

California Adult Education Program : Annual Plan : 2020-21 Produced: Jul 28, 2020, 04:34 PM UTC Anthony Fuller

56 Santa Monica Regional Consortium for Adult Education

Plans & Goals - Consortium Approved

Executive Summary

The Santa Monica Regional Consortium for Adult Education takes pride in serving as the Santa Monica-Malibu academic and career pathway for adult learners seeking to increase basic skills, earn a high school diploma, prepare for the GED examination, complete noncredit courses to earn a certificate, transition to college-level (credit courses/programs), and/or obtain mid-level employment with livable wages. As members of the Consortium, the Santa Monica-Malibu Unified School District Adult Education Center (AEC) and Santa Monica College Noncredit Programs (SMC Noncredit) are committed to making a positive impact in the lives of underserved, underemployed and unemployed adult learners. This commitment stems from the Consortium's ongoing strategic goal to assess the academic and career needs of regional adult learners and to focus on eliminating barriers and intentionally addressing systemic racism in order to provide more accessible, equitable, and quality academic and career pathways. By cultivating relationships within the Consortium and its regional partners, the Consortium made great strides in implementing its vision in the 2019-2020 year. In the fall 2019 semester, the Consortium cultivated its relationship with its community partners by inviting partners to present during general consortium meetings and hosted an "epic" partners event, in which community partners engaged in a less formal setting while discussing the shared vision of assisting adult learners with reaching their goals. The SMC Noncredit Initiatives Team participated in outreach events and made weekly presentations at the JVS West Los Angeles WorkSource Center. In collaboration with the SMC Marketing Department, SMC Noncredit created and distributed informational program materials that led to increased program awareness and enrollment. Transitional support increased from the AEC to Noncredit. Noncredit counselors assisted AEC students with the SMC Noncredit Application and AEC and Noncredit staff implemented the use of the new online student referral and tracking system. Noncredit administrators, faculty and staff participated in local and statewide professional development with a focus on contributing to a stronger workforce by exploring noncredit short-term vocational, workforce preparation, and pre-apprenticeship. A new noncredit CDCP short-term vocational Receptionist program received local and state approval in Spring 2020. In response to COVID-19, the Consortium transitioned to remote operations and distance education. SMC began online student orientations and offered student services by phone and web conferencing. Student referrals within the Consortium were made and tracked through the new online student tracking and referral system. Consortium meetings were held via Zoom web conferencing with great success. SMC loaned Chromebooks to students and employees, provided a free weekly food drive thru pantry, and offered access to free WiFi. Despite the impact of COVID-19, including budget reductions and a drastic shift in how members serve students, the Consortium remains committed to achieving the following goals in the 2020-2021: (1) successful student transition from the AEC to Noncredit and/or Credit courses/programs, which includes increased use of student referral and tracking system, (2) successful student transition from the AEC and Noncredit to credit and/or the workforce (mid-level employment with livable wages), with enhanced counseling and transitional services (3) expanding marketing and outreach efforts to online platforms (4) continue exploration of apprenticeship opportunities, (5) increase efforts in gathering and interpreting student racial equity data to inform program planning and evaluation (6) professional development for Consortium faculty, administrators and staff with particular focus on infrastructure for distance education and remote services and implementation of noncredit Career Development College Preparation (CDCP) (7) increase face-to-face and virtual student services and registration support, including but not limited to academic and career counselors and classified staff to implement and accomplish Three-Year Plan objectives (8) continue to cultivate strategic partnerships across the region to better support the region's most underserved adult learners and meet labor market demand, particularly given the need for economic recovery due to the impact of COVID-19 and statewide budgetary constraints. The Consortium plans to bridge academic and career programs to the surrounding community, industry, and credit programs to increase student engagement, transition, persistence, completion, and gainful employment. The Consortium will work with the City of Santa Monica's Community and Economic Recovery Task Force and the SMC Blue (Ocean) Economy advisory group in partnership with Workforce and Economic Development to connect academic and career-based programs to local job opportunities.

