![Mt.SAC Regional Consortium for Adult Education logo]

Minutes

CSS Work Group

Baldwin Park	Hacienda-La Puente	Rowland	Partners/guests present:
☒Adriana Rodriguez	☐Elbia Sarabia ☒Maria Tellez ☐Theresa Petersen ☐Valerie Clifford	☒Joe Miraglia	
Bassett ☒Marlen Martinez	**Mt. SAC** ☒Cindy Bonilla ☒Dalia Chavez ☐Erika Mendoza ☐Joan Wright ☐John Pellitteri ☒Naomi Avila ☐Sherrie Jansen ☒Yvette Santillan	*Tri-Community* Charter Oak Covina Valley ☐Charley Beal ☒Jamie Razo ☒Micah Goins ☒Noelle D'ingillo	
ESGVROP ☐Elia Evans ☒Jennifer DeSantos ☒Raymond Luong	**Pomona** ☒Catyana Ornelas	**Consortium** ☐Lila Manyweather ☒ Ryan Whetstone ☒Sage Overoye ☒Wanda Pyle	

Agenda
- Welcome/Introductions
- Review Minutes from Last Meeting
- "Best Practices" Worksheet
- Educational Plans/Resource Guides
- Spring Conference Planning
- Next Time: Monday May 8th – 10AM @ Tri-Community Pioneer Campus

Minutes	
1. Welcome	Meeting called to order at 10:05 AM – Facilitated by Micah Goins. Noelle shared a career test that uses the Holland Code system to help students find their best career path: https://www.truity.com/ Mt. SAC and ESGV ROP shared that they use multiple online tools to help students find the right career for them. Mt. SAC also uses paper and pencil tests.
2. Review Minutes	Minutes from 3/13/2017 were unanimously approved.

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3. Best Practices 4. Educational Plans/Resource Guides	Members reviewed Intake and Ongoing Guidance and Support sections. They agreed it was comprehensive. The next sections of the best practices tools was discussed: Completion - There is a lot of cross over between completion and ongoing guidance and support. Group discussed the following: - Keep a "potential graduates list" of students who are close to graduating and send them reminders - Hold exit interviews and include career counseling - Rowland uses a contract outlining how many hours a student is willing to commit in class and at home - Have teachers monitor attendance and follow up with students, counselors can also follow up if students do not respond to the teacher - Send reminder post cards when a student stops attending - Provide resources to overcome barriers - Identify and break destructive patterns - Provide students with planners and show them how to use it/fill out a sample week with them – this could happen at orientation - There was discussion on if the consortium can provide student planners, or an app for students to use - Students should participate in goal setting (employment or post-secondary and why they want whatever they want) - Mt. SAC has used the "Why" worksheet - Students should get lots of information on careers, income, etc. - Counselors can do a presentation in the classroom (ex. Opportunities after ESL) Placement – Employment/Post-Secondary - Group discussed the following: - Mandatory workshops (interview, resume, cover letter) - Appointments with counselor for how to job search "How to interview like a boss" - Provide closet of clothes with professional attire for students to borrow or keep - Catyana shared her 4 appointment model Members distributed samples of educational plans and resources. Handouts can be seen in the google drive: https://goo.gl/Am9rNc. Mt. SAC ESL uses a computer generated Ed. Plan with resources on back. Mt. SAC ABE creates the Ed. Plan at the first meeting with a student and a counselor. 211 provides local resources that might be useful for students – you can request promotional materials from them online.

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	Bassett uses a transcript and a grad requirements list with personal notes as an Ed. Plan. Tri-Community uses the "Your Personal Tapestry" document with an Ed. Plan and will eventually integrate the two documents.
5. Spring Conference	Micah, Noelle, Jamie, Dalia, Joe, and Catyana will help facilitate the discussion during the third session of the conference.
6. Next Time	The next meeting is Monday, May 8, 2017 from 10:00 AM – 12:00 PM at Tri-Community. We will continue discussing best practices.

Next meeting: Monday, May 8; 10AM – 12:00 PM; @ Tri-Community - Pioneer Campus