



**San Diego Adult Education Regional Consortium (SDAERC)  
Agenda**

**Date:** December 9, 2020

**Time:** 3:00-4:30

**Location:** Online Zoom

**Teleconference Access:** <https://cccconfer.zoom.us/j/95364392008> or by phone: 1 669 900 6833

- Meeting ID: 953 6439 2008

<u>Agenda Item</u>	<u>Lead/Presenter</u>
<b>1. Call to Order</b>	All
<b>2. Adoption of Agenda &amp; Selection of Chair</b>	All
<b>3. Public Comment</b>	
<b>4. Consent Items:</b>	
a. Approval of Minutes 9/17/20	All
b. Certify PY 19/20 Program Area Reporting (Expenditures, Leveraged Funds and Hours)	Kelly Henwood, SDCE
<b>5. Action Items:</b>	
▪ None	
<b>6. Discussion Items:</b>	
a. Career Bridge Pathways Update	Veleka Iwuaba, Faculty Chair ABE/ASE SDCE & Lorie Howell, Dean ABE/ASE
▪ CCR Updates Spring 2021	
b. Professional Development Needs & Updates:	Laurie Cozzolino, SDCE, All
▪ OTAN	Diana Vera Alba, SDCE
▪ Innovation Catalyst Intuit	Sarah Vielma, SDUSD
▪ December Counselor Conference Updates	Alex Berry, SDCE
c. READ San Diego Partnerships	Leah Gualtieri, SDCE
d. Strategic Plan: Data Informed Decision Making	Kelly Henwood, SDCE
e. Strategic Plan: Interagency Transitional Collaborations	Stephanie Lewis, SDCE
▪ Gateway Recruitment	
▪ SDCE Workforce Collaborations	
▪ Promise	
f. Other Strategic Plan Strategies	Open/All
<b>7. Presentation Items: Annual/Strategic Plan Strategies</b>	
a. Introduction and Discussion: K-12 SWP Coordinator for SDCCD Roberto Corona	Sarah Vielma, Director CTE/Adult Education & Rob Corona, K-12 SWP Coordinator with SDCCD
▪ SWP Updates	SDUSD
<b>8. Information Items</b>	
a. Standing Student Services Update	Esther Matthew, Dean of Counseling, SDCE
b. Outreach Roundtable Updates	Tavaris Franklin, Outreach Coordinator, SDCE
c. Upcoming CAEP Due Dates	Kelly Henwood, SDCE
<b>Adjournment: Next Meeting, January 21<sup>st</sup> - 3:00 4:30</b>	

**SDAERC Minutes September 17, 2020**

Item	
<p>1. <b>Call to Order</b></p>	<p><b>Call to order at 3:04pm</b></p> <p><b>Members present:</b></p> <ol style="list-style-type: none"> <li>1. Lorie Crosby Howell, SDCE</li> <li>2. Michelle Fischthal, SDCE</li> <li>3. Leah Gualtieri, SDCE</li> <li>4. Megan Johnson, SDUSD</li> <li>5. Tate Kirsley, SDUSD</li> <li>6. Cat Prindle, SDCE (Proxy for Esther Matthew)</li> <li>7. Nate Sachdeva, SDUSD</li> <li>8. Sarah Vielma, SDUSD</li> </ol> <p><b>Guests:</b></p> <ol style="list-style-type: none"> <li>9. Alex Berry, SDCE</li> <li>10. Margie de Ruyter, SDCOE</li> <li>11. Ron Flores, SDCE</li> <li>12. Debbie Glanz, SDUSD</li> <li>13. Valarie Hardie, SD Public Libraries</li> <li>14. Kelly Henwood, SDCE</li> <li>15. Veleka Iwuaba, SDCE</li> <li>16. Jan Jarrell, SDCE</li> <li>17. Stephanie Lewis, SDCE</li> <li>18. Eric Miller, SDCE</li> <li>19. Maya Panicker, SDCE</li> <li>20. Star Rivera-Lacey, SDCE</li> <li>21. Rachel Rose, SDCE</li> <li>22. Diana Vera-Alba, SDCE</li> </ol>
<p>2. <b>Adoption of Agenda &amp; Selection of Meeting Chair</b></p>	<p>Adoption of Agenda occurred; agenda is approved with no edits.</p> <p>M: Nate Sachdeval 2<sup>nd</sup>: Megan Johnson Discussion: None Abstentions: None All in favor</p> <p>Michelle Fischthal, SDCE Chaired the meeting.</p>
<p>3. <b>Public Comments</b></p>	<p>No public comments</p>
<p>4. <b>Consent Items</b></p> <p>a. Approval of Minutes: 8/14/20</p>	<p>Tabled for next meeting.</p>
<p>5. <b>Action Items:</b></p> <p>a. Approve Initial PY 20/21 Expenditure Plans due 9/30</p>	<p><b>Approve Initial PY 20/21 Expenditure Plans due 9/30 and PY 19/20 Q4 Expenditure Reports-</b> Kelly Henwood, CAEP Consortium Lead, Special Projects Manager</p>