Regional Planning Overview

The main themes that will drive the Three-Year Plan while operating remotely and offering distance education during COVID-19 are: (1) expansion of marketing and outreach efforts to reach new students that have been affected by the current economic crisis ;(2) exploration of pre-apprenticeship for apprenticeship programs; (3) development of noncredit CDCP courses/programs leading to mid-level employment with living wages and successful transition to credit CTE programs; (4) enhanced counseling transition support; (5) continuation of ESL curriculum development and; (6) exploration and potential development of noncredit Supervised Tutoring and Adult Secondary Education courses in English and mathematics. The Consortium will continue to focus on the successful transition of AEC students to Noncredit Career Development College Preparation (CDCP) courses and programs. Noncredit administrators will continue to partner with SMC faculty to support academic departments with the implementation of newly approved noncredit CDCP programs in addition to advising SMC faculty on how best to develop new noncredit CDCP programs based on regional labor market data. Both Consortium members will evaluate the effectiveness of program activities by collecting and analyzing student course and program student transition and completion data in an attempt to also identify racial equity gaps. The AEC will develop strategies based on identified student need. These strategies will be evaluated by AEC administrators, teachers, and staff following a cycle that includes planning, implementation, assessment, and improvement. Critical needs and challenges will be identified by school-wide needs assessments and student surveys. Noncredit will prototype activities outlined in the logic model by analyzing regional data, identifying student needs, and accessing program information at the end of each term. Strategies will be evaluated and analyzed by SMC Institutional Research facilitated by Noncredit administrators and the Noncredit Initiatives Team. A Human-Centered Design approach will support the Consortium in achieving CAEP SMART (Specific, Measurable, Attainable, Realistic, and Time-bound) objectives by which the Consortium will assess progress and impact during the 2019-2022 three-year cycle. The following objectives map directly to the Consortium's Logic Model activities, outputs, and/or outcomes serving as a driving factor for annual plans throughout the funding period: (1) strategies will be regularly evaluated by the AEC Professional Learning Community; (2) SMC Institutional Research will partner with SMC Noncredit to increase and analyze racial equity data in student transitions and outcomes by regularly evaluating noncredit strategies; (3) the AEC will evaluate effectiveness of pilot programs by reviewing formative data collected during student enrollment as it relates to identified student academic and career goals; (4) regular review and data analysis will be performed by the AEC Special Programs Lead; (5) student exit surveys, CASAS assessment results, and EL Civics assessments will enable the AEC to inform improvement processes; and, (6) Noncredit student surveys, TOPSpro data, MIS enrollment data, and interagency referral data will be used to measure prototype effectiveness. The Three-Year Plan will inform the following strategies and progress indicators: (1) by December 2020, the SMC Noncredit Initiatives Marketing Workgroup will develop an electronic noncredit marketing and outreach plan that integrates online strategies; (2) regional partners will be updated at least once a semester on noncredit CDCP courses/programs and student support services; (3) dependent on COVID-19 and SMC operations, Noncredit administrators in collaboration with SMC senior staff and fellow administrators will host a face-to-face apprenticeship summit in spring 2021 or fall 2021. The summit will include representatives from the Division of Apprenticeship Standards and the California Community Colleges Chancellor's Office for an overview of apprenticeship guidelines, best practices, and opportunities in the Santa Monica-Malibu region. In anticipation that SMC and the SMMUSD will return to operating on-ground in spring 2021, the Consortium will begin to expand the use of its web-based interagency student referral and tracking system to allow referrals from community partners. By May 2021, the Consortium will host at least one joint professional development activity for AEC and Noncredit teachers and faculty each semester (fall and spring) remotely via Zoom or on-ground. By May 2021, the Consortium will increase the number of noncredit CDCP program completers and in collaboration with SMC faculty the Consortium hopes to add at least two or three new noncredit CDCP programs in Business, Computer Sciences and Information Systems, Early Childhood Education, Earth Sciences, ESL, and/or, Health Sciences.

