

# LAKE TAHOE ADULT EDUCATION CONSORTIUM

11/02/2016

12:30pm – 1:45pm

LTCC Aspen Room and  
Conference Call:  
888-450-4821  
Passcode: 749700

## 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, Matthew Kosifas, 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, Josh Sweigert, 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	Alexis welcomed the group and introductions were made.
2. Director's Report	15 min	Information Updates	<p>Josh provided the following HTRR updates:</p> <ul style="list-style-type: none"> <li>• Currently in week (3) of the (5) week Culinary Boot Camp. Started with 11 participants and still have 8.</li> <li>• The intensive (1) week Culinary Boot Camp will start on Saturday, 11/5/16. An additional (1) week session may be offered the first full week of December.</li> <li>• Frank and Josh met with Kirkwood and Vail to discuss the Culinary Boot Camp. The Boot Camp will be offered on-site at Kirkwood for Alpine and Amador residents and free lodging will be available to participants.</li> </ul>

			<ul style="list-style-type: none"> <li>• ADVANCE staff will be present at the Heavenly job fair on Saturday, 11/5/16.</li> </ul>
3. Work Plan Update	15 min	Presentation/review of previous and current month (October/November)	<p>Alexis reviewed previous and current month updates. She announced that the first ADVANCE hosted shared information session will be next Wednesday, 11/9/16, from 10am-1pm in the Aspen Room at LTCC. Matt from JOIN, Inc. provided additional information about the orientation format and highlighted that participants will be able to make appointments with program staff that are the best fit. Alexis added that two RSVP's have been made and encouraged partners to make referrals.</p> <p>Alexis reviewed the personal pathway plan instrument and process and announced that she has started 1:1 advising appointments.</p> <p>Maxine provided a brief update regarding basic skill instruction and new areas of collaboration:</p> <ol style="list-style-type: none"> <li>1. ESL Basic Computer Skills- goal to provide beginner computer classes starting in the New Year in order to help students prepare for current ESL computer class.</li> <li>2. HSE prep- ongoing need for prep, supportive labs with instruction where students can work at their own pace. Goal for HSE/ESL instructors to meet to further discuss appropriate model/strategies. ADVANCE will be available to help support and prepare students for basic skill level courses.</li> </ol>
4. 3-month Work Plan	20 min	Review, update and build out next three months on the	<p>See google document notes: <a href="#">ADVANCE/LTAEC Project Management Plan</a></p>

		work plan (December-February)	<p>Alexis requested ideas from partners regarding a second shared orientation site that provides easy access to bus routes, centrally located, etc. Maxine suggested California Lodge and Laura suggested Tahoe Youth Center. Alexis will follow-up on site availability.</p> <p>Alexis closed the meeting by asking the group if they would like to see anything added for February's work plan. Matt from JOIN, Inc. started a discussion about creating a concrete marketing plan to engage/refer participants.</p>
5. New/Other Business	10 min	Discussion of marketing/outreach and/or professional development needs	Alexis reminded the group to send any marketing tasks to the marketing workgroup.
6. Next Steps A&T Meetings – 1 <sup>st</sup> Wednesday	5 min	Action Items Review Next meeting: 12/7/16	<p>All: Continue to make referrals, when appropriate, to ADVANCE programs.</p> <p>All: Send marketing requests to M/O workgroup.</p> <p>Alexis: Continue to look for a shared information session space in the community.</p>