<p>b. PY 19/20 Q4 Expenditure Reports</p>	<p>Discussed state required process for allocations and budgets. Allocations approved and amended twice due to state budget changes. Annual plan approved at last meeting. Expenditure reports for end of program year 2019-2020 was entered as well as preliminary program area expenditures and attendance instructional hours for program year 2019-2020. Next step is to enter annual budgets for programming into NOVA; this is done by each member agency.</p> <p>There was a beginning of the year letter provided in August. This is the official document from the state and can be provided if needed for Board approval. The letter includes accountability and reporting requirements for funds allocated.</p> <p>Data and Tops pro enterprise is needed at the beginning of the year along with the budget expenditure. The budget planning process for SDCE was shared; budgets are prioritized and allocated per program needs through our institution’s program review process. SDUSD also shared their budget planning process. Budgets are allocated around Adult Education and targeted efforts identified in the upcoming year plans (i.e. SD Workforce Partnership). Discussed expectations and plans for use of funds within required CAEP annual expenditure timelines.</p> <p>M: Lorie Crosby Howell 2<sup>nd</sup>: Leah Gualtieri Discussion: None Abstentions: None All in favor</p>
<p>6. <b>Discussion Items:</b> a. SDWP Updates</p> <ul style="list-style-type: none"> <li>✓ SDWP Partnerships: Career Portal, Nate Sachdeva,</li> <li>✓ Gateway: WIOA I Youth RFP</li> </ul>	<p><b>SDWP Updates</b></p> <ul style="list-style-type: none"> <li>✓ SDWP Career Portal- Nate Sachdeva, SDUSD AE</li> </ul> <p>SDUSD AE is using the SDWP (Local Workforce Development Board LWDB) portal for all students and adults within San Diego County which is available for lifetime use. The agreement SDUSD has with SDWP offers one on one job support and includes career workshops and onsite job coaching (i.e. mock interviews, resume building skills, etc.). A challenge faced by SDUSD is engaging students to participate since moving to an online format.</p> <p><b>Action:</b> None</p>

	<p>✓ Gateway: WIOA I Youth RFP- Stephanie Lewis, SDCE</p> <p>Shared current practices and updates in SDCE Career Services. SDCE hosts an employer spotlight in which employers invited share about their company, current openings and what they seek in their employees. This brings in students who would likely not attend an interview workshop by connecting the employer to the student.</p> <p>The Gateway Program offers assistance as well. Currently, in consideration by SDWP for their funding is a dual service delivery model with the RFP coming out soon. One is a Career Center Model focused on the four different areas of San Diego (Metro, North, East and South) and the other looks at different special populations: youth 16-24 that are economically disadvantaged and homeless foster youth. SDCE wil begin working on RFP in October.</p> <p>In support of Career Services efforts at both SDCE and SDUSD, both organizations are working in partnership to promote resources available to students. Information is shared at orientations and various Career and College Transition events. This also helps promote the Gateway Program to SDUSD high school students.</p> <p><b>Action:</b> None</p>
<p>7. <b>Presentation Item(s):</b></p> <ul style="list-style-type: none"> <li>a. SWP Updates</li> <li>b. Career Bridge Pathways Overview</li> </ul>	<p><b>SWP Updates-</b> Alex Berry, SDCE</p> <p>Discussed current Strong Workforce efforts. An overall framework, logistics and examples of where money is invested was shared. A statutory requirement is to align local Strong Workforce strategies with regional priorities. Our Strong Workforce program is fully integrated within our resource allocation process. In addition, CAEP, WIOA II, Perkins funding, whenever possible, is also aligned within our plan elements. A new development from the state will require spending of funds on a 24-month period, instead of a 13-month period with the intent that Strong Workforce will be a key driver in the economic recovery and to invest in resilient recession proof jobs.</p> <p>Investments in round one were mostly on new curriculum, enhancing classroom space and updating technical equipment. Round two investments looked at the broader student journey. Investments were placed in outreach functions, research and professional development. SDCE is the leader in Strong Workforce Outcomes in the region; nine in the state. We are seeing positive trends in retention, completion and employment. Presented current projects at local and regional levels (i.e.</p>

Pathway Navigation Project, Internal Marketing, Strong Workforce Faculty Institute, Faculty Work-based Learning Coordinators).

Discussed potential opportunities in partnering with SDUSD through sector investments. One is investing in the ICT sector which will be a multi-phase project. The first component is to align our curriculum with industry trends and needs. Phase two will be to build out the career pathway which is an opportunity to work with SDUSD by building pathways from K-12 into non-credit and credit. Phase three would be to focus on sustaining efforts and making it a part of how we conduct business.

**Career Bridge Pathways Overview** – Diana Vera Alba, Kelly Henwood, SDCE

Shared worked done over the summer in preparing students for success. Looked at how to offer economic opportunity to students, especially those who are underrepresented in high wage steam careers. Also looked at how to provide 21<sup>st</sup> century skill sets for current and unknown jobs of the future. The purpose for this career bridge pathway is to support undecided adult learners and non-college bounded individuals with short-term workforce preparation certificate opportunities. Reviewed our target population, student outcomes and the potential time in weeks these courses and certificate programs would take place.

Brought in a VISTA Maker Fellow to discuss equipment and stipends needed. Will use CAEP and SWP funds. Looking to do fundraising and create development plans. The goal of the program is that students are certified in jobs that are of high demand. Looking at summer 2021 to start programs, which will comprise of a four to six week workforce preparation certificate that would encompass two courses. Use of a cluster model, exact hours of the program, courses to utilize and potential areas for design maker collaboration with SDUSD are still in discussion.

Provided a preview of another pathways program in development and included in the CAEP annual and strategic plan. This program will offer certificates in the innovation space as well, and give students an opportunity to learn about our services and explore a program they are interested in at the front-end of their education path before committing to a program. The program is modeled after a similar program shared at the Diablo Valley Community College but is tailored to include other components to support our students. Discussed two methods of program exploration (i.e. general overview vs. career tech and career pathways) and opportunity for SDUSD collaboration.