Meeting Regional Needs

Regional Need #1

Gaps in Service / Regional Needs

Noncredit and the AEC must continue to remain committed to identifying and supporting underserved communities in the Santa Monica-Malibu region, particularly communities impacted by the current economic crisis. Although the Consortium now has a defined partnership with the JVS West Los Angeles WorkSource Center and visibility has significantly increased given marketing of SMC noncredit courses and programs, ongoing strategies must be applied to build adult education and noncredit programs by having community and industry partners refer adult learners particularly those who are

underemployed and unemployed. SMC Noncredit will serve on the City of Santa Monica's Community and Economic Recovery Task Force in addition to participating on Workforce and Economic Development's Blue (Ocean) Economy advisory group to connect students with job opportunities as well as identify current and future academic career training needs. As a result, SMC Noncredit will be able to encourage faculty to develop courses and programs to meet workforce needs. It is also assumed that noncredit curriculum will be easily developed and implemented; however, noncredit, statewide, has faced many challenges due to the difference in faculty load factor in comparison to credit.

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

According to the Bureau of Labor Statistics, unemployment in Santa Monica increased from 4.20% in February 2020 to 17.25% in May 2020. The Consortium has the potential to reach adult learners by targeting the regional workforce in addition to the most underserved Santa Monica-Malibu residents as shared by local community and industry partners, including but not limited to the City of Santa Monica, JVS West Los Angeles WorkSource Center, Los Angeles Hospitality Training Academy, OneWest Bank, in addition to existing and emerging hotels and healthcare centers/hospitals. Since the economic impact of COVID-19 is still developing and ongoing, the Consortium anticipates an increased need to better prepare adults to reenter the workforce. SMC Noncredit will participate in the City of Santa Monica's Community and Economic Recovery Task Force in order to plan for the retraining of workers to restart the local economy. In anticipating the new workforce needs, the Task Force has identified the four following areas of adult education that will assist in the economic recovery of the region: (1) Early Care and Education, (2) English as a Second Language, (3) Health Care, and (4) Digital Literacy. In addition to the priority sectors identified by the City of Santa Monica, Noncredit will continue to partner with the Los Angeles Orange County Regional Strong Workforce Consortium by actively participating in meetings facilitated by Mt. San Antonio College noncredit administrators and faculty and collaborating with SMC faculty to develop noncredit short-term vocational courses and programs.

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

Year 2020-2021 Annual Plan Primary Objectives: One of the Consortium's most challenging priorities is to maintain enrollments by expanding program awareness during COVID-19 pandemic and economic crisis. Since a significant number of Santa Monica-Malibu residents may not have interest in or may not benefit from adult education and noncredit courses/programs due to high socio-economic status, employment/salaries, and academic achievement, it is critical for the Consortium to be intentional in its marketing and outreach by connecting with community and industry partners to identify potential students. The Consortium is currently working with the City of Santa Monica's Community and Economic Development Task Force to promote training and skill building opportunities for local residents who are facing employment hardships as a result of COVID-19. Noncredit is an active member and represents the Consortium in the City's weekly meetings. The Task Force aims to connect underemployed and unemployed Santa Monica residents with local job training programs and employment. As a result, adult education and noncredit programs will be widely promoted with the goal of increasing enrollment and completion in short-term vocational and workforce preparation courses/programs. Additionally, the Task Force is collaborating with the City of Santa Monica's Chamber of Commerce to identify skill gaps in the workforce to better inform the creation of adult education and noncredit career readiness courses. The Noncredit Marketing Workgroup will expand noncredit marketing and outreach efforts to include online platforms. As marketing and outreach opportunities continue to evolve, Noncredit will continue to partner with the AEC as well as regional community and industry partners to disseminate noncredit Career Development College Preparation (CDCP) and student support services opportunities. Regional partners will be updated at least once every term. If marketing and outreach efforts are successful, the Consortium will sustain enrollment across adult education and noncredit programs in the region which would lead to an increase in completion and transition (e.g., greater certificates and degrees earned, gainful employment). The Consortium will regularly monitor enrollments after each marketing campaign. Financial resources will be allotted for marketing materials and outreach efforts. The Noncredit Initiatives Team, with input from Institutional Research and the Marketing Department, will assess and improve marketing and outreach efforts.

