

# Continuing Education Advisory Group Retreat Agenda

July 31, 2012  
ESL Library (Language Center, 66-130)  
9 a.m. – 3 p.m.

**Purpose:** Review and provide input on areas of Division focus for the annual planning cycle (PIE).

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- ❖ Welcome
- ❖ Icebreaker
- ❖ Announcement of Term
- ❖ College Goal Updates
- ❖ Accomplishments

– **Break & Change Groups** –

- ❖ Measurable SLO/AUO/SA Reflections
- ❖ Discussion of External & Internal Conditions

– **Lunch** –

- ❖ Division Goal Emphasis & Future Plans
- ❖ Resources Q & A
- ❖ Wrap-up & Final Thoughts

**Save the Date for our next Advisory Meeting: April 26, 2013**

# Continuing Education Advisory Group Retreat Agenda

April 25, 2014  
ESL Library (Language Center, 66-130)  
9 a.m. – 3 p.m.

**Purpose:** Review and provide input on areas of Division focus for the annual planning cycle (PIE).

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- ❖ Welcome
- ❖ Icebreaker
- ❖ The Big Picture
- ❖ Topic 1: Annual Program Planning (Program PIE)

– **Break & Change Groups** –

- ❖ Topic 2: Division Themes (Division PIE)
- ❖ Topic 3: Integration / Alignment of Action Plan

– **Lunch** –

- ❖ Topic 4: Vision/SLGs Annual Reflection

– **Break** –

- ❖ Accreditation Update
- ❖ Celebrations, Wrap-up, & Final Thoughts

**Save the Date for our next Advisory Meeting: Friday, November 7, 2014**

## **Morning Topic 1: Annual Program Planning (Program PIE)**

*Purpose: Review for relevant work done this year on AUOs, SAs, PLOs, SLOs, & SLGs*

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### Priority Progress Areas & Best Practices

#### **Education for Older Adults (EOA)**

- ACCE award best practices for Healthy Aging Modules & collegial distribution at state & national levels
- New curriculum – Summer /Winter Intersessions (Modular) – Excel 1, 2, 3, PowerPoint 1, 2, Publisher 1
- Expanded Brain Health Program (added “Insight”)
- Advocating/Statewide collaboration for CCCEOA (Saving EOA programs)
- Received funding from Outcomes committee to support faculty SLO collaboration

#### **Division Office**

- Noncredit certificates- continuing input & working with IT because of accountability. Inputting/tracking/auto notification/certificate production will lead to data to support programs
- Contract Ed (All Americas) / Training Source branding
- WebCMS in use / operational

#### **ABE**

- WIN GPA high based on support. Exceeds that of the general population
- Credit by exam for high school diploma classes
- ACCE Award for Adult Diploma progress policy intervention leading to increased completion rate. (Progress Policy measurable outcomes)
- 2 new English courses integrate Common Core with – Adult learner needs (Literature & Writing 1 & 2)
- Tutor training on effective strategies for direct support of students
- SLO cycles more coordinated

#### **ESL**

- STAR Project (Student Teacher Action Research), effective collaboration
- CASAS Promising Practice (Student Profile data, VESL Transitions, ESL Career Conference)
- ESL-CAP Test Chancellor approval (6 yr reaffirmation)
- VESL 2 new certificates
- Passport Program in LLC (motivational program leading to increase in language learning and retention)
- Student independent reading increases CASAS scores
- VESL tutoring pilot project in process

## Ideas for program future goals and AUOs

### **Education for Older Adults (EOA)**

- Clear, methodical planning
- Shift to focus on revision/creation of certificates to address accountability issues
- Develop ways to meet matriculation guidelines in EOA (Assessment, advisement, ed plan)
- Based on funding changes, community college mission narrowed, then an AUO on transitioning all healthy aging, lifelong learning to fee-based (campus building resources)
- Modify current certificate for Office Computer Apps & new certificates (home-based business, Excel, Office Communications/Presentations, etc)

### **Division Office**

- International Language skills (fee-based) – offering I-20s for 20 hr/wk

### **ABE**

- Due to transiency of students, alternative ways to offer curriculum (non-traditional, modular, etc.)