	<p><b>Action:</b> Arrange for a workgroup to continue the conversation on implementing the pathways programs shared in collaboration with SDUSD.</p>
<p>8. <b>Informational Items:</b></p> <ol style="list-style-type: none"> <li>a. Standing Student Services Update</li> <li>b. Region Counselor Conference, December 2<sup>nd</sup>-3<sup>rd</sup></li> <li>c. CAEP Statewide Summit, October 26<sup>th</sup>-29<sup>th</sup></li> <li>d. Upcoming Due Dates</li> </ol>	<p><b>Standing Student Services Update-</b> Esther Matthew, Dean of Counseling, SDCE</p> <ul style="list-style-type: none"> <li>- Updates provided by Cat Prindle.</li> <li>- Busy providing remote counseling via the phone, Zoom appointments and orientation.</li> <li>- Launched new virtual student support centers.</li> <li>- Registration has been a challenge.</li> </ul> <p><b>Regional Counselor Conference December 2<sup>nd</sup>-3<sup>rd</sup>-</b> Alex Berry, SDCE</p> <ul style="list-style-type: none"> <li>- Registration opens in October for this virtual conference.</li> <li>- Link provided in chat.</li> </ul> <p><b>CAEP Statewide Summit, October 26<sup>th</sup>-29<sup>th</sup></b> – Kelly Henwood, SDCE</p> <ul style="list-style-type: none"> <li>- Free and will be held virtually.</li> </ul> <p><b>Upcoming Due Dates-</b> Kelly Henwood, SDCE</p> <ul style="list-style-type: none"> <li>- Noted in packet.</li> </ul>
<p>9. <b>Roundtable</b></p>	<p>Leah Gualtieri, SDCE- LA Unified is having a free regional council meeting, geared towards adult education, next Friday. Will be discussing Distance Learning.</p> <p>Margie de Ruyter, SDCOE- There is a virtual Career Pathways geared towards teachers, students and open it up to parents. Working around course adaptation for distance learning.</p> <p>Sarah Vielma, SDUSD- In initial talks with Intuit Education around sponsoring a design thinking workshop for teachers and taking students through a design thinking process using a model designed for delight. Information will be provided, once a date is confirmed.</p> <p>Valerie Hardie, SDCE- Continuing to support our tutor learner teams that are meeting virtually. Looking forward to discussing pros and cons of connecting virtually.</p>
<p><b>Adjournment</b> <i>Next Meeting: November 19<sup>th</sup>, 3pm-4:30pm</i></p>	<p>Adjourn 4:34pm</p>

## Preview & Submittal

### Submittal

#### 2019-20 Program Area & Leveraged Funds

Submitted

[Unsubmit Actuals](#)

#### Member Representatives

Kelly Henwood

Michelle Fischthal

### Hours of Instruction

CAEP Program Area	Q1 - Q4 Hours of Instruction
ABE/ASE	186433
ESL/El Civics	1297904
AWD	134133
K12 Success	Not Entered
Short Term CTE	1220750
Workforce Reentry	Not Entered
Pre-Apprenticeship	Not Entered
<b>Total</b>	<b>2839220 Hours</b>

### Leveraged Funds by Program Area

Fund	ABE/ASE	ESL/El Civics	AWD	K12 Success	Short Term CTE	Workforce Reentry	Pre-Apprenticeship	T
California Adult Education Program	\$276,151	\$1,335,971	\$125,391	Not Entered	\$1,330,041	Not Entered	Not Entered	\$3,00
CalWORKs	\$154,252	\$1,311,142	Not Entered	Not Entered	\$77,126	Not Entered	Not Entered	\$1,5
NonCredit	\$1,622,696	\$12,186,776	\$1,258,417	Not Entered	\$11,458,219	Not Entered	Not Entered	\$26,5
Perkins	Not Entered	Not Entered	Not Entered	Not Entered	\$428,806	Not Entered	Not Entered	\$4
LCFF	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	
Fees	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	
K12 Adult Ed Jail Funds	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	
WIOA II	\$253,156	\$1,718,914	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	\$1,9
Contracted Services	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	
WIOA I / ITAs	\$131,758	Not Entered	Not Entered	Not Entered	\$197,636	Not Entered	Not Entered	\$3
Other State Grants	\$478,077	\$1,260,855	\$199,024	Not Entered	\$1,083,747	Not Entered	Not Entered	\$3,0
Strong Workforce Program (K12 or College)	Not Entered	Not Entered	Not Entered	Not Entered	\$799,719	Not Entered	Not Entered	\$7
<b>Totals</b>	<b>\$2,916,090</b>	<b>\$17,813,658</b>	<b>\$1,582,832</b>	<b>\$0</b>	<b>\$15,375,294</b>	<b>\$0</b>	<b>\$0</b>	<b>\$37,68</b>

## Certification



48 San Diego Adult Education Regional Consortium - Primary Contact

Kelly Henwood  
Special Projects Manager  
[khenwood@sdccd.edu](mailto:khenwood@sdccd.edu)

Awaiting Approval

Unsubmit Actuals



California  
Community  
Colleges



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## Preview & Submittal

### Submittal

#### 2019-20 Program Area & Leveraged Funds

Submitted

[Unsubmit Actuals](#)

#### Member Representatives

Michael Reynolds

Nate Sachdeva

### Hours of Instruction

CAEP Program Area	Q1 - Q4 Hours of Instruction
ABE/ASE	32805
ESL/El Civics	Not Entered
AWD	Not Entered
K12 Success	Not Entered
Short Term CTE	Not Entered
Workforce Reentry	Not Entered
Pre-Apprenticeship	Not Entered
<b>Total</b>	<b>32805 Hours</b>

