CSS Work Group

Monday, August 28, 2017
10:00 am - 12:00 pm
Baldwin Park

Baldwin Park ☒Adriana Rodriguez	Covina-Valley ☐Noelle D'ingillo ☐Jamie Razo	Mt. SAC ☐Naomi Avila ☐Cindy Bonilla ☐Dalia Chavez ☐Yvette Santillan	Consortium: ☒Ryan Whetstone ☒Wanda Pyle ☐Lila Manyweather ☒Sage Overoye
Bassett ☒Marlen Martinez	ESGV ROP ☐Elia Evans ☐Raymond Luong	Pomona ☐Catyana Ornelas	Partners/guests present:
Charter Oak ☒Ivan Ayro	Hacienda La Puente ☒Valerie Clifford ☒Micah Goins ☒Maria Tellez	Rowland ☒Joe Miraglia	

Agenda
- Welcome to new school year
- Highlights/Updates from Steering Committee
- Review Consortium Activities Plan
- Review CSS Best Practices
- Discussion: data collection & reporting
- Closing Remarks

Minutes	
1. Welcome back	Meeting called to order at 10:12 AM – Facilitated by Valerie Clifford Recognize Micah Goins for his leadership of the work group last year. Agenda Check – no changes
2. Highlights/Updates from Steering Committee	The steering committee has dictated that the conference focus on data accountability and formative assessment. The state has invested $1.5 billion in adult education and they want to see how effective it has been. We need to focus on the measures being put out by the state and continue to promote a positive image to the community. To view white pages and reports released by the state visit http://aebg.cccco.edu/About/Adult-Ed-Block-Grant-Framework/AEBG-Field-Teams. To upload a success story for our newsletter visit http://www.mtsac-rc.org/About/eNews/index.html. Upcoming events/trainings: AEBG Face-to-face trainings: http://aebg.cccco.edu/Events/2017-AEBG-Regional-Training

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	November 17-18: CCAE Conference in Palm Springs November 2-3: ASAP Training in Santa Clara September 20 2PM: National External Diploma Program (NEDP) at Rowland State has released white papers and a finalized data accountability policy report. Documents can be seen here: http://aebg.cccco.edu/About/Adult-Ed-Block-Grant-Framework/AEBG-Field-Teams Work group discussed the following: - CASAS is the summative assessment required by the state - The community colleges are tied to CB21 (rubrics from 2009 that identify levels of competency). Visit http://www.cccbsi.org/cb21-information for more information and to see the rubrics. - There is a gap between adult education and the community college courses (between CB 21 C and CB 21 D). We need to address this gap. - Common Assessment Initiative is a community college placement test being developed: https://www.cccassess.org/ - Report specifies attainment of a "living wage" not minimum wage. You can view a living wage calculator here: http://livingwage.mit.edu/
3. Review activities plan	Conference – October 25: the opening session will go over new information from the state and CASAS reports. The breakout sessions will be work groups where attendees can share and develop new formative assessments. Val suggested that CTE discuss the workplace CASAS and the CASAS soft skills certification. It would be beneficial to bring out a CASAS representative. Counselors & Support Staff Fair/Partner Breakfast – February 2018: We want to promote adult education to partners who can bring us students and improve the reputation of adult education (high school counselors, AJCCs, library literacy programs, elected officials, social services, Cal Learn, Cal Works, mental health, probation officers, vet representatives, etc.) Bring a list of these partners to next meeting. Likely, high school counselors will not be able to attend. As Adult School counselors it is important that you visit the high school counselors a few times a year to remind them of the programs you offer at your site.
4. Review Best Practices	Members present do not have an up-to-date counseling handbook at their schools. The best practices document is a good first step to create this handbook. Sections in the handbook could include: - Intake - Ongoing Guidance and Support

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	• Completion
	• Placement: Employment/Post-Secondary
	• How to organize a student profile/folder
	• Consortium program alignments
	• School specific sections
	• Resources
	• Monthly calendar guide
	     o Academic Calendar Year
	     o Student Calendar Year

5. Discus data collection and reporting	Discuss at next meeting.
6. Closing remarks	AB216 – if a student age 18-22 declares that they are foster youth the adult school can grant them a high school diploma at 130 units. If we want to diminish the stigma around adult education, we need to reach out to high school counselors and show that we are a viable option for their students. The cost of our programs are much lower than private institutions and we should be presented as an option.
7. Next time	Next Meeting: Monday, September 18, 2017; 1:00 PM – 3:00 PM @Bassett Be ready to discuss counselor's role in data collection and reporting. Also, be prepared to create a monthly guide calendar for the handbook. Finally, provide contacts of who to invite to the partner breakfast (Feb 2018).

Next meeting: Monday, September 18; 10AM – 12:00 PM; @ Bassett