### **ESL**

- VESL tutoring (Basic Skills Funding)
- Orientation data collection to support matriculation process

## Ideas for Division future goals and AUOs

### **Educators of Older Adults (EOA)**

- Shift to focus on revision/creation of certificates to address accountability issues.
- Partnerships will play key role as new programs are developed & transitions to fee-based take place
- Professional development for faculty re certificate pathways & progress indicator communication to students
- Clear, methodical planning
- Extended dates on Silver Sneakers

### **Division Office**

- Advocacy @ state level
- Outreach to Chambers of Commerce (partnerships)
- IT processes for capturing data for matriculation changes
- Some Banner projects are stalled in IT
- Building 40 remodel

### **ABE**

- High expectations
- SLO data use
- Relevancy / rigor in the curriculum

## **Morning Topic 2: Division Themes (Division PIE)**

*Purpose: To brainstorm Division focus areas for PIE.*

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From a Division perspective . . .

### Accomplishments

- Awards for model programs (ACCE, CASAS Promising Practices)
- Focus on rigor/relevancy (revision & creation of new certificates)

### Important work that will have an impact on continued progress of Division Goals

- Partnerships with other colleges, internal, & community
- Advocacy ready and participatory
- Methodical planning with big picture in mind
- Accountability depends on development of systems to track data & effective use of IT resources

### Division themes (Trends section)

#### **Group 1**

- Advocacy
- Best practices and recognition
- Innovation in curriculum & instructional practices
- Improving student learning
- Communication
- Data driving student outcomes & retention
- SLO improvement (closing the loop)
- Involvement (state & local level, Mt. SAC credit division, other educational institutions)

#### **Group 2**

- Targeted 1-on-1 tutoring with training support
- Accountability – focus on certificates (revision, development, professional development for faculty, communication to students)
- Matriculation (assessment, orientation, ed plan, progress indicators, certificate tracking)
- Use of data to support decision-making
- Curriculum & outcomes tracking of course outlines/awards using College systems

#### **Group 3**

- All had curriculum, assessment improvement
- Advocacy and advocacy ready with data
- Matriculation activity and reporting

## **Morning Topic 3: Update of Vision Statement**

*Purpose: To review the recommended update to the CED Vision Statement*

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Recommended Revised Vision Statement:

***“The Continuing Education Division will provide outstanding educational opportunities for **diverse** students to increase literacy skills, access higher education and employment, and strengthen self-sufficiency.”***

## **Afternoon Topic 1: Integration / Alignment of Action Plan**

*Purpose: Review and revise the Action Plan*

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### Action Plan Refinement

- 1.1 Portal accessibility & awareness, = use of application
- 1.4 Reword Banner projects
- 1 + New: Data programming & staffing for SSS mandates, WIA
- 2 Less need for establishing structure; new emphasis on analysis (2<sup>nd</sup> part)
- 2 + New: Add use of progress indicators and certificate awards
- 2.1 Is this relevant?
- 3 + New: Training Source
- 3 + New: SB173 re fee ?

# Continuing Education Advisory Group Retreat Agenda

November 1, 2013  
ESL Library (Language Center, 66-130)  
9 a.m. – 3 p.m.

**Purpose:** Strategic planning for implementation of Division areas of focus in 2013-14.

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❖ Welcome

❖ Icebreaker

## **Morning Focus: Big Picture & Accomplishments**

❖ Topic 1: External Conditions

- ➔ Part A – Adult Education Consortia
- ➔ Part B – Student Success & Support Plan
- ➔ Part C – Other Significant Drivers

– **Break** –

❖ Topic 2: Accomplishments

- ➔ Part A – Division Accomplishments
- ➔ Part B – Program Best Practices

– **Lunch** –

## **Afternoon Focus: Planning**

❖ Topic 3: Review of Ongoing Planning

- ➔ Part A – Review of Division AUOs/SAs
- ➔ Part B – Review of Unit/Program Planning

