

# 1. Assessment Plan - Four Column



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

### Narrative Reporting Year

*2017-18*

**Contact Person:** Ryan Whetstone

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**Program Planning Dialog:** The Consortium has focused on collaborative efforts across the region, add from annual plan...

**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) with expanded service population definitions, that provided ongoing funding for members of the consortium provided the participate under this model. 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 were 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. Data accountability and member effectiveness measures are becoming prevalent issues moving forward with the consortium.

**Critical Decisions Made by Unit:** From the college perspective, the level of interaction in the consortium is the primary concern. Mt. SAC (SCE) offered to serve as the Fiscal Reviewer for the Consortium and was affirmed by unanimous vote of the Steering Committee.

**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, Dean 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 a statewide planning committee as well this year.

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.

The Consortium hosted two professional development conferences in the Fall and Spring, focusing on Data and Accountability and Addressing Student Barriers as core themes. Facilitators were engaged from statewide adult education support organizations to provide trainings at those events.

**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 class, Bassett, Pomona and Rowland with approximately 40 students participating in 2017-18.

**Notable Achievements for Theme C: Secure Human, Technological, & Financial Resources:** In Securing Human, Technological, & Financial Resources, the college is accessing AEBG funds to leverage support the instruction 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 was hired through college channels and serves the entire region.

SCE is also earning the reputation as a leader in collaboration as 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 promoted and transported approximately 100 adult school students to the event.

The Consortium also hosted to Partner Breakfast attended by 29 community partners to promote programs and services. Partners also presented and hosted tables to provided on respective services.

Mt. SAC is also advancing the proactive facilitation of adult school-based introductory college courses as three member adult schools are participating at this time.

**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>College Connectedness -</b> Systematically approach adult school consortium members to expand college non-credit course offerings. <b>Status:</b> Active <b>Goal Year(s):</b> 2017-18 <b>Date Goal Entered (Optional):</b> 06/27/2017</p>	<p><b>Report directly on Goal</b></p>	<p><b>Reporting Year:</b> 2017-18 <b>% Completed:</b> 25 3 campuses of our 8 partner institutions have began to implement the off-campus class program. Those are Bassett Adult School, Pomona Adult and Career Education, and Rowland Adult and Community Education. Others are engaging at a basic level but are not offering a MTSAC SCE Course at this time. The lead person for this effort is Naomi Avila, Instructor/Counselor. Campuses requested buses and lunch/refreshments for on-campus tour/information sessions as part of the course.</p> <p>We provided vans through Mt. SAC Transportation on April 25, 2018, for adult school students from Bassett, Pomona and Tri-Community (Covina Valley), and the Mt. SAC School of Continuing Education were provided lunch and participated in an information session and tour on programs, transition and financial aid options at the college. (06/26/2018)</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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**Report directly on Goal**

**No Funding Requested** - No additional college resources are required at this time.  
**Describe Plans & Activities Supported:** The manager and counselor/instructor collaborate with key adult school personnel to establish courses at respective adult schools and to facilitate periodic field trip/information sessions tours of the college for adult school students. We aim to establish an introductory course to serve as a bridge to college access and post-secondary options for students.  
**Lead:** Ryan Whetstone, Naomi Avila  
**Planning Unit Priority:** Medium  
**What would success look like and how would you measure it?:** The criteria for success is that at least one introductory college course is activated at each partner location.  
**Documentation Attached?:** No

**Reporting Year:** 2017-18  
**% Completed:** 25  
 No funds were requested and that goal is in progress based on existing resources. See update on goal. (03/27/2018)

**College partnership** - Systematically approach key consortium members to establish Integrated Education and Training partnership with adult school members of the consortium.  
**Status:** Active  
**Goal Year(s):** 2017-18  
**Date Goal Entered (Optional):** 06/27/2017

**In Progress** - No additional resources needed.  
**Describe Plans & Activities Supported:** Systematically approach key consortium members and offer specific courses that can complement an existing or develop new adult education course that are either academic or career technical/short-term vocational that will form Integrated Education and Training opportunities for students.  
**Lead:** Ryan Whetstone

