

**SB 1070 LA Ring College Consortium Steering Meeting  
Minutes – December 13, 2017  
Rio Hondo College - Quiet Cannon, Montebello, CA**

**Attendees**

<b>College/Affiliation</b>	<b>Name</b>	<b>College/Affiliation</b>	<b>Name</b>
Cerritos College	Colleen McKinley	Los Angeles Mission College	Marla Uliana
Cerritos College	Christina Mulcahy	Los Angeles Pierce	Michael Williams
Cerritos College	Carla Yorke	Los Angeles Southwest College	Lisa Lewenberg
Citrus College	Marti Deyoung	Los Angeles Trade Tech College	Maria Calpito
Citrus College	Tara Roy	Los Angeles Trade Tech College	Sandra Munoz
College of the Canyons	Renee Marshall	Los Angeles Valley College	Valeria Covarrubias
Compton College	Alicia Zambrano	Mt. San Antonio College	Marie Tyra
East Los Angeles College	Kendra Madrid	Pasadena City College	Ana Ramos
East Los Angeles College	Mayra Rodriguez	Pasadena City College	Noelle Riesgo
East Los Angeles College	Mercy Yanez	Pasadena City College	Chariya Sok
El Camino College	Bobby Becka	Rio Hondo College	Yadira Arellano
Glendale Community College	Emma Sanchez	Rio Hondo College	Lyla Eddington
Glendale Community College	Freddy Saucedo	Rio Hondo College	Eder Flores
Long Beach City College	Rio Medina	Rio Hondo College	Lea Martinez
Long Beach City College	Lizzette Villegas	Santa Monica College	Nancy Cardenas
Long Beach Unified School District	Carol Ortega	Santa Monica College	Maria Leon-Vasquez
Los Angeles City College	Eric Sanchez	West Los Angeles College	Jenna Romano
Los Angeles Harbor College	Monica LaBenda	Tri Cities ROP	Cody Hill
Los Angeles Mission College	Sophia Hernandez		

<b>Agenda</b>	<b>Discussion</b>	<b>Follow-up</b>
I. Welcome and Introductions	<p>Welcome and Self Introductions were made around the room – Dr. Lyla Eddington, Project K-14 Career Pathways TAP &amp; Career Pathway Specialist, Lead.</p> <p>Lyla discussed format/agenda for meeting – so first part will be review of material in the packets and the second half will be a presentation from the Teacher Prep Pipeline Project. It is an example of a Career Pathways model.</p>	

	<p>Website went live with a mobile friendly application for the CTE Matrix. We will update with revised CTE matrix, to ensure programs are up to date. Programs are listed under the 15 CA Department of Education occupations with a link to the college web site.</p> <p>All documents will go on the website, i.e., power points, documents from Career Pathway Specialist Training notebook, and other relevant information.</p>	
II. Approval of Minutes	Approval of September 20, 2017 minutes – <b>Approved Unanimously</b>	
III. Update - Extended Ops Mtg. at Chancellor's Office held 12/6//2017 in Sacramento	<p>Lyla provided a report from the Extended Ops Quarterly Meeting held in Sacramento:</p> <p>This meeting, held at CCCCCO includes Sector Navigators, Regional Consortium chairs and Technical Assistance Providers (TAPs). Lyla attends representing colleagues - 11 Career Pathway TAPs. Update: CCCCCO DSN, SN, and RC, DSN grants are up for competitive bid, RFA will come out Dec 22 for fiscal agent for DSN; fiscal agent will enter into MOUs with colleges that will host DSNs; feeling that when folks don't perform it is difficult to intervene so this may be a way to better manage performance.</p> <p>Contract ED – method of delivering classes cannot collect apportionment if class paid for by business and industry.</p> <p>New Vice Chancellor of Technology, Omid Pourzanjani, did a presentation related to ways to coordinate data among the various colleges. He is working on a portal that would take all the data from various software programs and allow a consistent reporting.</p>	
IV. Update from LA Regional Strong Workforce Program (SWP) Regional Projects	<p>LA Co. Regional SWP projects– consensus reached, we stayed at #1 – we did cut some dollars, no salary cuts, but DSNs were cut to 75\$, then 10% cut across the board from those that did not volunteer cuts; final decision by CEOs will be made in January.</p> <p>The proposal was for Round 2 and Round 3 of SWP Funding.</p> <p>Lyla will get notebook for new folks and schedule a time to meet for an Orientation Session.</p>	
V. Career Pathway Specialists Local Assessment Tool a. Data to date	<p>Review of data to date (See Attached)</p> <p>We are missing data from some of the schools. Data is interesting in that Mt. SAC – 175 articulation agreements, over 1000 that receive credit, however lacking in Dual Enrollment. Lyla stressed the need to assess what works for one high school may not work for another. However, we need to increase the # of students served. There was 248 million dollars invested in SWP and we need to increase the number of students we are serving. Lyla said she will do whatever</p>	<b>See Attached Chart – Status of Implementation</b>

