

Adult Education Block Grant : Annual Plan : 2018-19 Produced: Oct 30, 2018, 12:24 AM UTC Action Taskman

# 31 Gateway Adult Education Network

## Plans & Goals - Consortium Approved

### Executive Summary

Based on our needs, the Gateway Adult Education Network's (GAEN) three-year adult education plan includes building our Adult Basic Skills courses and programs, increasing opportunities for Adults with Disabilities, and collaborating with local partners to increase our CTE courses and programs. Lastly, there is a need to increase student numbers across all Consortium members. The GAEN community partners for 2017-18 included Merced and Mariposa County Workforce Investment, Human Services Agency, California Department of Rehabilitation, Merced County Adult Literacy Program, Mental Health, local labor union representatives, Central Valley Opportunity Center, and Kings View Work Experience Center. In 2018-19, more information will be gathered from local employers and organizations as the consortium works toward Career Technical programs leading to industry-recognized certification. The majority of the member districts in GAEN will offer ESL to enhance adults' proficiency in English and allow them to advance in their careers as well as connect with their children in a school setting. The classes will all be delivered to elementary schools, high schools, community colleges, and partner organizations. Also, at some of the schools, there will be classes for adults who wish to prepare for their GED Exam, complete their high school diplomas, or earn an equivalency certificate. Merced Adult School operates a testing center for both the GED and the HiSET tests. Merced College provides preparation classes for the GED Exam and refers students elsewhere for the actual testing, such as the Merced Adult School. Building services for Adults with Disabilities and pre-apprenticeship courses will be a high priority for 2018-19. Unfortunately, services to Adults with Disabilities in the Merced County area are fractured, and the task of partnering to provide student support has been explored, but it has been thwarted by the lack of cohesiveness in the field as a whole. To increase student program numbers, we will invest in marketing strategies, which include the use of large banners, a regional adult education catalog, radio interviews, flyer distribution throughout Merced and Mariposa counties' elementary schools and community organizations, open house-style orientations, and word-of-mouth to attract students throughout the area region. Realistically, for the next year, most of the districts in the consortium will continue to work on developing lasting programs.

### Regional Planning Overview

GAEN Consortium has already started conversations to plan for the next 3-year plan due in May/June of 2019. As a Consortium, we agreed that there is a need for better collaboration with our community partners, which include Worknet, Human Services Agency, Merced County Adult Literacy, Department of Corrections & Rehabilitation, Central Valley Regional Center, and law enforcement agencies. The actual planning process for the next 3-year plan will be modified by including more community partners into the conversations, including more robust presentations at GAEN Board Meetings, conducting community surveys, and reviewing information from our Needs Assessment Report.

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## Meeting Regional Needs

### Regional Need #1

#### Gaps in Service / Regional Needs

The primary gaps within the region include Adult Basic Skills classes and CTE courses and programs. Consortium members became aware of these needs via local organizations, such as WorkNet. Consortium members will collaborate with Human Services Agency and WorkNet to develop CTE courses and programs that mirror the needs of our region. Consortium members will measure effectiveness via student outcomes and the Needs Assessment Report being conducted by a local Grant Writer & Program Developer.

**How do you know? What resources did you use to identify these gaps?**

GAEN Consortium members conducted a series of meetings and survey throughout the region. GAEN Consortium conducted an Interest Survey at all the Head Start centers within Merced County. Los Banos Unified School District held several stakeholder meetings from which we determined the Adult Basic Skills gaps within the Los Banos Community. As a result of the stakeholders' meetings, Los Banos Adult School (LBAS) will provide GED classes in Spanish and High School Diploma class starting Fall 2018. Merced College conducted a survey at a local senior care facility to understand their needs. For this older adult population, there was a high need for fall and injury prevention programs offered through our non-credit program. Also, we visited the Delhi community, and we obtained a listing of classes they would like to see provided in their community. Both the Dean and Director attended the event with a hosted Q&A session. The community members were very appreciative of the commitment of Merced College to grow the program offerings to meet their needs. Both experiences have given us the idea of conducting more surveys at other service locations and analyzing the information to truly understand the gaps that exist and the resources we need to address these gaps.

#### **How will you measure effectiveness / progress towards meeting this need?**

GAEN Consortium will be completing a comprehensive Needs Assessment for adult education in our region that will identify strengths, weaknesses, opportunities and trends and allow us work on programs to identify those needs. Consortium members will measure program effectiveness by enrollment, attendance, student progress and course/program completion. In addition, attendance will be monitored, which will dictate numbers enrolled correlated to the number of hours attended. Also, we are working on a better tracking system through our TOPS/MIS data to produce measurable outcomes at the end of each academic year. The data will include persistence rates, success rates, and completion rates. Through the Comprehensive Needs Assessment, we will set measurable goals for our consortium and its partners. This will become part of our 3 year and annual plans.

## **Gaps In Service**

### **New Strategies**

#### **Strategy #1**

Consortium members have allocated funds to support the expansion of Adult Basic Skills and CTE classes in the Los Banos, Mariposa, Chowchilla and Migrant Camps. Also, local agencies, businesses, and organizations are supporting GAEN efforts and will help in recruiting potential adult students. GAEN consortium will continue to enhance and grow programs to reach out to more adults in collaboration with our partners.

