

Adult Education Block Grant : Annual Plan : 2018-19 Produced: Aug 15, 2018, 6:16 PM UTC Action Taskman

53 Accel San Mateo County

Plans & Goals - Consortium Approved

Executive Summary

ACCEL's planned allocations for the program year 2018-2019 are aligned with our three-year plan. Building on the work in 2017-2018 of the four Collaborative Actions Teams (CATS), North County, Central County, South County, and Coast – ACCEL's primary program goals for program year 2018-2019: 1. Continued development by the CATS: the Collaborative Action Teams (CATS) in conjunction with local ACCEL staff will focus on continuing existing or planned programs such as the ESL Academic Bridge to Skyline, ECE Pathway, Career Exploration Courses and assessments, Certification programs including North Star Digital Literacy, Microsoft Office, Career Advancement Academies, assessment prep (ESL and GED), SMAS/CSM College Bridge, VESL programming on the Coast, and Entrepreneurship. 2. Adult Pathway Bridge Development: an integrated Pathway Bridge model for adults with progressive levels of transition. The overall bridge development is supported by the Implementation Design Team (IDT), a cross section of ACCEL Staff and instructional advisors. Each team will be supported by targeted and ongoing professional development activities. 3. Adult Education Needs: ACCEL will continue to sustain, development and implement promising practice instructional and student services to meet unmet needs. ACCEL will also continue to support the ongoing development of LaCosta, the recently restored adult school on the coast. 4. Collaborative infrastructure: ACCEL 's continuing ongoing coordination and facilitation, data and fiscal management, leveraged purchases, and regional strategic partnerships. Accomplishments: North CAT (Collaborative Action Team): ESL Math Class, College Readiness Workshop Series, Immigration Workshop; financial literacy workshop (with Skyline College SparkPoint); job fairs. South CAT: 130 Sequoia Adult students transitioned to college; accelerated medical assisting courses (with JobTrain), and incorporated technology into ESL classes piloting Burlington English. Coast CAT: La Costa implemented a new 4th level of ESL; Spanish language classes (4 locations); integrated Workforce ESL, and Early Childhood Education Program with Canada College. Central CAT: Pathway created – matriculation and skip placement; pre-advising at San Mateo Adult School for College of San Mateo; San Mateo ACES cohort priority registration, and College Readiness Series. ESL City Academy, a partnership with the City of San Mateo.

Regional Planning Overview

ACCEL's first three year plan was developed when ACCEL was in its start-up phase of development, and was led by its two Co-Directors, Vice President of Instruction, Gregory Anderson San Mateo Community College District and San Mateo Adult School Director, Larry Teshara, assisted by Consultant, Paul Downs. In 2016, ACCEL added an Executive Director to lead the Consortia. Looking towards the future, recognizing the need to identify the educational and workforce needs of our student population within our region, as well as the challenges and opportunities presented within our member organizations, ACCEL's management team held a one day retreat in April 2018 to discuss and plan its strategic direction. In this retreat, we reviewed our mission, vision, where we are now, and where we would like to be. Each member shared information and challenges faced in an ever changing robust, technological economy. In addition, management team members each completed a SWOT analysis (strengths, weaknesses, opportunities, threats). The information obtained from this retreat was analyzed, synthesized, and compared with workforce development data regarding the occupational outlook forecast for in-demand jobs. The information and data received will drive the development of ACCEL's upcoming three year plan. ACCEL's management team meets monthly; we will review our 2018 retreat information and findings, offer suggestions, corrections, and share with its Steering Committee its recommendations for our upcoming three year plan.

Meeting Regional Needs

Regional Need #1

Gaps in Service / Regional Needs

Adult Basic Education/Adult Secondary Education

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

To help establish the need for adult education services, demographic data was collected from the California Department of Education, the US Census, and the National Center on Education Statistics. Data provided from the AEBG website was used to validate the local needs.

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

Effectiveness will be measured by assessment scores, completions of courses, certificates and surveys.

Regional Need #2

Gaps in Service / Regional Needs

Programs for Immigrants

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

Data collected included population, drop out data, English Language proficiency (English learners in schools as well as census data on English language ability) unemployment and poverty.

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

Assessment scores, completions of courses, certificates and surveys.

Regional Need #3

Gaps in Service / Regional Needs

Short Term Career Technical Education

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

Economic data on key industries and growth trends in the region were sought from existing sources. Source documents included the trends affecting workforce development in San Mateo County and the San Francisco Peninsula published by the Silicon Valley Institute for regional Studies and the San Mateo Regional CTE Pathway Consortium Career Pathways Trust Application. ACCEL now has the ability to access EMSI data through the College Workforce Development deans.

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

Assessment scores, completions of courses, certificates and surveys.

Regional Need #4

Gaps in Service / Regional Needs

Programs for Apprentices.

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

Qualitative data from through the Workforce Development deans at the colleges and from the Central Labor Council provides information on trades and apprenticeships.

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

Assessment scores, completions of courses, certificates and surveys.

Gaps In Service

New Strategies

Strategy #1

Adult Basic Education/Adult Secondary Education: ACCEL has established an ABE/ASS work-group arising out of its Steering Committee. Develop tools and promising practice guidelines to support the integration and contextualization of basic skills to

educational and career pathways. Support collaboration between ESL, ABE/ASE and CTE faculty to promote contextualization.