Gaps In Service

New Strategies

Strategy #1

Marketing and Outreach: Noncredit will continue to work with SMC Marketing to develop noncredit marketing and outreach activities. In fiscal year 2020-2021, outreach and marketing efforts expanded to include remote, online, and social media platforms. For example, in March 2020, the Noncredit Initiatives Team: (1) utilized Microsoft Teams to plan and document policies and procedures, (2) began utilizing email marketing campaign, (3) transitioned student support services to phone, email and virtual conferencing in (registration, enrollment, and counseling); (4) created a Noncredit Initiatives Team Facebook page; (5) expanded the use of the SMC Go App and Jabber; (6) and identified creative ways using Zoom to promote student services, classes, and programs to current and potential students. Noncredit will collaborate with SMC's Marketing Department to redesign the Noncredit Initiatives Webpage in order to migrate to SMC's new website. As a result of this online transition, SMC Noncredit will use online tools to collect analytics on email in order to gauge student involvement with content. These online marketing campaigns will not only increase program awareness, they will also connect our continuing students to campus and community resources. The Marketing and Outreach Workgroup will be responsible for distributing information to students, partners and industry. The AEC will work more closely with the SMMUSD Community and Public Relations Officer to promote AEC programs. This includes (1) ongoing communication with the Community and Public Relations Officer, Coordinator of Family Engagement, and Community School Liaisons; (2) establishing a presence on the SMMUSD website, (3) presentations to the English Language Advisory Committee parent workgroup; and, (4) working with counselors in support of secondary education student transitions.

Strategy #2

Exploration of Apprenticeship Opportunities: Once SMC returns to operating on-ground, noncredit administrators tentatively plan to host an Apprenticeship Summit in spring 2021 or fall 2021. The summit will be facilitated by representatives from the Division of Apprenticeship Standards and the CCCCCO.

Strategy #3

Noncredit CDCP: The Noncredit Initiatives Team will continue to partner with SMC faculty to develop noncredit CDCP courses/programs with a focus on adding at least two or three new noncredit CDCP programs in Business, Computer Sciences and Information Systems, Early Childhood Education, Earth Sciences, ESL, and/or Health Sciences in alignment with Strong Workforce Program-Noncredit regional objectives for Los Angeles County. Noncredit will participate in the City of Santa Monica's Community and Economic Task Force and SMC Workforce and Economic Development's Blue (Ocean) Economy workgroup to explore and potentially develop noncredit to credit and/or career pathways.

Strategy #4

With the transition to remote operations, counseling services have adapted and will continue to adapt in order to meet student needs. SMC Noncredit counselors call students who are experiencing access barriers to online learning and resources. As of March 2020, noncredit counselors launched an online version of the new student orientation and transitioned to a new onboarding process to ensure students are enrolling in the appropriate classes and have what they need to contribute to their academic success in distance education classes. In June 2020, counselors began a series of virtual student gatherings build a sense of community for students and noncredit employees. These gatherings provide a comfortable, welcoming space for students to connect with one another and staff to discuss their experiences and to provide program feedback. Noncredit counselors will continue to work with AEC counselors to provide virtual presentations to AEC students interested in enrolling in SMC noncredit classes via email communications, online meeting platforms, and by phone. AEC counselors will communicate with students in one-on-one counseling sessions, virtual class presentations, and email communications. SMC Noncredit and AEC counselors will continue to utilize the Consortium's Student Referral System to receive and track student referrals.

Strategy #5

CASAS Testing, Evaluation, Reporting and Professional Development: The Consortium will continue to focus on CASAS testing and evaluation of student performance based on CASAS pre and post assessment results in addition to our new referral and tracking information. The AEC and Noncredit will incorporate CAEP and Workforce Innovation and Opportunity Act II (WIOA II) data and integrity reports into program planning and evaluation. Student data will drive professional development with a focus on digital literacy and noncredit Career Development and College Preparation (CDCP) programs resulting in alignment of curriculum to WIOA II and college to career readiness standards. Noncredit will pilot remote CASAS testing in summer 2020 in order to prepare for distance education and remote assessment and will share best practices with the AEC. The AEC plans to certify for CASAS remote testing in anticipation of distance learning only instruction and blended instruction. AEC collaboration with off-campus partners will be supported by remote CASAS testing. It is anticipated that once on-campus learning is available the AEC will work with CASAS face to face testing and CASAS remote testing. CASAS remote testing will

support off-campus classes, student schedules and testing outside of class time. The Consortium will participate in trainings and webinars offered by CASAS and the California Department of Education in order to remain in compliance.