### Leveraged Funds by Program Area

Fund	ABE/ASE	ESL/El Civics	AWD	K12 Success	Short Term CTE	Workforce Reentry	Pre-Apprenticeship	Totals
California Adult Education Program	\$1,748,326	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	\$1,748,326
CalWORKs	\$0	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	\$0
NonCredit	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	\$0
Perkins	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	\$0
LCFF	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	\$0
Fees	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	\$0
K12 Adult Ed Jail Funds	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	\$0
WIOA II	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	\$0
Contracted Services	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	\$0
<b>Totals</b>	<b>\$1,748,326</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,748,326</b>

### Certification

48 San Diego Adult Education Regional Consortium - Primary Contact

Kelly Henwood  
 Special Projects Manager  
[khenwood@sdccd.edu](mailto:khenwood@sdccd.edu)

Awaiting Approval

Unsubmit Actuals

## Focus #1: Student Population “I know what I want to do”



CCR + Intro CTE  
Course: Workforce  
Preparation  
Certificate

### CTE Intro Courses

- Automotive
- **Child Care Careers**
- Clothing & Textiles
- Construction Trades
- Digital Media
- **Hospitality/Culinary**
- **Healthcare**
- Skilled & Tech Trades

## Need More Supports for Success

### Design

- Offered in Summer of 2021
- Cohorts of 25-40 students in a Pathway
- Currently 3 Intro Courses completed
- Sequencing includes CCR and then Intro Course
- College and Career Readiness Part 1 & Part 2 or a revised shortened version of CCR
- Most CTE Introductory Courses are 40 - 80 hours

### Student Focus

- SDUSD Graduates (AE and Comp HS)
- Seniors in Spring Semester if they are 18+
- Some who started CCTE but may not have completed Pathway

### Additional Considerations

- Map data: pathways for potential students from SDUSD by:
  - High School,
  - Non College going rates (Clearinghouse)
  - Zip
  - Age
  - CCTE area
  - CCTE pathway completion numbers
- Look at Credit by Exam options
- Review and timing for schedule of CTE Intro Course Orientations
- Time schedule of Intro courses after CCR

## Focus #2: Student Population: “I don’t know what I want to do”

## Need Exploration and Supports for Success



**CCR + Bridge  
Exploration  
Course: Workforce  
Preparation  
Certificate**

### CTE Bridge & Exploration

- Career exploration
- Interest inventories
- Foundational skills
- Tours and Speakers
- Visits by CTE faculty and see classroom space
- Design thinking
- Makers center exposure

### Design

- 5-6 weeks
- Shortened CCR and CTE Bridge/Exploration
- Cohorts of 25-40 students
- Sequencing includes CCR (condensed) and Exploration Course

### Student Focus

- SDUSD Graduates (AE and Comp HS)
- 5th Year Seniors
- Summer Graduates
- ELL students who didn't take CCTE
- Seniors who may have started CCTE but not completed Pathway

### Additional Considerations

- 
- Course Numbers INTD 500 and INTED 501 determination or a new course
- Dependent on Curriculum Requirements and Course Development
- Map data: pathways for potential students from SDUSD by:
  - AE By site
  - Non College going rates (Clearinghouse) by HS
  - Can we also see by Zip, Age
  - CCTE Data by Program, Zip, and Pathway completion numbers

## 12/9/20 SDAERC: Discussion Item: CCR College and Career Readiness Updates -Spring 2021

### Background Information:

- ✓ See email below and links from Dr. Veleka Iwuaba Program Coordinator

### Discussion Points:

- 1) Dates for Upcoming Courses
- 2) Does SDUSD have an idea right now of which students and how many will want to take the course this spring?
- 3) Timeframes so that they will be ready for spring HSD Completion?
- 4) Would any be appropriate to take now, eg not as a last class?
- 5) What might SDUSD students and instructors need to help support enrollment?

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**From:** Veleka Iwuaba

**Sent:** Tuesday, November 10, 2020 10:26 AM

**To:** Terri Duran; Jo Hart-Lloyd; Semret Hailemariam; Carolina Gonzalez; Francisco Manzano; Cat Prindle; Marisa Gonzalez; Denise Munoz; Cindy Thompson; Suzanne Bueno; [cwise@sandi.net](mailto:cwise@sandi.net); Debra Villegas; Esmeralda Escamilla; McCollum Rosalina; Megan Johnson; Nicole Drake; Sandra Piper

**Cc:** Lorie Howell; Nate Sachdeva; Sarah Vielma; Marne Foster; Chinazom Iwuaba; Annette Rios; Kirsley Tate

**Subject:** Spring 2021 Career and College Readiness (CCR) Enrollment Intent Request form and flyer

Hello All,

Please find the shareable links below for both SDCE and SDUSD students to express their intent to enroll in the Career and College Readiness course for Spring 2021. We will be offering 4 sections: 2 for Session 1 (day and evening), and 1 day class for sessions 2 and 3 (please refer to the flyer for details).

I have made some minor modifications to the Intent forms, both have a new question, asking the students if the CCR course is their last class, they both have the flyer embedded into the form for student viewing (same as last time). The Intent form for SDUSD also has a link embedded to get students started on obtaining a CSID number if they do not already have one. Not sure if this is needed for SDCE students but I know that it is just one of many barriers for SDUSD students, hopefully this will help.

\*\*\*Students who have made their intentions known will be contacted two weeks prior to the start of the course by Annette Rios with a letter containing next steps and enrollment instructions. Enrolled students will be contacted by the instructor no later than the weekend before the class starts with Zoom instructions.