Strategy #2

ESL/Immigrant Integration. In addition to conducting ESL classes, ACCEL will focus on three specific areas of an Immigrant Integration Framework: health, financial literacy and civic/volunteer/community engagement.

Strategy #3

Employment: Develop strategic connections/relationships with regional workforce development and employers for the alignment of education and career technical programs that may promote and assist students with placement in in-demand jobs/careers , wages, and economic self-sufficiency.

Strategy #4

Marketing/Outreach: ACCEL has engaged a marketing firm to assist in the creation of a marketing plan to raise the visibility of the adult schools, education and career training, and increase the number of student applicants. Transition Navigators will work with those students to develop a transition plan to college, career and/or community. Improve strategic connections/relationships with community based organizations to strengthen referral systems and leverage existing support services.

Strategy #5

Community Connections: Improve strategic connections/relationships with community based organizations to strengthen referral systems and leverage existing support services.

Strategy #6

Career Technical Education: Implement short-term stack-able certificate programs are in-demand and lead to gainful employment with upward mobility potential.

Strategy #7

ACCEL will continue to explore the potential use of new and emerging technology to support adult learning on various platforms including home computers and mobile devices.

Strategy #8

Programs for Apprentices

Seamless Transitions

New Strategies

Strategy #1

CSM and SMAS developed an assessment process that allows students to bypass the college placement test and to be placed in appropriate college classes based on scores of tests taken at the Adult School. This model will be used as a template to develop the same ability to bypass placement at each of the colleges.

Strategy #2

Coordinators at the college and navigators at the adult schools have developed strategies to follow students once they have entered college and to help students continue on to college career pathways

Strategy #3

ACCEL's Steering Committee Career Technical Education Workgroup has identified the top 3 mid-level growing careers in our region that can be obtained by certification. ACCEL will offer CTE programs in the following areas: Clinical Medical Assistant, Entrepreneurship, and Patient Technician.

Strategy #4

ACCEL's Steering Committee Work Group ESL/Immigrant Integration plans to implement and integrate into its ESL program three facets of the Allies 4 Innovation Immigrant Integration Framework Principles: (1) participation in Civic and Community Life; (2) Health and Well being; (3) Economic Security.

Strategy #5

ACCEL has developed relationships with Strong Workforce Regional Deputy Sector Navigator of Entrepreneurship, Gabriella Sap, working together with the Directors of Workforce Development at Skyline College, College of San Mateo, and Canada College for the development of programming leading from the Adult School to Career and/or college, and stack-able certification for continual life-long learning and skill attainment.

Strategy #6

In response to AB 705, ACCEL's Adult Schools will be responding to the need for remedial math. A new math class using project based learning and including contextualized learning based on preparing students to enter pre-apprenticeship programs based on the building/construction trades.

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

ACCEL's Adult School Transition Navigators and Community College Coordinators will work together to inform students regarding opportunities such as dual enrollment and the promise program opportunities so they may expedite their coursework and move forward in their transition to college and/or career.

Strategy #2

ACCEL will develop and implement career exploration and assessment instruments to be used across the Adult Schools to assist the students in creating their personalized educational/career roadmap for transition to college, career and/or community.

Strategy #3

Basic computer classes and introduction to google suite courses will be available alongside or embedded in ESL courses so students can simultaneously learn language and computer skills.

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

Conduct regional professional development on relevant timely topics such as: contextualized teaching, learning, human design. Promote and share information on upcoming educational conferences, webinars.

Strategy #2

Convene meetings with community college CTE and workforce development staff.

Leveraging Resources

New Strategies

Strategy #1

During the 2018-2019 year, ACCEL will host a convening of nonprofits and/or community based organization's entitled "The Power of Connections" for the purposes of learning about available resources, discover opportunities for leveraging resources, and establish a referral network.

Strategy #2

ACCEL Nova Workforce Board has joined ACCEL's Steering Committee and ACCEL has joined NOVA's Stakeholders Advisory Committee. ACCEL and Nova are working together to develop strategies.

Strategy #3

ACCEL has developed relationships with Strong Workforce Regional Deputy Sector Navigator of Entrepreneurship, and will reach out and seek to develop relationships with Deputy Sector Navigators of Health and Hospitality for opportunities to develop programming leading from the Adult School to career, college, and stack-able certification, life=long learning, skill attainment, and economic self-sufficiency.

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.

ACCEL member agencies are implementing the strategies and activities developed through the steering committee process and under the direction of the Executive Director which is consistent and in alignment with our AEBG 3-year plan. With state assurances that funding is ongoing, all members are committed to implementing our annual plan and spending the 2018-2019 funds in the same manner.

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

ACCEL has carried over funds from its data account and is in the process of purchasing a database management software system entitled "Community Pro." The contract for this purchase is being approved and moving through our approval process. This purchase will exhaust the carry over funds from the prior year.

Certification

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| Cabrillo Unified School District, Member Representative |
| Rajan Bechar |
| Approved |
| 2018-08-15 |
| Jefferson Union High School District, Member Representative |

Francisca Wentworth

Approved

2018-08-14

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2018-08-14

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2018-08-14

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2018-08-14

Sequoia Union High School District, Member Representative

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2018-08-14

South San Francisco Unified School District, Member Representative

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Approved

2018-08-15



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