

Adult Education Block Grant : Annual Plan : 2018-19 Produced: Aug 15, 2018, 11:38 PM UTC Action Taskman

# 44 North Coast Adult Education Consortium

## Plans & Goals - Consortium Approved

### Executive Summary

During FY 18/19, the North Coast Adult Education Consortium (Redwoods) will be actively pursuing achievement of the goals and strategies as listed in this plan. Specifically, efforts will be made to refresh relationships, and perhaps expand consortium members, to integrate our efforts with those of others in our communities. Initiatives with regard to local tribes and networking with the new operator of the America's Job Center (locally known as the Job Market) will occur. In addition, a re-energized outreach effort will be made to reach adult learners within region. Collaboration with the Workforce Development Board and the business community will also be used to develop strategies which on a contemporary basis will meet the needs of the target population. Our overall goal and mission is to support career and academic success by providing preparation and skills needed for employment, college readiness, and on-going education. Some accomplishments from FY 17/18 from College of the Redwoods, Adult Education included: --Successful completion of the 4021 Review --Stabilization of student enrollment --Oversaw exponential growth of the ESL cohort in Del Norte County --Reactivation of Adult Education ESL certificates --Implementation of the HiSET examination sites --Increased involvement and collaboration with local substance recovery programs for outreach purposes --Strengthened partnership with the Humboldt County Correctional Facility (HCCF) --Establishment of a faculty liaison --Conversion of the management office in Old Town Eureka to also provide direct service to students --Increased marketing --Obtaining robust CASAS data --Providing cross training to other CR departments to better manage registration and admission paperwork The North Coast Adult Education Consortium (Redwoods) looks forward in FY 18/19 to its work on the behalf of current and future adult education students in our region.

### Regional Planning Overview

With personnel transitions occurring within both the Adult Education and consortium partners, this is an outstanding time to reestablish connections, redefine participation in the consortium, and develop more innovative ways to better expand/address the adult education learning needs within the region. It is the intention that our consortium will first review the parameters of the next 3-year plan. It will review past successes and challenges, with an eye toward strengthened services. The creation of the next 3-year plan dictates a need for regular and timely meeting with consortium members for their input and feedback. To support this work, our consortium has engaged a consultant to provided a framework and technical assistance to build on our strengths and provide additional training.

---

## Meeting Regional Needs

### Regional Need #1

#### Gaps in Service / Regional Needs

A regional need is Adult Basic Education (ABE), High School Equivalency (HSE), and English as a Second Language (ESL) courses in rural areas.

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

It has been challenging to maintain consistent student enrollment in the above areas. Resources used to identify gaps included using maps to determine the distance between education sites and student origin, communication with partners, and analysis of fluctuating enrollment data.

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

Progress toward meeting this goal will be measured through maintenance or increase of enrollment numbers. Additionally, renewed focus will be on working with regional, and community agencies to establish or reestablish classes.

## Regional Need #2

### Gaps in Service / Regional Needs

A regional need is maintaining consistent high enough student enrollment so that classes do not have to be cancelled.

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

This has been identified through attendance and enrollment data maintained by College of the Redwoods.

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

Progress toward this goal will be measured through overall student enrollment data and reduction in the number of classes cancelled in 2018/2019 school year.

## Regional Need #3

### Gaps in Service / Regional Needs

The regional need is for an increased availability for HSE testing.

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

The HiSET testing schedule is sporadic at some testing locations.

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

Effectiveness will be measured through an increase in number of HiSET test completions. Additional outreach and collaboration to ALL community partners is needed to increase awareness of services.

## Regional Need #4

### Gaps in Service / Regional Needs

A regional need is providing additional courses in career readiness.

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

This need was identified within the consortium membership. Members shared that their populations have a need for additional classes in career readiness.

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

Effectiveness will be measured through enrollments, additional classes, outreach, and collaboration.

## Gaps In Service

### New Strategies

#### Strategy #1

Initiate curriculum development for on-line and distance classes, starting with HSE, to create a virtual cohort of students across region. Continue to expand course options and curriculum. Maintain use of bus vouchers to support student transportation needs.

#### Strategy #2

Maintain marketing strategies: print, radio ads, TV ads, Craigslist, College of the Redwoods' Adult Education website. Initiate active participate in NorCAN list serve and membership. Explore social media options.

#### Strategy #3

Hire a part-time HiSET test administrator to increase the number of scheduled testing opportunities each month. Continue collaboration with community partners, and further solidify relationships.

#### Strategy #4

Research all transportation opportunities to support adult learners to get to member locations within our rural community.