Finally, please also be sure to review the links to make sure that I have provided the correct link for the correct student population.

**SDCE Students ONLY - [SDCE Career and College Readiness Intent to Enroll Request](#)**

**SDUSD Students ONLY - [SDUSD Career and College Readiness Intent to Enroll Request](#)**

Thank you all for all that you do and have an excellent rest of the semester!



# Career and College Readiness Enrollment Request - Online Instruction with Zoom Meetings

Spring 2021 - Online Career and College Readiness (CCR) Course

All Career and College Readiness Courses have two parts that must be taken as a set (one after the other) for a total of 6-weeks:

Part 1: M-F for 2 weeks

Part 2: M-Th for 4 weeks

\* \* See flyer below for times and dates

Spring 2021 Instructors:

Dr. Chinazom Iwuaba ([ciwuaba@sdccd.edu](mailto:ciwuaba@sdccd.edu))

Marne Foster ([mfooster@sdccd.edu](mailto:mfooster@sdccd.edu))

Dr. Veleka Iwuaba ([viwuaba@sdccd.edu](mailto:viwuaba@sdccd.edu))

Contact us at [sandiegoadultschool@sandi.net](mailto:sandiegoadultschool@sandi.net) or the Career and College Readiness Coordinator, Dr. Veleka Iwuaba for questions: [viwuaba@sdccd.edu](mailto:viwuaba@sdccd.edu)

\* Required

Email address \*

Your email

---

Student's first and last name: \*

Your answer

---



Please list your CSID# here in a 10-digit format (for numbers less than 10 digits add zeros to the beginning of the number). If you do not have a CSID# start here to obtain one <https://sdce.edu/services/registration-enrollment> Apply for both CE and CEHS.

Your answer \_\_\_\_\_

Which SDUSD Adult Education HSDP site does the student attend? \*

Choose ▼





## Spring 2021 Career and College Readiness Flyer



### INTD 500: Career and College Readiness

- » Free class
- » Bring a friend, learn and grow together
- » Develop Soft Skills, for improved job retention
- » Improve Communication
- » Stress Management
- » Learn Working and Learning Styles
- » Increase academic, professional, and personal confidence

### Spring 2021 Schedule: Online

(Lecture/Zoom attendance is mandatory)

#### Session 1 (DAY):

February 1st - March 11th Parts I & II

**Part I:** 2/1 - 2/12 Mon - Fri 12:00 pm - 4:00 pm

**Part II:** 2/16 - 3/11 Mon - Thurs 12:00 pm - 2:30 pm

**Instructor - Chinazom Iwuaba**

#### Session 1 (EVENING):

February 1st - March 11th Parts I & II

**Part I:** 2/1 - 2/12 Mon - Fri 5:30 pm - 9:30 pm

**Part II:** 2/16 - 3/11 Mon - Thurs 5:30 pm - 8:00 pm

**Instructor - Marne Foster**

#### Session 2 (DAY):

March 15th - April 30th Parts I & II

**Part I:** 3/15 - 3/26 Mon - Fri 12:00 pm - 4:00 pm

**Part II:** 4/5 - 4/30 Mon - Thurs 12:00 pm - 2:30 pm

**Instructor - Veleka Iwuaba**

#### Session 3 (DAY):

May 5th - June 11 Parts I & II

**Part I:** 5/5 - 5/15 Mon - Fri 12:00 pm - 4:00 pm

**Part II:** 5/17 - 6/11 Mon - Thurs 12:00 pm - 2:30 pm

**Instructor - Chinazom Iwuaba**

#### Contact Student Services:

- **Chavez**, SDCECesarChavez@sdccd.edu
- **ECC**, SDCEECC@sdccd.edu
- **Mid City**, SDCEMidCity@sdccd.edu
- **North City**, SDCENorthCity@sdccd.edu
- **West City**, SDCEWestCity@sdccd.edu

#### Tools needed for Online success:

- An Internet-ready device (desktop, laptop, tablet, smart phone)
- Internet access
- An open mind and willingness to learn!

Every effort is made to verify the accuracy of the information provided in this announcement. Information may change, or be eliminated without notice. The San Diego Community College District is governed by its Board of Trustees. No oral or written assessment is binding on the San Diego Community College District without the

**SAN DIEGO  
CONTINUING**



Which Career and College Readiness Spring 2021 Session would you like to attend (choose 1)? \*

Choose 

Is this your last class needed to graduate? \*

- Yes
- No
- I don't know
- Other: \_\_\_\_\_



I understand that: \*

Yes

The course is limited to the first 25 enrollments per session.

I will attend virtual lectures via video conferencing and non-attendance may result in being dropped from the course

I must be enrolled to attend the Zoom meetings

I will be contacted by the Career and College Readiness Instructor via the email information I supplied with directions on how to enroll in the course, once enrolled I will receive an email confirming enrollment into the Career and College Readiness course.

Course may be cancelled due to low enrollment, you will be referred to the next available Career and College Readiness course as appropriate

A copy of your responses will be emailed to the address you provided.

Submit

Never submit passwords through Google Forms.



