

LAKE TAHOE ADULT EDUCATION CONSORTIUM

10/05/2016

12:30pm – 1:45pm

LTCC Aspen Room and
Conference Call:
888-450-4821
Passcode: 367268

Assessment & Transition Working Group (A&T)

Co-Chairs: Jeremy Brown, Director of Institutional Effectiveness
Bob Grant, LTUSD

Facilitator: Michael Ward, HighBar Global

Recorder: ADVANCE Staff

Partners: Bob Albrecht, Maxine Alper, Susan Baker, Rich Barna, Aaron Barnett, Danielle Bogan, Jeremy Brown, Denise Castle, Angelo Clelan, Christopher Croft, Alexis Foley, Lisa Foley, Laura Fruitman, Frank Gerdeman, Sue Gochis, Bob Grant, Lt. Terrell Green, Holly Greenough, Steve Heggen, Pat Harnett, Kathy Haven, Chad Houck, Ivone Larson, Bill Martinez, Cindy Martinez, Wendi McCray, Barbara Mick, Katharine Miller, Cristina Nunez, Sabrina Owen, Randy Peshon, John Pillsbury, David Publicover, Shane Reynolds, Michelle Risdon, Laura Salinas, Kim Stephenson, Gary Sutherland, Tere Tibbetts, Patrick Traynor, Pete Van Arnum, Michael Ward, Cheri Warrell, Brian Williams, Jenny Wilson, Jude Wood
Present Call-in

AGENDA ITEMS

Topic	Timing	Approach or Action Needed	Agreements/ Notes
1. Welcome, Introductions	10 min	Preview Agenda, Brief Updates from Partners	Frank welcomed the group and introductions were made.
2. Director's Report	15 min	Information Updates	Frank announced that CommunityPro Suite data sharing agreements have been completed by LTCC, El Dorado County of Education, and Alpine County. Denise Castle stated that she will check on JOIN, Inc.'s approval status and Bob Grant stated that LTUSD's lawyers are currently reviewing the agreement. Contact Frank with any questions regarding CommunityPro Suite. Frank stated that joint information sessions held by ADVANCE, JOIN, Inc., El Dorado and Alpine will start in November. The sessions will provide information on programming opportunities for participants and follow-up advising appointments with appropriate program staff will be scheduled for those interested. Frank stated that he will be presenting to the LTCC Foundation

			<p>Board this month and reminded members that he is available to present to their organizations to share more about ADVANCE. Michael began a group discussion around requesting scholarships for traditional adult education students and Frank stated that he has this on his agenda. Example given by Frank of ADVANCE graduate looking to move into credit classes with a pathway plan in place. Discussion around Incarcerated Student Program (ISP) and how to tie ADVANCE advising, etc., into their work. See notes in google document.</p>
<p>3. Work Plan Update</p>	<p>15 min</p>	<p>Presentation/review of previous and current month (September/October)</p>	<p>Frank announced that staff are close to finalizing the joint orientation schedule in Alpine and Denise Castle will confirm the schedule with JOIN, Inc. staff. Frank stated that TASC testing may be incorporated into the same evenings. Frank stated that advising will be the primary drive for enrollment within a couple of years, but initially, will start with information sessions and utilize interest forms to help fast track participants. Michael recommended bringing in ADVANCE graduates to orientations in the future. Discussion began around building a bridge for ISP students and Frank stated that he will discuss with Gary Sutherland to determine what is already in place for that population.</p> <p>Moving into October's work plan, Frank stated that the interest survey is close to being finalized, the joint orientation meeting has been completed and schedule close to finalized, and training for the P2 Plan document will be scheduled.</p> <p>Frank and Alexis presented on the Personal Profile document and noted that it can be completed through a guided workshop,</p>

			<p>independently for higher level students and it is easily deployable in a short-time period. Once complete, the learner meets with Alexis to build their personal pathway plan. Highlights of the document include:</p> <ul style="list-style-type: none"> • Learning style inventory/reflection • Time management/reflection • Resume history • Goal Review • Personal Essay <p>Frank sent the document to CommunityPro Suite staff to see if it can be digitized and emphasized that it can be combined with other plans currently in place. Frank requested feedback from Denise Castle. Bob Grant suggested using non-academic language to start as an entry place (i.e. "Story of me" versus "Essay"). The document is in both English and a Spanish/English hybrid version.</p>
4. 3-month Work Plan	20 min	Review, update and build out next three months on the work plan (November-January)	See google document notes: ADVANCE/LTAEC Project Management Plan
5. New/Other Business	10 min	Discussion of marketing/outreach and/or professional development needs	See google document notes: ADVANCE/LTAEC Project Management Plan
6. Next Steps A&T Meetings – 1 st Wednesday	5 min	Action Items Review Next meeting: 11/2/16	<ul style="list-style-type: none"> • Alexis and Jeremy will meet with Frank and Michael prior to next meeting to review important agenda items. • Frank asked members to consider extending this workgroup to 90 minutes.

