

SB 1070 LA Ring College Consortium Steering Meeting

Minutes – June 20, 2018

Rio Hondo College - Quiet Cannon, Montebello, CA

Attendees

College/Affiliation	Name	College/Affiliation	Name
Citrus College	Marti Deyoung	LA County Office of Education	Rosa Valdez
Citrus College	Monique Mozov	Los Angeles Pierce College	Michael Williams
Compton College	Alicia Zambrano	Los Angeles Trade Tech College	Sandra Munoz
East Los Angeles College	Jacob Garcia	Los Angeles Valley College	Valeria Covarrubias
East Los Angeles College	Daniel Uribe	Mt. San Antonio College	Marie Tyra
El Camino College	Coleen Maldonado	Rio Hondo College	Yadira Arellano
Glendale Community College	Emma Sanchez	Rio Hondo College	Lyla Eddington
Glendale Community College	Freddy Saucedo	Rio Hondo College	Lea Martinez
Long Beach City College	Rio Medina	Santa Monica College	Maria Leon-Vasquez
Long Beach City College	Lizzette Villegas	Tri Cities ROP	Therese Kennedy
LA County Office of Education	Cindy Prentice	United Way of Greater LA	Amy Silverman

Agenda	Discussion	Follow-up
I. Welcome and Introductions	<p>Welcome and self-introductions were made around the room – Dr. Lyla Eddington, Project K-14 Career Pathways TAP & Career Pathways Specialist, Project Lead.</p> <p>Lyla discussed format/agenda for meeting – first part will be review of material in the packets and the second half will be a presentation on teaching Dual Enrollment Classes.</p>	
II. Approval of Minutes	Approval of March 21, 2018 minutes – Approved Unanimously	
III. Presentation: Preparing both High School and Community College Faculty for Teaching Dual Enrollment Classes	<p>Yadira Arellano, TEACH LA Regional Collaborative, Strong Workforce Program Regional Project</p> <p>One of the LA Co. SWP Regional Projects focuses on preparing teachers. Several months ago, one of the Career Pathways Specialists raised the issue of how to prepare community college faculty to deal with high school students and to better understand the K-12 system. Likewise, high school teachers who are now teaching college classes on the high school campus need to understand the college requirements. Lyla approached Lea Martinez, Project Lead about this</p>	See: HS Emergency Procedures, Dual Enrollment Faculty Checklist, & Dual Enrollment HS Faculty Checklist.

	<p>need. Yadira agreed to develop a checklist that could be utilized. She went over the information and explained rationale for including it on the list.</p>	
<p>IV. Planning for Round 2 of LA Co. Strong Workforce Program – CPS Program</p> <p>a. Continue to implement objectives 2 – 4</p> <p>b. Additional focus on Objectives 5 - 6</p> <p>i. Objective 5 collection</p> <p>ii. Objective 6: Working with DSN’s Discussion</p>	<p>Round 1 funding activities are still applicable and Career Pathways Specialists need to continue most of those same activities throughout the duration of the project. (Objectives 1 – 4).</p> <p>Round 2: Lyla called everyone’s attention to the narrative for Round 2 of funding. She indicated that the goal set is as follows:</p> <ul style="list-style-type: none"> Increase by 2% the number of students completing a program of study (HS to CC). Increase by 10% the number of Career Pathways developed (Noncredit, Adult Ed, HS). Increase by 10% Dual Enrollment/Articulation each year (year 2 & Year 3). Increase by 10% number of completers increasing their earnings. Review & revise 25% Career Education Courses to more accurately reflect industry needs. <p>Objective 5 focuses on Round 2 and was discussed at the June Training Retreat. Lyla asked all Career Pathways Specialists to leave the details of Objective 5 with Monica at today’s meeting.</p> <p>Objective 6 focuses on working with DSN’s in LA County. Lyla met with a group of current DSNs on June 13, 2018 to discuss possible activities that can be completed with the funding allocated to them. We won’t know if they will get funded until October/November. More discussion will occur on this topic at the September 26, 2018 meeting.</p>	<p>Status updates will be discussed at the Quarterly meeting in September.</p>
<p>V. Round 1 Reporting Requirements -</p> <p>a. Update of Articulation/Dual Enrollment and CTE Matrix Data</p> <p>b. Accomplishment to date related to Objectives 1-4</p> <p>c. Expenditure of \$120,000 at local campus</p>	<p>Round 1 concentrated on 1-4 of Career Pathways Specialists workplan. Lyla distributed a template to be utilized for an assessment of where everyone is at as it relates to implementation. This report is due September 1, 2018. In addition, <i>the Assessment of Implementation of Career Pathways at Local College</i> including a review and revision of the CTE Matrix is also due September 1, 2018. Please forward both reports to Melissa or Lyla.</p> <p>Lyla also reminded the attendees that Round 1 funds can be spent through December 31, 2018 only. She is sending out an email requesting the current expenditure amount and intent to spend or return balance by December 31, 2018. This information is being requested by the LA/OC Regional Consortium and the fiscal agent.</p>	<p>See Round 1 Activities Complete by 7/1/2017-6/30/2018.</p> <p>See Assessment of Implementation of Career Pathways at Local College. Complete by 9/1/2018.</p>
<p>VI. K-12 Strong Workforce Funding</p>	<p>K-12 Strong Workforce Program funding</p>	

