

# 1. Assessment Plan - Four Column



## PIE - Continuing Education: Regional Consortium for Adult Education Unit

### Narrative Reporting Year

**2018-19**

**Contact Person:** Ryan Whetstone

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**Program Planning Dialog:** The Consortium has focused on collaborative efforts across the region, including adult school site-based college information sessions, counseling, and course offerings related to inform students about college options, create transition opportunities, and move students along college and career pathways. The Mt. SAC School of Continuing Education is integral in facilitating those efforts.

**External Conditions, Trends, or Impacts:** The ongoing operation of the Consortium is mandated by governing state legislation. Originally this was AB 86 which allocated a 25 million dollar planning grant for the establishment of regional consortia comprised of local adult education providers that offer instruction in mandated areas. Further legislation was enacted, AB 104, the Adult Education Block Grant (AEBG), the program has since been re-named at the state level to the California Adult Education Program (CAEP) with the state reiterating to education institution leaders indicating that funding is an ongoing allocation. The state has indicated Local Governance via the Steering Committee is the primary vehicle to determine member effectiveness, performance and accountability.

**Internal Conditions, Trends, or Impacts :** The institutional partners are independently funded adult education provider in K-Adult school districts in the area. New collaborative mandates have called for a paradigm shift for administrators of these campuses to align, leverage and maximize resources to support adult school and college non-credit students meeting CAEP criteria. Data accountability and member effectiveness measures are ongoing issues for the consortium.

**Critical Decisions Made by Unit:** Determining activities to inform students about college options, create transition opportunities, and move students along college and career pathways are decision areas for the Mt. SAC SCE. SCE also serves as the Fiscal Reviewer for consortium members general quarterly financial and annual submissions to the NOVA tracking system.

**Notable Achievements for Theme A: To Advance Academic Excellence and Student Achievement:** The active participation of Mt. SAC, School of Continuing Education in critical areas of consortium activities including consortium Steering Committee, and each subject/service population Work Group has influenced the Advancement of Academic Excellence and Student Achievement through the development of curriculum alignment, the sharing of college resources, programs and processes.

Two members of the Consortium, Madelyn Arballo, Associate Vice President at Mt. SAC, in charge of the School of Continuing Education and George "Rocky" Bettar, Director of Adult and Career Education, Rowland Unified School District, participate on Adult Education Block Grant (AEBG) Statewide Committees to inform the Data and Accountability measures that will guide adult education in California. The Consortium Manager, Ryan Whetstone, was also accepted to the CAEP statewide professional development planning committee.

The Consortium is also supporting the expansion of adult education in the region as the Charter Oak Unified School District has opted to launch an adult education program independently and is relying on Consortium leaders and staff for administrative, instructional and operational guidance.

**Notable Achievements for Theme B: To Support Student Access and Success:** In support of Student Access and Success, the School of Continuing Education has commenced introductory non-credit courses to students attending local adult schools on-site. This is expected to create new pipelines of students interest in Career, Certification and Degree Pathways offered here at the college. Three schools have participated in the adult school site-based classes including Bassett, Pomona and Rowland.

Another activity recently developed is School of Continuing Education Day, where member adult school students are invite to campus to participating in information sessions with instructional and student support staff, along with tours of the campus. Students are provided lunch, bus transportation (for high college interest sites) and parking.

**Notable Achievements for Theme C: Secure Human, Technological, & Financial Resources:** In Securing Human, Technological, & Financial Resources, the college is accessing CAEP funds to leverage support for the instructional development and capacity of college staff as well as new student pipelines to the college.

**Notable Achievements for Theme D: To Foster an Atmosphere of Cooperation and Collaboration:** The School of Continuing Education, as strong partners with our local adult schools, houses the Consortium-wide staff, providing a base of operation, fiscal functions, facilities, physical and technical resources to support the regional effort. The Consortium staff, hired though college channels, is housed at and paid through the college.

All major activities of the consortium are successfully conducted through the infrastructure of the college including the following: twice annual day-long professional development conferences for an average of 140 participants, a Partner Breakfast attended by 29 community partners to for members to promote programs and services; and also serves and the host location for the monthly Steering Committee meetings for the leaders of the consortium.