Seamless Transitions

New Strategies

Strategy #1

Noncredit Career Development and College Preparation: Noncredit administrators will work closely with SMC faculty, administrators, and staff to continue to develop and increase the institutional knowledge of the Consortium as it relates to: AEC to SMC (noncredit) student transition, noncredit eligible categories, program development, and pathways to credit and career. Noncredit lead faculty and administrators will actively participate in SMC Student Equity Achievement and Redesign (Guided Pathways) conversations with the goal of integrating noncredit academic, career, and student services pathways in discussions and plans. SMC Career Education faculty will explore in demand career opportunities in the Santa Monica region leading to employment opportunities with a specific focus on Business, Computer Science and Information Systems, Early Care and Education, Earth Sciences, ESL and Health Sciences. Working in collaboration with the Los Angeles Orange County Regional Strong Workforce Consortium as well as the City of Santa Monica's Community and Economic Recovery Taskforce, SMC Noncredit will promote existing programs that address current workforce needs as well as support the development of new curriculum needed for economic recovery in light of COVID-19.

Strategy #2

ESL Curriculum Alignment: The AEC and Noncredit will continue to make ESL curriculum alignment and faculty professional development a high priority. The AEC and Noncredit ESL Co-Faculty Leads will proceed with aligning noncredit ESL curriculum to offer ESL courses that serve the needs of the region. Because of the unexpected shift to remote operations and distance education, there is a shared need for the Consortium's English Language Learners to acquire basic computer skills necessary to access online learning platforms. To that end, Noncredit ESL and AEC Co-Faculty Leads will explore developing a course to be offered by the AEC that will give ESL students the opportunity to learn basic computer skills necessary to prepare them for distance education and hybrid courses. Consortium ESL faculty will continue to collaborate to share promising practices related to effective ESL instruction particularly with a focus on distance education. Going forward, the programs will continue to explore best practices to share data between agencies; to collaborate on curriculum, assessments and instructional resources; and to create new pathways to ensure that students have the skills to navigate and adapt to an ever-changing global society.

Strategy #3

Referrals: In order to encourage and promote referrals from community partners, the Consortium will expand its newly implemented referral and tracking platform to include at least one community partner. In order to do so, Consortium leadership led by the AEC Co-Chair will create interagency cross training opportunities to ensure best practices in student data security and ensure FERPA regulations are being met. A student referral process was established to refer AEC students to SMC Noncredit for 2020 summer offerings. SMC Noncredit staff receives referral and connect with students on an ongoing basis. Each agency receiving a referral is responsible for outreach to interested students and follow-up regarding enrollment. The student data sharing waiver has been translated into Spanish and updated for 2021. Verbal acknowledgement is received by the AEC counselor with acknowledgement of approval notated in the AEC's MIS system, ASAP. To ensure coherence, onboarding of community partners will include identifying one individual at each agency to receive and process referrals, community program offerings, and confirm data sharing waiver approval.

Strategy #4

Student Services Workgroup: SMC Noncredit student services staff will partner with administration to analyze and report noncredit student registration and enrollment in addition to course/program completion and transition. Noncredit student services staff will take a lead role in collaboration with the Dean to align as best as possible noncredit student registration and enrollment procedures, along with course/program completion (e.g., steps to participate in the SMC commencement), with credit. Procedures will be documented in Microsoft Teams beginning spring 2020. AEC student transition to Noncredit will be

communicated to AEC staff upon request and with the student's consent. AEC student transition to Noncredit is jointly accessible in the shared referral/tracking Google Doc.