**LEA Host:** San Diego Unified School District

**College District:** San Diego Community College District

### K12 PATHWAY COORDINATOR STATEMENT OF WORK

<b>Objective 1:</b> Act as a point of contact for and work with high school and community college CTE programs, Regional Directors for Employer Engagement, the Centers of Excellence and other workforce development stakeholders to effectively and efficiently engage employers and industry representatives with the intent of building and strengthening K14 pathways that respond to industry needs and facilitating industry connections with K–14 career technical education programs.			
Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
<b>1.1</b> Regular engagements with the Regional Consortia, Regional Consortia Chair, K14 TAP, Regional Directors for Employer Engagement and other Technical Assistance Professionals associated with the work to ensure consistent reporting and accountability.	<ul style="list-style-type: none"> <li>● Participate in monthly Career Pathways workgroup, bi-annually MS/HS Engagement workgroup, and monthly WDC meetings</li> <li>● Collaborate with other K12 PCs in monthly Community of Practice to keep technical assistance consistent</li> </ul>	Ongoing 2020-21	K12 PCs K14 TAP Regional Chair Workgroup leads
<b>1.2</b> Participation in the region’s annual process for developing and revising its regional plan. <ul style="list-style-type: none"> <li>● Become a resource for K12 LEAs in service area on the SDIC Regional Plan</li> </ul>	<ul style="list-style-type: none"> <li>● Participate in monthly Career Pathways workgroup, bi-annually MS/HS Engagement workgroup, and monthly WDC meetings</li> <li>● Share regional priorities with K12 partners</li> </ul>	Ongoing 2020-21	K12 PCs, K14 TAP Regional Chair
<b>1.3</b> Coordinate industry and workforce development outreach efforts with the K14 Technical Assistance Provider, California Community College Regional Directors and State Department of Education Industry Sector Leads.	<ul style="list-style-type: none"> <li>● Attend and support 4-6 K14 CTE advisory committees and meetings or as needed</li> <li>● Ongoing communication with K14TAP, Regional Directors, and Director of Strategic Partnerships</li> </ul>	Ongoing 2020-21	K12 PCs K14 TAP Regional Chair LEAs CCD Staff

**LEA Host:** San Diego Unified School District

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### K12 PATHWAY COORDINATOR STATEMENT OF WORK

<b>Objective 2:</b> Provide technical assistance to inform the development and implementation of CTE curriculum. Support faculty collaboration to ensure sequential CTE courses align with regional post-secondary pathways.			
<b>Activities</b>	<b>Measurable Outcomes</b>	<b>Timeline (Month/Year)</b>	<b>Responsible Persons</b>
<b>2.1</b> Developed partnerships with local education agencies, K12 Districts within the service area, and with the assigned CCD	<ul style="list-style-type: none"> <li>● Reach out to LEAs in service area</li> <li>● Create and maintain contact list of key personnel for K12 and CC</li> <li>● Build and continue strong relationships with LEAs</li> <li>● Completed 35 needs assessments for K12 districts in service area</li> <li>● Project database in place for K12 SWP grantees in service area; utilized to monitor progress and outcomes</li> </ul>	Ongoing 2020-21	K12 PC LEAs CCD Staff
<b>2.2</b> Support connection with feeder K12 administrators, counselors, and teachers.	<ul style="list-style-type: none"> <li>● Participate in 3 workshops/meetings with K12 administrators, counselors, and teachers</li> <li>● Support connections across district LEAs</li> </ul>	Ongoing 2020-21	K12 PC LEA Leadership HS Counselors HS Teachers
<b>2.3</b> Work with LEAs to increase knowledge and use of labor market data supplied by the CCCC Center of Excellence.	<ul style="list-style-type: none"> <li>● Participate in 3 modules of LMI training with Centers Of Excellence</li> <li>● Provide and explain labor market resources at 2-4 meetings for K12 SWP grantees, LEAs and CC staff as needed</li> </ul>	Ongoing 2020-21	K12 PC LEA Leadership HS Counselors Teachers CCD staff

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### K12 PATHWAY COORDINATOR STATEMENT OF WORK

<b>Objective 3:</b> Facilitate the use of data to identify existing pathways and gaps among K12 and community colleges and help make recommendations for furthering pathway development.			
<b>Activities</b>	<b>Measurable Outcomes</b>	<b>Timeline (Month/Year)</b>	<b>Responsible Persons</b>
<p><b>3.1</b> Facilitate the use of data to identify existing pathways and gaps among K12 feeder districts and help make recommendations for furthering pathway development.</p>	<ul style="list-style-type: none"> <li>● Review data in Tableau K12 to CC Program Finder (from COE) and submit updates or changes to K14 TAP and COE</li> <li>● Attend 1 Cal-PASS Plus training</li> <li>● Review site pathway data in Cal-PASS Plus and CALPADS data reports</li> <li>● Review district CTE plans and grant applications</li> <li>● Make recommendations for pathway development as needed</li> </ul>	<p>Ongoing 2020-21</p>	<p>K12 PC K14 TAP LEA Leadership, HS Counselors, Teachers</p>
<p><b>3.2</b> Assist LEAs and community colleges with using Cal-PASS Plus to assess student’s transitions from K12 to community college.</p>	<ul style="list-style-type: none"> <li>● Attend 1 Cal-PASS Plus training</li> <li>● Confirm Cal-PASS Plus accounts are up to date (MOUs in place)</li> <li>● Identify key personnel and possibility of cross training with K12 and community college on Cal-Pass Plus.</li> </ul>	<p>Ongoing 2020-21</p>	<p>K12 PC K14 TAP LEA Leadership CC Leadership</p>
<p><b>3.3</b> Identify and use data to review K14 pathway development and implementation</p>	<ul style="list-style-type: none"> <li>● Participate in 1 Cal-PASS Plus training workshop</li> <li>● Review LEA CTEIG evaluation and make recommendations as needed</li> <li>● CTE Inventory tool is utilized and updated to showcase all CTE programs, courses, and pathways to include alignment to the community college</li> </ul>	<p>Ongoing 2020-21</p>	<p>K12 PC LEA Leadership</p>