**Reporting Year:** 2017-18  
**% Completed:** 25  
 Members attended the consortium sponsored, I-BEST Integrated Education and Training in Spring 2017. At this time no members have established a IET Program at this time. (06/14/2018)

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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**Planning Unit Priority:** High  
**What would success look like and how would you measure it?:**  
 Establishment of one Integrated Education and Training model effort with at least three member institutions of the consortium.  
**Documentation Attached?:** No  
**Related Documents:**  
[MTSAC-RC Consortium Overview 2017.pdf](#)

<p><b>Instructional Alignment</b> - Support the instructional alignment of at least one course with each K-Adult member of the consortium.  <b>Status:</b> Active  <b>Goal Year(s):</b> 2017-18  <b>Date Goal Entered (Optional):</b> 06/27/2017</p>	<p><b>No Funding Requested</b> - No resources are requested at this time  <b>Describe Plans &amp; Activities Supported:</b> In the Work Groups of the consortium, identify at least one course or sequence of courses that can be aligned for objectives with the college and member institution.  <b>Lead:</b> Ryan Whetstone  <b>Planning Unit Priority:</b> Medium</p>	<p><b>Reporting Year:</b> 2017-18  <b>% Completed:</b> 75          Two Work Groups in the Consortium, ESL and the ABE/ASE are bringing course outlines are reviewing and creating program alignments. The ESL work group has also created a Universal Report Card that has been put into practice based on those aligned objectives. A third, CTE, is creating a universal Workplace Readiness Course for use across the consortium. (06/14/2018)</p>
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<p><b>Assessment Alignment</b> - Collaborate to establish common metrics with K-Adult partners for students moving across institutions in the region.  <b>Status:</b> Active  <b>Goal Year(s):</b> 2017-18  <b>Date Goal Entered (Optional):</b> 06/27/2017</p>	<p><b>No Funding Requested</b> - No resources are requested at this time.  <b>Describe Plans &amp; Activities Supported:</b> In designated Work Groups where assessments are identified and impact student placement and progress in programs, respective assessments, benchmarks and course placements are aligned across the consortium. Respective college staff have allocation time to participate in meetings, collaborative planning and documentation process.  <b>Lead:</b> Ryan Whetstone  <b>Planning Unit Priority:</b> Medium  <b>What would success look like and</b></p>	<p><b>Reporting Year:</b> 2017-18  <b>% Completed:</b> 25          This topic has been discussed in various work groups. Members have discussed assessments in place and have cited various options. Members have also been informed regarding changes taking place related to implementation of AB 705 and implications for adult education students. (06/14/2018)</p>
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**how would you measure it?:**  
 Documentation for assessment alignment will be distributed across consortium.

**Data Evaluation** - Collaborate to establish common metrics for data element review for program improvement across the consortium.  
**Status:** Active  
**Goal Year(s):** 2017-18  
**Date Goal Entered (Optional):** 06/27/2017

**No Funding Requested** - No funds are requested at this time.  
**Describe Plans & Activities Supported:** Participate in Data Process Review planning in respective consortium Work Group meetings. Share college perspective related to data collection, interpretation and methods to evaluate data to determine trends, gaps and successes in each Work Group. Create action items based on data review to inform program planning and decisions.  
**Lead:** Ryan Whetstone, Lila Manyweather  
**Planning Unit Priority:** High  
**What would success look like and how would you measure it?:**  
 Identify adult school completers who continue enrollment into college programs for term year.  
**Related Documents:**  
[MTSAC RC AEBG 2017 Regional Fact Sheet.pdf](#)

**Reporting Year:** 2017-18  
**% Completed:** 50  
 The Data Work Group has been formed and meetings on a monthly basis for training and review related to consortium data issues. The Consortium held its first Data Retreat to engage to review state standards and data-related issues to date across the consortium. Action items have emerged include the development of a Universal Consortium Data Manual for member guidance. (06/14/2018)