	she can do to help colleges develop Career Pathways utilizing either Articulation or Dual Enrollment strategies.	
VI. Articulation Policies and Procedures  a. Timeframe for Review b. Regional Recommended BP and CP	Question raised regarding how long articulation agreements last. Lyla indicated that this needs to be defined in the College Procedure. She suggested it be reviewed on a yearly basis, but at a minimum every two years to align with ED Code related to 2-year program review. (ED code requires all CTE courses to do a two year review)  Lyla shared the LACCD document related to dual enrollment. The document is a list of all classes that are offered at college that they will allow students to also receive high school credit. The local board needs to approve whether or not students receive credit.	See Attached - CTE 2 Year Program Review Template.  See Attached - Regional Policies/Procedures
VII. Counselor Workshop – March 2, 2018	Invite will be sent out electronically and each of the Career Pathway Specialists are asked to distribute to their high schools and college counselors. 1 <sup>st</sup> time attendees given priority in order to expand out dissemination of information. Lyla said she would give a prize for CPS that recruits the most counselors from their high schools and community colleges.	
VIII. Invoicing for LA Ring Colleges  a. Narrative Template b. College Invoice with Supporting Documents	Review of invoicing procedure  <ul style="list-style-type: none"> <li>• Lyla stressed that this is only for the LA Ring Colleges CPS. This mini grant is paid out of SB 1070 CTE Career Pathways Program Grant for staff development.</li> <li>• January 15, 2018, April 15, 2018, and Final June 15, 2018</li> <li>• Lyla suggested Colleges invoice 4 times, so they can receive money quarterly.</li> <li>• First quarter may not have spent since summer but always-due middle of month.</li> <li>• October 15, January 15, April 15, and then July 15.</li> <li>• Always make sure to include warrant, backup paperwork, docs can be scanned and sent and then the hard copy with appropriate are sent via mail.</li> <li>• Narrative portion is key for audit documentation; it must align with expenditures.</li> </ul>	
IX. Program: Model Career Pathway – Teacher Prep Pipeline Projects in LA County	Pathways to the Future: Teacher Preparation for CA and Beyond: Presentation discussed core services, program options, and career opportunities.  Presenters included: Renee Marshall, Teacher Preparation Pipeline STEM/CTE Director College of the Canyons; Lea Martinez, STEM-CTE TEACH Project Director Rio Hondo	

	College; Colleen McKinley, Director of Education Partnerships and Programs/Teacher TRAC Cerritos College; Yadira Arellano-Lopez, Consultant SWP-TPP	
X. Conference Calls	Lyla asked if we should continue to talk every 2 weeks via a conference call. Consensus was to continue calls from 3:00 – 4:00 PM on 2 <sup>nd</sup> and 4 <sup>th</sup> Wednesday of month. There will be two meetings in March, counselor workshop and quarterly meeting.	
XI. Quarterly Meetings	On March 21, 2018. Final Steering Committee on June 20, 2018.	
XII. Other Items	LA County Office of Education is holding a workshop and Lyla has agreed to talk about Navigating the Articulation Process. She will be distributing the list of names for CPS so they will be able to know whom to contact.  Reminder: Educating for Careers: Investing in the Future – March 4-6, 2018, Sacramento	
XIII. Working Lunch	Meeting break for lunch at 11:50AM	
XIV. Adjournment	Adjournment •	

**Not Approved**

Approved

# CAREER PATHWAYS SPECIALISTS

## Assessment of Status of Implementation of Career Pathways

September 20, 2017

Please complete the following questionnaire and bring with you as a basis of our discussion at the Career Pathway Specialist Training October 25-27, 2017. **Circle the statement** that most accurately describes your college.

1. Status of Articulation Board Policy
  - a. Local Approval Obtained
  - b. Local Approval in Process
  - c. Other \_\_\_\_\_
  
2. Status of Articulation College Procedure
  - a. Local Approval Obtained
  - b. Local Approval in Process
  - c. Other \_\_\_\_\_
  
3. How many Articulation Agreements are in place at your college? \_\_\_\_\_
  
4. How many students received credit this last year via Credit by Exam? \_\_\_\_\_
  
5. Status of Dual Enrollment Board Policy
  - a. Local Approval Obtained
  - b. Local Approval in Process
  - c. Other \_\_\_\_\_
  
6. Status of Dual Enrollment College Procedure
  - a. Local Approval Obtained
  - b. Local Approval in Process
  - c. Other \_\_\_\_\_
  
7. How many Non AB 288 Dual Enrollment Classes did you offer during the 2016-2017 school year?
  - a. CTE \_\_\_\_\_
  - b. Non CTE \_\_\_\_\_