SCE is also earning the reputation as a leader in collaboration efforts of the consortium as college staff maintain an active presence and participate in an average of seven monthly group and committee meetings.

Mt. SAC hosted a Career Fair in partnership with LA County and invited the Consortium to participate as co-sponsors. Members actively promoted the event with over 300 adult school students attending the event.

**Contributors to the Report:** Ryan Whetstone

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p><b>Data</b> - Ensure equity, access, completion, and success of educational goals for all students.  <b>Status:</b> Active  <b>Goal Year(s):</b> 2018-19  <b>Date Goal Entered (Optional):</b> 04/05/2019</p>	<p><b>Report directly on Goal</b></p>	<p><b>Reporting Year:</b> 2018-19  <b>% Completed:</b> 75            A template for data reporting has been developed to reflect consortium performance, identifying key data points with key markers to highlight gaps in collection. Individual matrices have been developed for each California Adult Education Program outcome reporting area, reflecting state definitions, common standards, and member best practices for collection. Consortium Data work group meetings with key staff from each members have been conducted monthly in support of this process. (05/23/2019)</p>
	<p><b>Request - No Funding Requested -</b> Technology support  <b>Describe Plans &amp; Activities Supported (Justification of Need):</b> California Adult Education Program (CAEP) will improve relevant data reports to Consortium partners relating to student and program</p>	<p><b>Reporting Year:</b> 2018-19  <b>% Completed:</b> 75            The template for reporting outcomes has been created. Best practices related to data collection for the consortium have been captured. The consortium held 8 data meetings this year. Refining the data elements is expected for next year. (05/31/2019)</p>

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outcomes. Specifically, the activities would be to streamline the Consortium outcomes reports, creating tools for Consortium the data technicians, and conducting Consortium meetings.

**Lead:** Ryan Whetstone, Lila Manyweather

**What would success look like and how would you measure it?:**

CRITERIA for success:

- 1) A template that reports overall consortium outcomes will be created
- 2) All 6 CAEP outcomes will have individual reports with consortium members' methods of collecting data provided as best practices
- 3) Consortium data meeting will be conducted at least 8 times per year

**Type of Request:** NON

INSTRUCTIONAL EQUIPMENT:

Tangible property with useful life of more than one year, other than land or buildings improvements, equal and over \$500 per individual item. Used for administrative or non-instructional purposes.

**Planning Unit Priority:** High

<p><b>Student Support</b> - Increase access to high quality student services to support student goals and promote pathways for a diverse noncredit population. <b>Status:</b> Active <b>Goal Year(s):</b> 2018-19</p>	<p><b>Request - No Funding Requested</b> - Existing resources will be used to meeting program goal. <b>Describe Plans &amp; Activities Supported (Justification of Need):</b> ACTIVITIES: Establish onsite college counseling at adult education regional partner sites. Hold workshops, counseling classes, small group and one-on-one</p>	<p><b>Reporting Year:</b> 2018-19 <b>% Completed:</b> 25 1) An active Mt. SAC counseling presence has been established at 3 member adult schools including Baldwin Park, Bassett, and Rowland adult education campuses. 2) A transitional event "SCE Day" was held for member adult school student at the college with over 100 students in attendance in April 2019. 3) 12 Adult school students interested in transition to the college have met directly with a Mt. SAC Counselor to</p>
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sessions. This outreach will also include Mt. SAC on-campus activities to provide student resource information and support.

**Lead:** Ryan Whetstone, Naomi Avila

**What would success look like and how would you measure it?:**

CRITERIA for success:

1. Establish at least 3 locations with on-site counseling workshops, or classes.
2. Host at least one Mt. SAC on-campus activity for K12 adult education students interested in transitioning to college.

**Type of Request:** OTHER OPERATING EXPENSES AND SERVICES: Requests for contracted, legal/ audit, personal/ consultant, rent/ leases, repairs/ maintenance, and other misc. services. May also include request for travel and conference that does not require the assistance of POD.

**Planning Unit Priority:** High

**Documentation Attached?:** No

**One-Time Funding Requested (if applicable):** 0

**On-Going Funding Requested (if applicable):** 0

discuss options and 3 have enrolled in the Mt. SAC Summer STEP Into College Program Course (June 2019).

No additional funding was requested to meet these goals. (07/01/2019)