## Seamless Transitions

### New Strategies

#### Strategy #1

Continue to collaborate and work with College of the Redwoods counseling and advising staff. The Student Development Advisor will continue to attend bi-weekly counseling and advising meetings, representing Adult Education, as well as staying up-to-date regarding information for non-credit students to support their transition to academic pathways.

#### Strategy #2

Strategically offer Adult Education classes which lead to non-credit certificates. The stackable certificates can support students toward their academic and employment goals. Activate additional certificates with the Chancellor's office including workplace performance training and workplace leadership training.

#### Strategy #3

Increase faculty and member use of CASAS data to drive instruction, plan courses, advise students.

#### Strategy #4

Continue active participation on the Workforce Development Board to expand connections to the local business community.

#### Strategy #5

Collaborate with the Humboldt County Probation Department, local substance recovery programs and shelters, to support student re-entry after incarceration at the HCCF. Link students who had been taking Adult Education classes at the HCCF with corresponding Adult Education classes in the region.

## Student Acceleration

### New Strategies

#### Strategy #1

Continue to work with CR counseling staff to identify students who are transitioning from Adult Education to credit programs, and who would benefit from ongoing support and/or accelerated classes.

#### Strategy #2

Create a transition pathway for ESL students preparing to enter the credit program. This would include opportunities to meet with the Student Development Advisor to create an individualized plan, brief orientation to the CR campus, and identifying credit courses which will support the academic language proficiency in content areas.

## Professional Development

### New Strategies

#### Strategy #1

Reestablish structured, regularly scheduled consortium partner meetings.

#### **Strategy #2**

Increase consortium members' awareness and participation with upcoming trainings and webinars.

#### **Strategy #3**

Use the expertise of other consortium leads to enrich the professional development of all.

## **Leveraging Resources**

### **New Strategies**

#### **Strategy #1**

Establish collaboration with the new operator of the America's Job Center, locally known as the Job Market. Deepen relationships with the HCCF, Humboldt County Probation Department, Pelican Bay State Prison, and local substance recovery programs.

#### **Strategy #2**

Renew and expand outreach to the local tribes (Tolowa, Karuk, Yurok, Hupa, and Wiyot), whose members may not yet be employed, underemployed, or need HSE through direct outreach, mailings, and phone calls.

#### **Strategy #3**

Explore collaboration with the Department of Health and Human Services.

#### **Strategy #4**

Partner and collaborate with the Strong Workforce and K12 Strong Workforce funding.

## **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.**

Allocations presented in this budget are appropriate to support the FY 18/19 adult education plan within the context the AEBG 3-year plan. With the recent transition of the former Director and Assistant Director of Adult Education at College of the Redwoods, a new leadership team has been put in place. Interviews are in progress to hire a new Student Development Advisor. This transition has provided an outstanding opportunity to refresh the relationships within the consortium and to move forward with the evolution of the AEBG grant and its five service areas. It also provides an opportunity to enhance communication between the Interim Director of Adult Education and CR Fiscal Department. The Interim Director will be consulting with the members of the consortium and CR administration to develop a spending plan which will spend down the grant carry-over funds. The objective will be to meet needs of the consortium members and adult learners. The 4021 Review was completed in Spring 2018. It authorized Adult Education at College of the Redwoods to proceed with writing new curricula and expanding adult education course offerings, based upon community needs. Funding through the AEBG grant will assist with these efforts.

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

Remaining carry-over funds from the prior year will be used to cover the Student Services Specialist IV out-of-class pay to manage the CASAS data. Additionally, funds will be spent to cover the costs of a temporary Student Services Specialist II and a HiSET Exam Administrator. Funds will also be used to pay for an in-house case management system which has been

developed by Information Technology Department. Further funds will be used for outreach to students through a texting program, such as Mail Chimp.

## Certification

### Del Norte County Unified School District, Member Representative

Coleen Parker

Approved

2018-08-15

### Eureka City Unified School District, Member Representative

Omar Khattab

Approved

2018-08-14

### Humboldt County Probation Department, Member Representative

Shawn Brenneman

Approved

2018-08-15

### Humboldt County Sheriff's Office, Member Representative

Duane Christian

Approved

2018-08-15

### Northern Humboldt Unified High School District, Member Representative

Jack Bareilles

Approved

2018-08-14

Redwoods CCD, Member Representative

Melissa Ruiz  
Johanna Helzer

Approved

2018-08-14



2018 © California Community Colleges  
NOVA Site Version: [4.0.2](#)