 2020	February 28, 2020	Preliminary allocations for 2020-21 and 2021-22 released by this date
February 24, 2019	March 1, 2020	17/18 and 18/19 and 19/20 Member Expense Report due in NOVA (Q2)
February 24, 2019	March 1, 2020	Close out of 17/18 Member Funds due in NOVA
March 24, 2020	March 31, 2020	17/18 and 18/19 and 19/20 Member Expense Report certified by Consortia by NOVA (Q2)
March 31, 2020	March 31, 2020	End of Q3
April 23, 2020	April 30, 2020	Student Data due in TOPSPro (Q3); Email DIR
April 20, 2020	May 2, 2020	CFADs for 2020-21 due in NOVA
May 24, 2020	June 1, 2020	18/19 and 19/20 Member Expense Report due in NOVA (Q3)
June 23, 2020	June 30, 2020	18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q3)
June 30, 2020	June 30, 2020	End of Q4
July 24, 2020	August 1, 2020	Student Data due in TOPSPro (Q4) FINAL
August 5, 2020	August 15, 2020	Annual Plan for 2020-21 due in NOVA

## Gearing Up for the 2020/2021 Year:

### **September 2020**

- Sep 1: 18/19 and 19/20 Member Expense Report due in NOVA (Q4)
- Sep 1: July 1, 2019 to June 30, 2020 expenses by program area due (estimates only) in NOVA
- Sep 30: 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q4)
- Sep 30: 20/21 Member Program Year Budget and Work Plan due in NOVA
- Sep 30: End of Q1

### **October 2020**

- Oct 30: 20/21 Member Program Year Budget and Work Plan certified by Consortia in NOVA
- Oct 31: Student data due in TOPSPro (Q1)

### **December 2020**

- Dec 1: July 1, 2019 to June 30, 2020 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium
- Dec 1: 18/19, 19/20, & 20/21 member expense report due in NOVA (Q1)
- Dec 31: 18/19, 19/20 & 20/21 Member Expense Report certified by Consortia in NOVA (Q1)
- Dec 31: End of Q2