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### K12 PATHWAY COORDINATOR STATEMENT OF WORK

<b>Objective 4:</b> Inform and support the development and implementation of college and career exploration. Liaise with LEAs to ensure college and career exploration are embedded within CTE courses.			
<b>Activities</b>	<b>Measurable Outcomes</b>	<b>Timeline (Month/Year)</b>	<b>Responsible Persons</b>
<b>4.1</b> Disseminate Model Pathways and Curriculum	<ul style="list-style-type: none"> <li>● Share model pathways and curriculum within region</li> <li>● Collaborate with other regional PCs and K14 TAP to develop a resource bank of model practices</li> </ul>	Ongoing 2020-21	K12 PC K14 TAP
<b>4.2</b> Assist K12–community college network development by identifying, documenting, and disseminating examples of emerging, promising, and best practices for pathway development and pathway improvement initiatives.	<ul style="list-style-type: none"> <li>● Attend and participate in K12 SWP awardees showcase meetings</li> <li>● Review district CTE plans</li> <li>● Identify if/where pathway development is needed</li> <li>● Provide suggestions for improvement</li> <li>● CTE Inventory tool is utilized and updated to showcase all CTE programs, courses, and pathways to include alignment to the community college</li> </ul>	Ongoing 2020-21	K12 PC K14 TAP LEA Leadership HS Teachers HS Counselors
<b>4.3</b> Plan and implement training and professional development for local districts and schools.	<ul style="list-style-type: none"> <li>● Survey professional learning needs in the region</li> <li>● Develop workshops and/or webinars for CTE teachers and leaders</li> <li>● Pre-planning and application meetings with LEAs</li> <li>● Inform LEAs of application opportunities, processes and resources</li> </ul>	Ongoing 2020-21	K12 PC K14 TAP LEA Leadership HS Teachers
<b>4.4</b> Promote strategies that support students to successfully complete K12 and transition to community college, other post-secondary institutions and employment.	<ul style="list-style-type: none"> <li>● Review data on number of students receiving articulated credit</li> <li>● Collaborative training opportunities between K12 SWP grantees, local LEAs and community college</li> </ul>	On-going 2020-21	K12 PC K14 TAP

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### K12 PATHWAY COORDINATOR STATEMENT OF WORK

	<ul style="list-style-type: none"> <li>● Agendas, meeting minutes, and inventory of deliverables to document outcomes</li> </ul>		
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<b>Objective 5:</b> Support postsecondary transitions and completion. Encourage and facilitate the intersegmental work between LEAs and Community Colleges.			
Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
<p><b>5.1</b> Encourage high-quality implementation and expansion of early college credit.</p>	<ul style="list-style-type: none"> <li>● Connect CC CTE Transitions specialists with HS teachers and counselors, student services</li> <li>● Connect CC administrators with HS administrators</li> <li>● Document promising practices and problems of practice</li> <li>● Database created and updated for early college credit courses (articulation, dual enrollment, and concurrent enrollment) including CCAP agreements for local LEAs</li> <li>● Arrange and support ongoing meetings between K12 faculty and college faculty based on pathway or discipline/sector</li> </ul>	<p>Ongoing 2020-21</p>	<p>K12 PC K14 TAP CC Staff</p>
<p><b>5.2</b> Coordinate with local community college's Office of Outreach to support a comprehensive program of student outreach and recruitment services for prospective students from feeder K-12 school districts.</p>	<ul style="list-style-type: none"> <li>● Connect CC outreach staff with local high school teachers and counselors.</li> <li>● Participation in 2-3 student outreach events/workshops, including advising, application workshops, presentations, campus tours and visits, conferences, college fairs, etc. as evidenced by record of activities/calendar</li> </ul>	<p>Ongoing 2020-21</p>	<p>K12 PC K14 TAP CC Staff HS Counselors</p>



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**K12 PATHWAY COORDINATOR STATEMENT OF WORK**

	<ul style="list-style-type: none"> <li>• Arrange and support ongoing meetings between K12 faculty, counselors and key personnel with college student services.</li> <li>• Event Planning and Support through sharing information with LEAs</li> <li>• Increase awareness of SWP projects and work plans</li> </ul>		
<p><b>5.3</b> Coordinate with Student Services in advising and support services designed to facilitate course registration for concurrently enrolled high school students; collaborate with instructional divisions to develop and coordinate course offerings at area high schools.</p>	<ul style="list-style-type: none"> <li>• Build and continue strong relationships with CC Student Services</li> <li>• Build and continue strong relationships with CC instructional divisions</li> <li>• Coordinate and assist with workshops where CC staff visit local high schools to promote registration at CC</li> </ul>	<p>Ongoing 2020-21</p>	<p>K12 PC K14 TAP CC Staff LEA Leadership HS Counselors</p>
<p><b>5.4</b> Develop and direct programs to inform K-12 students, teachers, counselors, parents, and the public about pathway opportunities available at partnering community colleges.</p>	<ul style="list-style-type: none"> <li>• Review and make suggestions for LEA marketing measures</li> <li>• Share CC CTE marketing materials with LEAs</li> <li>• Disseminate regional marketing information (one-pagers, Career Education Guide) to K12 students, teachers, parents and counselors</li> <li>• Disseminate information regarding CTE related topics and events</li> <li>• Outreach to students and families (including charters) regarding events, pathways and programs</li> <li>• Consistent messaging that focuses on K12 students'/family's interests, concerns and aspirations</li> </ul>	<p>Ongoing 2020-21</p>	<p>K12 PC, K14 TAP CC staff LEA Leadership, HS Counselors, Teachers K12 Students/ Families</p>