Student Acceleration

New Strategies

Strategy #1

Integrated Education and Training: In the fall 2020 semester, Noncredit ESL will pilot an Integrated Education and Training IET program with the SMC Early Childhood Education Department's Noncredit Early Care and Education courses and program. This program will offer contextualized English language support through the newly approved ESL For College and Career Pathway Certificate of Competency. The AEC and Noncredit ESL faculty will collaborate to identify and enroll ESL students who are interested in this career pathway. Noncredit ESL will continue to explore opportunities to offer contextualized language support using this IET model for other noncredit CDCP programs including Rehabilitation Aide and the newly approved Receptionist program.

Professional Development

New Strategies

Strategy #1

Professional Development Participation and Report-outs: Professional development for Consortium members will focus on: Adult Basic Education, Adult Secondary Education, digital literacy, distance education, English as a Second Language, Immigrant Education, and noncredit to credit and career pathways. The Governing Board will ensure that professional development is aligned with consortium activities and CAEP objectives. Both members will identify equitable and accountable professional development requests and approvals processes, appropriate for both members, that may require "share and learn" report-outs at consortium meetings. In support of transition to remote operations and distance education, AEC administration and faculty will meet twice a week. Tuesday Tech Share days have been established in support of newly needed instructional and administrative technology demands. The Tech Share Lead identified with AEC administration staff identified as Moderator. AEC Staff Meetings focus in support of school administrative policies, Distance Learning instruction, attendance guidelines, assessment, upcoming deliverables, curriculum review, partner updates, student referrals, community services, faculty/student surveys, group sharing, and best practices. These peer learning opportunities are invaluable in meeting the needs of students, faculty, and administration. Funding has been allocated for future meetings to take place once a month.

Strategy #2

The Consortium Governing Board will participate in meetings, trainings, workshops, conference and events with a focus on: Adult Education, Noncredit, CAEP, CASAS, WIOA I, WIOA II, Distance Education, Equity, and the Los Angeles County Workforce Development Board's MOU for Adult Education. SMC Noncredit administrators, faculty leaders, and designated classified staff will continue to participate in Association of Community and Continuing Education (ACCE), Academic Senate for California Community Colleges (ASCCC), Guided Pathways, Institutional Effectiveness Partnership Initiative, Racial Equity, Research and Planning Group for Noncredit (RP Group), Strong Workforce Program for Noncredit, and Student Equity and Achievement discussions and events including virtual events. The AEC and Noncredit will participate in distance education and technology-based professional development. AEC administrators and faculty will participate in online trainings as follows: Outreach and Technical Assistance Network (OTAN), Zoom meetings for educators trainings, ESL Library, TESOL Online with Cambridge: CATESOL Virtual Conference, Newsela Instructor Certification, Using Remind to Safely Communicate with Students 2021 LA Counselor Conference. AEC staff will be invited to participate in one or more of the following OTAN online workshops: Using Technology to Amplify Student Voice, Tech Tools for Civic Engagement and Creating Accessible Documents, which will demonstrate 508 compliance features.

Strategy #3

Faculty Conversations: Consortium Co-Faculty Leads will facilitate Noncredit and AEC curriculum and instruction shared learning discussions in collaboration with adult education, noncredit, and credit faculty in order to create clearer pathways, eliminate redundancies, and identify challenging areas including distance education. These conversations will take place via Zoom and will include updates on Consortium efforts as they relate to the goals of CAEP.

Strategy #4

Racial Equity-based Professional Development and Data Informed Planning: In June 2020, SMC Noncredit hosted a two-day Racial Equity Training, facilitated by SMC's Dean of Institutional Research and Lead Counselor Overseeing Black Collegians. This training provided a foundation to ongoing conversations, professional development and efforts to increase departmental knowledge of institutional inequities in order to reach equitable outcomes in noncredit student persistence, completion, and transition.

Strategy #5

SMC Noncredit will develop a Noncredit research agenda in collaboration with SMC Institutional Research. The research agenda will include increased efforts in student racial equity data collection and analysis, in addition to achieving CAEP, Strong Workforce (Noncredit), and WIOA II objectives.

