



Minutes

CSS Work Group

Monday, December 4, 2017

10:00 am - 12:00 pm

Baldwin Park

Baldwin Park <input checked="" type="checkbox"/> Adriana Rodriguez	Covina-Valley <input checked="" type="checkbox"/> Charlie Beal <input checked="" type="checkbox"/> Noelle D'ingillo <input checked="" type="checkbox"/> Jamie Razo	Mt. SAC <input checked="" type="checkbox"/> Naomi Avila <input checked="" type="checkbox"/> Cindy Bonilla <input type="checkbox"/> Dalia Chavez <input type="checkbox"/> Sandy Masson <input checked="" type="checkbox"/> Yvette Santillan <input type="checkbox"/> Kelly Velasquez	Consortium: <input checked="" type="checkbox"/> Ryan Whetstone <input checked="" type="checkbox"/> Wanda Pyle <input checked="" type="checkbox"/> Lila Manyweather <input checked="" type="checkbox"/> Sage Overoye Partners/guests present:
Bassett <input checked="" type="checkbox"/> Marlen Martinez	ESGV ROP <input checked="" type="checkbox"/> Veronica Ceballos <input type="checkbox"/> Elia Evans <input type="checkbox"/> Raymond Luong	Pomona <input type="checkbox"/> Catyana Ornelas	
Charter Oak <input type="checkbox"/> Ivan Ayro	Hacienda La Puente <input checked="" type="checkbox"/> Valerie Clifford <input type="checkbox"/> Micah Goins <input type="checkbox"/> Maria Tellez	Rowland <input checked="" type="checkbox"/> Joe Miraglia	

Agenda	
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Minutes 1. Review Minutes 2. Highlights/Updates from Steering Committee 3. Consortium Activities Plan Review of AEBG Conference	<p>Meeting called to order at 10:10 AM – Facilitated by Valerie Clifford.</p> <p>Noelle motioned to approve the minutes from 10/16/2017. Seconded by Marlene. Unanimously approved with the following corrections: Date should read 10/16/2017.</p> <p>There is discussion on how to handle data. Members are trying to decide how much data should be shared with different levels of the consortium (steering committee level, work group level, instructor level). Data should be used to drive our decisions and instruction. Every district is in a different place with this.</p> <p>Most CSS Members attended the CASAS presentation. The soft skills certificate costs approximately \$32 per certificate. There was discussion about centralizing the test taking for this certificate. Charlie motioned that the steering committee review and vote on the following proposal: \$5000 of consortium funds should be contributed to the soft skills certificate testing, seconded by Marlen and unanimously approved.</p>



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<p>Partner Breakfast</p>	<p>This certificate will be useful for students completing high school diploma programs and CTE programs, it will make them more employable. In order to ensure funding is renewed we need to make sure all of the \$5000 is spent and that students are taking advantage of the funding. Ryan will present this to the Steering Committee meeting on Monday 12/11/2017.</p> <p>Jamie suggested having designated networking time/time for collaboration and questions. This could be in the form of breakout rooms/discussion centers (example: CASAS Assessment Room, Workplace Readiness Room, Retention Room, Rubrics Room, Technology Room, etc.)</p> <p>CASAS is willing to send presenters to us for free. If there are any CASAS topics that our consortium is interested in we can bring someone to do professional development on that topic. Val is going to send out the topics from the CASAS summer institute so members can find topics that are of interest to them.</p> <p>The partner breakfast is scheduled for Friday, February 23, 2018 from 8:00 AM - 10:00 AM at Hacienda La Puente Willow Campus-Multipurpose Room. The intention is to invite partners who can send students to us, or place our students into employment/higher education. We also want to invite local elected officials who will support our programs. Wanda shared a contact list from a recent AJCC Partner Meeting.</p> <p>Tentative Agenda:</p> <ol style="list-style-type: none"> 1. Consortium Presentation (5 minutes) - Ryan 2. Individual School Presentations (focused on something unique about each school and sharing success stories) <ul style="list-style-type: none"> Baldwin Park (3 minutes) - Adriana Bassett (3 minutes) - Marlen Charter Oak (3 minutes) - Ivan Covina-Valley (3 minutes) - Noelle & Jamie East San Gabriel Valley ROP (3 minutes) - Veronica Hacienda La Puente (3 minutes) - Val & Micah Mt. SAC (3 minutes) - Naomi, Cindy & Yvette Pomona (3 minutes) - Catyana Rowland (3 minutes) - Joe 3. Partner Presentations (telling us what services they offer) <ul style="list-style-type: none"> AJCCs - Goodwill & MCS 4. Table Time (Tables should be set up on the outskirts with giveaways and networking) <p>Sage will share a google presentation with the group. Each school should Add slides to shared google presentation here by January 9. Ryan will send out information on the registration process by tomorrow (12/5/2017). Members should send out invitations before they leave for winter break. RSVP deadline is Monday, February 5.</p>
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<p>4. AEBG Outcomes /Transitions</p> <p>5. "Best Practices" Handbook Discussion</p>	<p>Ryan will share online registration responses via google sheets with work group members.</p> <p>Mt. SAC is offering an introduction to college course. They will send an instructor to the adult schools and enroll students. This course counts as an AEBG transition. It is a 12 hour course delivered over 2-4 weeks. Naomi is taking the lead on this. Anyone can take this course, but it is best for students who are close to graduation or completion of a certificate.</p> <p>Joe has been updating the Rowland Counselor's Handbook. He will bring the updated version to the next meeting. Members will discuss at a future meeting. Val will set up a template based on the outline, members will complete the following to get started:</p> <ul style="list-style-type: none"> Intake <ul style="list-style-type: none"> Educational & Experiential Background <ul style="list-style-type: none"> Transcripts Joe Test Scores Marlen Pre-Requisites Marlen Assessment <ul style="list-style-type: none"> CASAS Adriana Career Assessments/Interest Inventory Adriana Goal Setting <ul style="list-style-type: none"> Job Outlook Val Timeline Val Identify Barriers and Available Accommodations <ul style="list-style-type: none"> Child Care Unassigned Financial Aid Noelle Transportation Unassigned Disabilities Jamie Orientation <ul style="list-style-type: none"> Cost Overview Yvette Attendance Policies Yvette On Campus Resources Naomi Outside Resources/Partners Naomi Ongoing Guidance/Support Unassigned Completion Unassigned Placement: Employment/Post-Secondary Veronica
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6. Closing Remarks	<p>This Thursday 12/7/2017 there is a cross-program meeting from 1:30 PM - 3:30 PM at Tri-Community Pioneer Campus.</p> <p>Mt. SAC is holding a job and resource fair on (tentative) February 2, 2018. Shelly Laddusaw from Mt. SAC is organizing it and students from all member campuses are welcome to attend. More information to come.</p>
7. Next Time	<p>January 16, 2017 10:00 AM - 12:00 PM @ Rowland</p> <p>Run through partner breakfast. Review best practices handbook progress</p> <p>Meeting Adjourned 12:05 PM</p>

Next meeting: Tuesday, January 16; 10AM – 12:00 PM; @ Rowland