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### K12 PATHWAY COORDINATOR STATEMENT OF WORK

	<ul style="list-style-type: none"> <li>Workshops for families to become familiar with CTE and pathways in grades K-12</li> </ul>		
<p><b>5.5</b> Coordinate with Statewide, regional and local development and distribution of student outreach publications and marketing communications to prospective students, school district personnel, and community members.</p>	<ul style="list-style-type: none"> <li>Work with K14 TAP to get regional marketing information (one-pagers, Career Education Guide) to stakeholders</li> <li>Support the development of marketing materials for students, families and key personal (eg- counselors)</li> </ul>	Ongoing 2020-21	K12 PC K14 TAP COE Staff K12 LEAs
<p><b>5.6</b> Plan and implement training and professional development for local districts and schools.</p>	<ul style="list-style-type: none"> <li>Survey 5 LEAs in the service area for professional learning needs</li> <li>Develop 2-3 workshops and/or webinars for CTE teachers and leaders one-on-one and/or in groups</li> </ul>	Ongoing 2020-21	K12 PC, K14 TAP LEA Leadership HS Teachers HS Counselors

**Objective 6:** Provide technical assistance to inform the development of work-based learning opportunities.

Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
<p><b>6.1</b> Engage local support from industry and local workforce development agencies for implementation of CTEIG and K12 Strong Workforce Program to promote relevance and value of education pathways for students' career preparation.</p>	<ul style="list-style-type: none"> <li>Attend and support 4-6 K14 CTE advisory committees and meetings or as needed</li> <li>Ongoing communication with K14TAP, Regional Directors, and Director of Strategic Partnerships</li> </ul>	Ongoing 2020-21	K12 PC K14 TAP LEA Leadership
<p><b>6.2</b> Coordinate industry and workforce development outreach efforts with the K14 Technical Assistance Provider, California Community College Regional Directors and State Department of Education Industry Sector Leads.</p>	<ul style="list-style-type: none"> <li>Attend and support 4-6 K14 CTE advisory committees and meetings or as needed</li> </ul>	Ongoing 2020-21	K12 PC, K14 TAP Regional Chair(s) LEA Leadership HS Teachers
<p><b>6.3</b> Support implementation of career exploration curriculum, such as CalCRN and Get Focused, Stay Focused.</p>	<ul style="list-style-type: none"> <li>Identify LEA career exploration needs</li> </ul>	Ongoing 2020-21	K12 PC, K14 TAP LEA Leadership HS Counselors

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### K12 PATHWAY COORDINATOR STATEMENT OF WORK

	<ul style="list-style-type: none"><li>• Provide 1 professional development workshop and resources as needed to CTE teachers to embed career exploration</li><li>• Identify and share curriculum used amongst K12 awardees and other LEAs</li><li>• Working with LEAs to create career exploration opportunities with students and families in feeder elementary and middle schools (grades K - 8)</li></ul>		HS Teachers K12 Students/ Families
<b>6.4</b> Plan and implement training and professional development for local districts and schools.	<ul style="list-style-type: none"><li>• Survey 5 LEAs for professional learning needs in the region</li><li>• Develop 2-3 workshops and/or webinars for CTE teachers and leaders</li></ul>	Ongoing 2020-21	K12 PC, K14 TAP LEA Leadership HS Teachers HS Counselors

## AEP Due Dates

*\* Items with an asterisk are consortium deliverables*

### December 2020

- **Dec 1:** July 1, 2019 to June 30, 2020 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium
- **Dec 1:** 18/19, 19/20, & 20/21 member expense report due in NOVA (Q1)
- **Dec 31:** 18/19, 19/20 & 20/21 Member Expense Report certified by Consortia in NOVA (Q1)
- **Dec 31:** End of Q2

### January 2021

- **Jan 31:** Student Data due in TOPSPro (Q2)

### February 2021

- **Feb 28:** Preliminary allocations for 2021-22 and 2022-23 released by this date.

### March 2021

- **Mar 1:** 18/19 and 19/20 and 20/21 Member Expense Report due in NOVA (Q2)
- **Mar 1:** Close out of 18/19 Member Funds due in NOVA
- **Mar 31:** 18/19 and 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q2)
- **Mar 31:** Close out of 18/19 funds in NOVA certified by Consortia in NOVA
- **Mar 31:** End of Q3

### April 2021

- **Apr 30:** Student Data due in TOPSPro (Q3)

### May 2021

- **May 2:** CFADS for 2021-22 due in NOVA

### June 2021

- **Jun 1:** 19/20 and 20/21 Member Expense Report due in NOVA (Q3)
- **Jun 30:** 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q3)
- **Jun 30:** End of Q4

### August 2021

- **Aug 1:** Student Data due in TOPSPro (Q4) FINAL
- **Aug 15:** Annual Plan for 2021-22 due in NOVA

### September 2021

- **Sep 1:** 19/20 and 20/21 Member Expense Report due in NOVA (Q4)
- **Sep 1:** July 1, 2020 to June 30, 2021 expenses by program area due (estimates only) in NOVA
- **Sep 1:** 19/20 and 20/21 Member Expense Report due in NOVA (Q4)
- **Sep 30:** 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q4)
- **Sep 30:** 21/20 Member Program Year Budget and Work Plan due in NOVA
- **Sep 30:** End of Q1