2018-19 Update - Dr. Lyla Eddington	<p>What we know: July 1st – the Governor signed the 2018-2019 budget that includes money for the K-12 Strong Workforce Program. There are dollars going to both CDE and the CCCCCO. There is also money for local Technical Assistant Providers. We know there is some grumbling from K-12 that SWF funds will go through the Community Colleges. Lyla felt that this is a great time/opportunity for partnership development. Lyla will continue to share information and most importantly to determine how our project of the Career Pathways Specialist Program can partner with this new resource.</p>	
<p>VII. Marketing of Career Education – Dr. Lyla Eddington a. Regional SWP LA Co Marketing Committee Update b. Center for Competitive Workforce Committee Update c. Round 2 of STW – Focus of June 20, 2018 Steering Committee Meeting with LA County DSN</p>	<p>Lyla gave an update on the LA Co. Regional Strong Workforce Program Marketing Committee and distributed two handouts that have been developed for distribution. She especially noted the one that identifies 10 Reasons for Selecting the Community Colleges. She encourages individuals to utilize these for outreach to high school students.</p> <p>The Center for Competitive Workforce will continue to meet over the summer to give direction to LAEDC and the LA Chamber on their projects. The latest report on Health Care focuses on the types of career in the health care industry. All of the reports are available on their web site.</p> <p>Due to the time constraints and the postponed identification of the LA Co. DSNs, the discussion related to Objective 6 of the workplan will be postponed.</p>	
VIII. Proposed Schedule of Meetings:	<p>a. Quarterly Meetings at Quiet Cannon: September 26, 2018; December 5, 2018; March 20, 2019; June 19, 2019 b. Bimonthly Calls: September 12, 2018; October 24, 2018; November 14, 2018 & November 28, 2018; January 9, & 23, 2019; February 13 & 27, 2019; March 13, 2019; April 10 & 24, 2019; May 8 & 22, 2019; June 12, 2019</p> <p>Master calendar of events: - Glendale mentioned November conflicts for ROP Conference and K-12 Career Tech Ed. - Dual Enrollment Summit (Sacramento)</p>	
IX. Working Lunch	Individual Questions/Comments – All	
X. Adjournment	Meeting adjourned at 12:50PM.	

HIGH SCHOOL EMERGENCY PROCEDURES

6-14-2018

REVIEW YOUR EMERGENCY BINDERS, BEFORE AN EMERGENCY

Each High School has an Emergency brochure

If students are meeting at your college, follow the emergency procedures at your college. Do not abandon your students...they are Minors. Practice extreme caution when releasing students.

1. High School Point of Contact
 - a. High School Administration Contact Information
 - i. Principals
 - ii. Lead CTE Counselor
 - iii. Custodians

2. Emergency Procedures
 - a. Contact Information
 - b. Bomb/Suspicious Package
 - c. Bomb Threat
 - d. Disturbances/Riot
 - e. Earthquakes
 - f. Evacuation
 - g. Explosions
 - h. Fire
 - i. Hazardous Materials
 - j. Heavy Rains/Flooding
 - k. Intruders on Campus
 - l. Medical Emergencies
 - m. Lockdown
 - n. Shootings
 - o. District Directory of telephone numbers and school addresses

3. **DO NOT ABANDON YOUR STUDENTS...THEY ARE MINORS**

Parents must pick them up or give instructions, if student is to be released
If possible, have students sign out on your roster

4. High School Calendar

5. High School Campus Map

Dual Enrollment Faculty Checklist

- ◇ Know the administration staff involved with Dual enrollment course - Career Pathway specialist, and coordinator staff.
- ◇ Know the High School Staff involved with organizing dual enrollment course
- ◇ Text books, ask who will be providing textbooks for students if college or high school
- ◇ Test scantrons or Blue books needed for exam ask who will provide them for the students
- ◇ Tour High School Campus where course will be taking place
- ◇ Room Key for classroom at the high school
- ◇ Printing, room (ask if access is needed), copy center etc.
- ◇ Campus restrooms might be close at night ask if there is a key for faculty restroom
- ◇ Emergency procedures at the high school
- ◇ Emergency contacts at the high school, ask who are the persons involved and who you can contact in case of an emergency
- ◇ Emergency Procedures at the community college level, what applies to the dual enrollment course and how to proceed
- ◇ Absence Reporting, notify both community college and High school about your absence
- ◇ Roster sign in sheet, both your own sign in sheet and class roster
- ◇ FERPA become familiar with it and how it applies to high school students taking a dual enrollment course
- ◇ Become familiar with the dual enrollment processing of students such as Forms, community college application and steps needed to assist students who might have questions if coordination staff is not available at the time