#### **Strategy #2**

Consortium member has already started the process of hiring part-time and full-time Program Assistants to assist with the promotion of our programs to the community at large. The Program Assistants will work increase the visibility of our programs to the community by being present at more community events, building bridges with partner organizations, and surveying the field to find areas of growth.

#### **Strategy #3**

Merced College Adult Education/Non-Credit program, Merced College will be expanding services and access to community members in 2018-19. Merced College will continue offering SOC-760 courses, which include necessary living skills for Adults with Disabilities and Merced Adult School has a Workforce Essentials class for the same population.

## **Seamless Transitions**

### **New Strategies**

**Strategy #1**

The Consortium will align and connect existing and future adult education programs to postsecondary academic and career pathways. This design will lead the students to employment by providing students access to academic counseling and Job Developer services.

**Strategy #2**

The students in 2018-19 will be working with the transition specialist to create an Individualized Learning Plan to help guide the students through their academic and career path. The GAEN Consortium members will continue working to articulate courses to postsecondary institutions, and working with the Job Specialist in creating a plan to move students from the classroom into the workforce.

**Strategy #3**

The Consortium will revamp the wraparound services to include more in-class presentations by counselors. These presentations will provide information about program offerings that exists after completing their noncredit program of study. This will be a great help in contextualizing their career paths.

**Student Acceleration****New Strategies****Strategy #1**

GAEN Consortium will continue to use evidence-based strategies across the region to accelerate students' progress. Articulation of courses will be of utmost importance for the Consortium. This venue will provide students the ability to take courses at local adult schools or K-12 institutions while gaining college credit. This will not only accelerate students' progress, but it will provide better transitions to post-secondary education.

**Strategy #2**

GAEN Consortium through dual-enrollment, students are given the opportunity to put basic skills content into the context of their goals and career path. For example, ESL students can learn English through a CTE program.

**Professional Development****New Strategies****Strategy #1**

The GAEN Consortium will work with TAP to provide professional development to all GAEN staff. The Consortium will continue to provide instructors with initial and ongoing training in the instructional programs that they need for their courses. For example, the Consortium will provide professional development for Aztec software in 2018-19. Such software was purchased based on a stated need across many members.

**Leveraging Resources****New Strategies**

**Strategy #1**

GAEN Consortium will continue to grow the communication and collaboration among the regional community partners. Consortium members will continue collaborating with Counties Library Literacy Programs, Human Services Agency (HSA) and WorkNet to develop CTE courses and programs that mirror the needs of our region.

**Strategy #2**

GAEN Consortium will collaborate with Human Services Agency (HSA) and WorkNet to add more CTE courses on the EPTL (California's Eligible Training Provider List) so WIOA and Department of Corrections & Rehabilitation can access the courses easier and know what is offered within the region.

**Fiscal Management**

**A narrative justifying how the planned allocations are consistent with the annual adult education plan which is based on your AEBG 3-year plan.**

Each member is responsible for submitting accurate Proposal for Funding Forms for each academic year that aligns with the overall AEBG 3 year work plans submitted to the state. Any revisions to the scope of work or modifications to program offerings require a revision to each member's Proposal for Funding Form. If these changes result in budgetary changes, these changes must also be approved via a Budget Modification Request. All such forms are submitted for approval at local GAEN Board Meetings. Further details as to the complete process are stipulated below. Also, Merced College, as the Fiscal Agent for the Consortium, requests quarterly Financial Status Reports (FSRs) from its members. The FSRs are reviewed for completeness of appropriate support documentation and consistency with the submitted work plans. Once reviewed by the Accounting Technician, they are routed to the Fiscal Agent's Certifying Official for additional review. The FSRs are routed back to Fiscal for record keeping. The Fiscal Agent then reviews the reported expenditures against the approved member's budgets. The members complete a Budget Modification Request Form that is then routed for approval at the GAEN Board Meeting. The Fiscal Agent receives all approved Budget Modification Request Forms and updates members' budgets as applicable. Each Consortium Member provides expenditure reports by object code to the fiscal agent which is then validated and combined for the Consortia to be reported to the State. Consensus and approval for the programs to be served in our Consortium were agreed upon at the \_\_\_April 18th, 2018\_\_\_ GAEN Board Meeting. All members' work plans included details as to the populations to be served, and the work plans were approved at such meeting. As a Consortium, we serve within all seven categories, based on the needs of the region. As it relates to the 5% for administrative costs, the Fiscal Agent has agreed not to charge more than 5% of the AB104 funds allocated to the Consortium for administrative responsibilities. The Fiscal Agent will track hours spent for administrative procedures and only exact charge expenses, not to exceed 5% of the award amount.

**An approach to incorporating remaining carry-over funds from prior year(s) into strategies planned for 2018-19.**

The Consortium's approach to incorporating remaining carry-over funds from prior years into strategies planned for 2018-19 include: Additional funds to provide for students registered in ESL and GED classes. These students will have additional individualized support. Additional support is particularly crucial for ESL and GED classes that need a more hands-on approach. Additional funds allocated for Odysseyware and Burlington English. Additional supplies and materials for CTE courses and programs. Salaries for meeting the needs of our Adults with Disabilities. Additional professional development. Additional marketing and customer services courses.

**Certification**

**Delhi Unified School District, Member Representative**

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Approved

2018-08-15

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2018-08-23

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2018-08-15

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