8. How many students received credit for Dual Enrollment Classes during the 2016-2017 school Year?
- a. CTE \_\_\_\_\_
  - b. Non CTE \_\_\_\_\_
9. How many Non AB 288 Dual Enrollment Classes do you plan to offer 2017-2018 school year?
- a. CTE \_\_\_\_\_
  - b. Non CTE \_\_\_\_\_
10. Have you developed an AB 288 MOU for your college? \_\_\_\_\_
11. Do you have any AB288 Dual Enrollment Classes scheduled for 2017-2018 school year?
- \_\_\_\_\_ Yes, How Many \_\_\_\_\_
- \_\_\_\_\_ No
12. Status of Career Pathway Board Policy
- a. Local Approval Obtained
  - b. Local Approval in Process
  - c. Other \_\_\_\_\_
13. Status of Career Pathway College Procedure
- a. Local Approval Obtained
  - b. Local Approval in Process
  - c. Other \_\_\_\_\_
14. Implementation of Career Pathways – **Print out all 15 pages.**
- a. Review, delete, and add CTE Programs in place currently at your college. (See attached excel spread sheet).
  - b. Which of the above CTE Programs are part of a Career Pathway beginning in the High School, ROP, and/or Adult School? **Highlight in Yellow.**

Please feel free to contact me at either at [Leddington@riohondo.edu](mailto:Leddington@riohondo.edu), or at 818 599-4212.

**STRONG WORKFORCE PROGRAM**  
**LOS ANGELES COUNTY CAREER PATHWAYS SPECIALIST**  
**Status of Implementation of Career Pathways**  
**Fall 2017**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
3.	71	8	0	1		16	14	175		29	10	8 expired	0	16	14	0	6	7	0
4	550	0	0			0	43	1233		5	0	43	0		249	1	pending	50	258
7a.	2	0	0	0		8	10	0		0	11	24	26	4	0	0	63	6	27
7b.	7	15	0	0		17	10	0		0	7	69	0	3	0	0	87	9	35
8a.	33	0				479	100	0		139	233	1450	577		0	0	3687 total	384	0
8b.	111	525		180		547	148	57		0	126	3032	0		0	0		747	
9a.	6	0				15	8	4		8	4	24		20	0	0	36	5-7	12
9b.	13	0		425		10	14	30		16	2	69		24	0	0	35		10

**KEY:**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>1. Cerritos College</li> <li>2. Citrus College</li> <li>3. Compton College</li> <li>4. East Los Angeles College</li> <li>5. El Camino College</li> <li>6. Glendale College</li> <li>7. Long Beach City College</li> <li>8. Mt. San Antonio College</li> <li>9. Pasadena City College</li> <li>10. Rio Hondo College</li> </ul> | <ul style="list-style-type: none"> <li>11. Santa Monica City College</li> <li>12. Los Angeles City College</li> <li>13. Los Angeles Harbor College</li> <li>14. Los Angeles Mission College</li> <li>15. Los Angeles Pierce College</li> <li>16. Los Angeles Southwest College</li> <li>17. Los Angeles Trade &amp; Technical College</li> <li>18. Los Angeles Valley College</li> <li>19. West Los Angeles College</li> </ul> |
|---|--|

# CAREER EDUCATION PROGRAM TWO-YEAR REVIEW

Date: \_\_\_\_\_

College: \_\_\_\_\_

Program: \_\_\_\_\_

<p><b>1. Purpose of this Program</b></p> <p style="text-align: center;">Significantly Changed Purpose in the Last Two Years                      Minor Changes in Purpose in the Last Two Years                      No Changes in Purpose in the Last Two Years</p> <p style="text-align: center;"> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> </p> <p style="text-align: center;">(Description, mission, target population, etc.)</p>
<p><b>2. Demand for this Program</b></p> <p style="text-align: center;">High Demand                      Adequate Demand for our students                      Low Demand</p> <p style="text-align: center;"> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> </p> <p style="text-align: center;">(Labor market data, advisory input, etc.)</p>
<p><b>3. Quality of this Program</b></p> <p style="text-align: center;">Highest Quality                      Meets Student Needs                      Needs Significant Improvement</p> <p style="text-align: center;"> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> </p> <p style="text-align: center;">(Core indicators, student outcomes, partnerships, certificates, degrees, articulation, faculty qualifications, diversity, grants, equipment, etc.)</p>
<p><b>4. External Issues</b></p> <p style="text-align: center;">Benefits From and Contributes to External Issues                      Complies with External Issues                      Not Consistent with External Issues</p> <p style="text-align: center;"> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> </p> <p style="text-align: center;">(Legislation, CCCCO mandates, VTEA, Tech Prep, CalWORKs, WIA, BOG Career Ladders, etc.)</p>
<p><b>5. Cost of this Program</b></p> <p style="text-align: center;">Income Exceeds Expenditures                      Income Covers Expenditures                      Expenditures Exceed Income</p> <p style="text-align: center;"> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> </p> <p style="text-align: center;">(Enrollment/FTEs generated &amp; in-kind contributions of time/resources minus salaries/equipment/supplies, etc)</p>
<p><b>6. Two-Year Plan</b></p> <p style="text-align: center;">Significant Growth Anticipated                      On Track for Next Two Years                      Need Significant Changes and/or Increased Resources to Continue</p> <p style="text-align: center;"> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> </p> <p style="text-align: center;">(Recommendations, project future trends, personnel and equipment needs, etc.)</p>

**Signatures:**

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty

\_\_\_\_\_  
Date

To Board of Trustees on \_\_\_\_\_  
Date