Dual Enrollment High School Faculty Check List

- ◇ Know the administration staff involved with Dual enrollment course – Career Pathway specialist, and coordinator staff.
- ◇ Department Chair, Department at the community college level
- ◇ Key card, college staff ID
- ◇ Access to copy room at the community college
- ◇ Tour college campus, tour department you will be teaching for and ask if there is any programs your students might benefit from
- ◇ Payroll information, location, payout calendar and logistical matters
- ◇ Mail room, parking access and library services provided to adjunct faculty
- ◇ System community college is using, (SIS, People soft etc.)
- ◇ IT department and services offered to instructors
- ◇ Academic Calendar, drop dates and add deadlines
- ◇ Grade inputting
- ◇ Flex time and reporting of hours
- ◇ Community college Emergency Procedures
- ◇ FERPA and understanding how it applies to the dual enrollment course

Career Pathways Specialist Program

Strong Workforce Program LA Co. Regional Project

Round 1 Activities Completed 7/1/2017-6/30/18

Objective 1: Identify and/or hire a Career Pathway Specialist to implement the LA Co. Regional Project.

Activities	Outcomes Achieved
1. Review generic Career Pathways Specialist Job Description	
2. Develop Job Description to be used by college.	
3. Advertise and/or recruit individual for the position	
4 . Employ Career Pathway Specialist for college.	
6. Provide an orientation to CTE and college policies and procedures.	
7. Participate in Career Pathway Specialist Orientation.	Orientation Completed

Objective 2: Implement and/or align local Policies and Procedures with regional policies developed during the 2015-2016 Year.

Activities	Desired Outcome
1. Review regional policies and procedures with CTE Dean and/or appropriate staff to determine action needed.	Policies and Procedures approved by local board and college administrative staff.
2. Align college procedures with local curriculum procedures/practices.	
3. Meet with local high schools in college service area to assess Career Education Courses offered.	
4. Identify current articulation agreements in place and areas for developing new agreements.	
5. Identify opportunities for Dual Enrollment (AB 288 and non AB 288).	

Objective 3: Identify current Credit and non-credit Career Pathways at local college and Additional Relevant Pathways to be Developed.

Activities	Outcomes Achieved
<p>1. Review & revise current CTE Matrix and submit to Project Director.</p>	<p>All CTE Programs listed in CTE Matrix.</p>
<p>2. Add current non-credit CTE Programs to CTE Matrix</p>	
<p>3. Meet with Deans with responsibility for Career Education Programs.</p>	
<p>4. Participate in local Career Education Advisory Committee Meetings.</p>	
<p>5. Identify non-credit courses and potential alignment with existing CTE Programs</p>	

Objective 4: Implement a Data Collection System that will ensure that data is captured in the local MIS

Activities	Outcomes Achieved
1. Review current Career Education courses and Programs to determine if coded correctly.	
2. Become familiar with current data collection system related to reporting certificates, degrees awarded, articulation credit and dual enrollment classes.	
3. Implement CATEMA or some other data system for collecting data for Articulated Credit Awarded.	
4. Encourage each of feeder high schools to have signed the MOU with CALPASS Plus for reporting “College Ready” in Launch Board Report.	

CAREER PATHWAYS SPECIALIST PROJECT

Strong Workforce Program – LA Co. Regional Project

Assessment of Implementation of Career Pathways at Local College

Name of College _____

Date Completed _____

Person Completing Survey _____

Program Year	2017	2018	2019	2020
1. Articulation Agreements in place.				
2. Number of students who received credit.				
3. Non-AB 288 CTE Dual Enrollment Classes.				
4. Non-AB 288 non CTE classes.				
5. Number of students who received credit related to #3 above.				
6. Number of students who received credit related to # 4.				
7. Number of CTE DE classes planning to offer next year.				
8. Number of non CTE DE classes planning to offer next year.				
9. Total Number of HS students served.	NA			
10. Number of High Schools served.	NA			

11. Review the CTE Matrix at www.laccwc.com

a. Review, delete, and add CTE Programs in place currently at your college – go to www.laccwc.com for your college listings.

b. **Highlight in Yellow** Career Pathways that begin in High School, ROP, or Adult Education/Noncredit.

Date Due: September 1, 2018