Leveraging Resources**New Strategies****Strategy #1**

Los Angeles County Workforce Development Board's MOU for Adult Education: Co-Chairs and Co-Project Directors will network with adult education and noncredit regional providers identified by the Workforce Development Board. As a result of COVID-19, networking opportunities and presentations will be conducted remotely. This includes, virtual presentations to regional providers and agencies on Noncredit and AEC academic programs and student services. Noncredit staff will present virtually via zoom at the weekly WIOA I Orientation at the JVS West Los Angeles WorkSource Center.

Strategy #2

Santa Monica Public Library: The AEC, as part of its mission to serve the SMMUSD, will take the lead in reaching out to the Los Angeles Public Library and Malibu branch in an effort to offer adult education and potentially noncredit classes at library locations. Ongoing collaboration and communication with Santa Monica Public Library (SMPL) are continuing given the current City of Santa Monica budget constraints and COVID-19 social distance recommendations. As it stands, AEC will not offer on-site classes at Santa Monica Public Library due to library and meeting room closures. Classes previously offered at SMPL sites have been moved to a distance learning format with the option to move to face-to-face or blended learning once spaces become available. SMPL will continue to post and disseminate AEC course information. The Malibu Library is a member of the Los Angeles Public Library system and the AEC is welcome to have a presence in Malibu and promote adult education offerings. ESL classes are not scheduled to run in Malibu due to COVID-19 social distancing recommendations; however, all previous Malibu Library students will be invited to participate in upcoming distance learning classes. Once the Santa Monica Public Library resumes full services, the Consortium will partner with the Santa Monica Public Library to host consortium meetings and to explore library meeting rooms for future adult education and noncredit classes.

Strategy #3

SMC Noncredit Awareness: SMC Noncredit administrators, lead faculty, and designated classified staff will continue to present at college faculty and staff meetings as well as college-wide and community events on noncredit academic and career pathways. Meetings and events include but are not limited to Academic Affairs and Student Services Department Meetings, Career Fair, Career Education (formerly, CTE) Committee, Curriculum Committee, Flex Day and Opening Day, Guided Pathways (SMC Redesign), Super Saturday, VIP Day, Welcome Week. These meetings and events will be held remotely via Zoom March 2020 through December 2020 and could continue remotely beyond December 2020.

Strategy #4

Outreach to Community and Industry Partners: The AEC Co-Chair will take the lead to organize and host virtual partner events. These virtual events will resume in person, or a combination of in person and virtual once the AEC and Noncredit return to on-ground operations. These events will initiate and strengthen partnerships with community and industry partners to explore opportunities for adult learners in alignment with the Consortium's 2019-2022 Three-Year Plan. SMC Noncredit will represent the consortium on the City of Santa Monica's Community and Economic Recovery Task Force and Blue Economy Task Force.

Fiscal Management

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

The Consortium's Governing Board, representative of SMC Noncredit and SMMUSD Adult Education administrators, faculty, and classified staff, are committed to remaining accountable by ensuring consortium-related activities align with CAEP objectives/strategies. CAEP funds will continue to only be allocated to activities that support noncredit and adult education academic and student services programs, including: curriculum and program development; support staff (classified, student workers, faculty, and managers); marketing; outreach; technology; research; data collection, analyses, and reporting; and for 2020-2021, most likely virtual professional development and remote operations. All activities are consistent with the 2020-2021 annual plan and 2019-2022 three-year plan. Activities are revisited and expanded to meet the needs of the Consortium's growing adult education and noncredit programs in the region in addition to State and County responses and mandates pertaining to COVID-19.

An approach to incorporating remaining carry-over funds from prior year(s) into strategies planned for 2020-21.

The Consortium's Governing Board is confident that year 2019-2020 remaining funds will be spent down by the CAEP deadline; however, this could change given SMC and SMMUSD district policies that might need to be adjusted due to COVID-19, the economic crisis, and remote operations. Carry-over funds from prior year(s) are incorporated into the expansion of activities/strategies outlined in the 2020-2021 Annual Plan including: curriculum and program development; support staff (classified, student workers, faculty, and managers); marketing; outreach; technology; research; data collection, analyses, and reporting; and for 2020-2021, most likely virtual professional development and remote operations.

Certification

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