– **Break** –

❖ Accreditation Update

❖ Wrap-up

**Save the Date for our next Advisory Meeting: April 25, 2014**

## Reflection on Division Accomplishments by Theme

### Data

- Accountability is key to viability
- State-level pressure to report outcomes
- Strong in using data to demonstrate our progress of college & instruction goals
- Present evidence that shows how effective we are in noncredit & cont ed
- Assessment Data & Awards – Evidence of our quality & helping the plan; helps us get \$; gauge our process & ID best practices & areas of improvement
- Data may lead to potential funding in the future with scorecard & consortia
- Our data will back up our claims to legislature that we progress our students/transition (need to demonstrate w/#s)

### Advocacy

- Advocacy helps coordinate efforts
- Expanded partnerships – coalition critical for AB86 implementation. Our data show how we've primed ourselves to be ready
- Fighting misperceptions

### Connection to College Goals

- Tie in well to college goals & they show positive results (Bootcamp, ESL certificates)
- Documenting how we are supporting the college
- The link to the college matters so that we're moving together as a college toward priorities

### Student Success (Transition & Employability)

- Basic Skills Delivery – Success for both credit (WIN Bootcamp) and noncredit
- Our successes transition successful students to credit
- Improved achievement – currency & leadership across the board

### Other

- Noncredit is a resource to the community - increased access & service to those in need contributes to local economy increases, which leads to less burden on the community (healthy aging, employed, academic advancement, communication skills)
- Effective in implementing strategies from bottom up instead of top down
- Professional development has supported outcomes

**Topic 1:**  
**Annual Program Planning (Program PIE)**

*Purpose: Review for relevant work done this year on AUOs, SAs, Program SLOs, SLOs, & SLGs*

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**Program group members will each share in mixed groups after the break**

Priority Progress Areas & Best Practices

What progress areas in our program do we want to highlight and share with the Division?

Ideas for Division future goals and AUOs

What work to date might inform Division goals and AUOs for the future?

What AUOs might emerge based upon the “Big Picture”?

**Topic 2:**  
**Division Themes (Division PIE)**

*Purpose: To brainstorm Division focus areas for PIE.*

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Each person in the team will share out program progress and ideas for Division goals / AUO's that were generated during their workgroup discussions.

From a Division perspective . . .

What are important outcomes to note as accomplishments so far?

What other important work to date do you feel will have an impact on continues progress of Division Goals?

What Division themes have emerged?

**Topic 3:**  
**Integration / Alignment of Action Plan**

*Purpose: Review and revise the Action Plan*

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Review Action Plan

How has our PIE work moved us forward in our accreditation recommendations?

Action Plan Refinement

What can we update on our Action Plan based on discussions so far today?

Are there Action Plan items where we don't appear to be making progress or we need to report more progress?

Are there areas we are focusing on that are not reflected in our Action Plan and should be added?

## **Topic 4: Vision / SLGs Annual Reflection**

*Purpose: To review the CED Vision Statement and SLGs in relationship to current student data*

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### Student Profile Data Review and Discussion

What changes, patterns, or trends do you see in student data?

### Vision Review

Based on our data, does our vision reflect the needs of our student population?

### SLG Review

Do our SLGs support our vision and student achievement?

Are our SLGs measurable? How are we measuring student achievement in relationship to our SLGs?

# Continuing Education Advisory Group Retreat Agenda

November 7, 2014  
ESL Library (Language Center, 66-130)  
9 a.m. – 3 p.m.

**Purpose:** Three-year review of Division progress on PIE/Action Plan focus areas to inform ACS WASC Mid-cycle Report and ongoing strategic planning.

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- ❖ Welcome/Icebreaker
- ❖ Icebreaker
- ❖ Current Issues
- ❖ Section II: Significant Changes and Developments

– **Break** –

- ❖ Section III: Process for the Development of the Progress Report
- ❖ Section IV: Critical Areas for Follow-Up Progress: Critical Area #3

– **Lunch** –

- ❖ Section IV: Critical Areas for Follow-Up Progress: Critical Areas #1 & 2
- ❖ Section V: Updated Schoolwide Action Plan: Pre-work
- ❖ Wrap-up: Review of Section V Narrative – Action Plan Progress
- ❖ Close

**Save the Date for our next Advisory Meeting: Thursday, April 16<sup>th</sup>**