

56 Santa Monica Regional Consortium for Adult Education

Plans & Goals

Executive Summary

The Santa Monica Regional Consortium for Adult Education (SMRC) 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 high school equivalency examinations, complete noncredit courses to earn a certificate, transition to college-level (credit courses/programs), and/or obtain mid-level employment with livable wages. The SMRC is committed to making a positive impact on 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 the region's adult learners, with a focus on eliminating barriers and intentionally addressing systemic racism to provide more accessible, equitable, and better-quality academic and career pathways.

In the 2021-22 academic year the SMRC made significant accomplishments to support adult learners. SMC Noncredit offered Distance Education, Hybrid, and in person classes and student services. 148 petitions were filed for Noncredit Certificates of Completion or Noncredit Certificates of Competency. SMC Noncredit supported the creation of 2 new CDCP programs: Certified Nursing Assistant and Home Health Aide Pre-Certification programs and supported the contextualization of ESL for College and Career Pathways for Health Care Careers. These 3 programs will be offered for the first time in fall 2022 to meet regional workforce needs. SMC Noncredit also supported Zero Textbook Cost efforts in noncredit to eliminate student cost. Noncredit counselors partnered with the SMC DREAM program to streamline AB540 attendance verifications, conducted training to general counselors on noncredit pathways, created a holistic student resource guide and worked with the JVS West Los Angeles WorkSource Center to provide career fair opportunities to students. SMC Noncredit also participated in various district, community and consortium outreach activities including specialized registration events at the Adult Education Center.

The AEC incorporated a number of new curricular and instructional methodologies in response to the pandemic. For high school equivalency test preparation and high school diploma students, the Edgenuity curriculum – an online academic curriculum aligned to the College and Career Readiness Standards for Adult Education was adopted during 2020 – 2021 academic year and fully implemented in 2021-2022. Within that same timeframe English as a Second Language faculty refocused curriculum to the online learning platform, Burlington English. With the incorporation of online instructional practices, the AEC invested in a bank of 49 Chromebooks in spring 2021 and distributed them for student use during 2021 – 2022 academic year. This investment has provided opportunities for students to utilize loaner devices for both in class instruction and at home use as needed. A further innovation to the AEC curriculum was the development of Shared Student Education Plans. Students and faculty have begun to work together to underscore student educational goals and highlight progress in their goal attainment. A significant accomplishment in community partnership was the signing of the Memorandum of Understanding between the City of Santa Monica, Santa Monica Public Library (SMPL) and SMMUSD Adult Education Center. The Memorandum was approved in 2021 and supports SMRC objectives to onboard SMPL to the Student Referral tool to allow for the increased ease of student transitions.

Planned allocations outlined in this annual plan are consistent with the themes outlined in the 2022-25 3-Year Plan which include: 1) Technology Access and Support 2) Creation of new CDCP programs and Adult Education Classes 3) Differentiated Support for Diverse Learning Modalities 4) Digital Literacy 5) Transitional support 6) Professional Development and Community Building 7) Career Services 8) Marketing Outreach.

To meet the educational needs of the region's adult learners, the consortium will focus on building digital literacy skills, supporting career education and career preparation, supporting adult learners with math and English skills, and closing educational access and equity gaps. To reach those objectives the SMRC will focus on strengthening transitional supports for students interested in postsecondary opportunities or the workforce, ramping up outreach and marketing opportunities to increase retention and enrollment, expanding collaborations with internal and external partners, and assisting adult learners to navigate different learning modalities/services. CAEP spending will align with the objectives outlined in the 3-year plan,

including but not limited to: salary and benefits of instructors, program staff and management, supporting curriculum development, outreach and marketing, program supplies and material and professional development opportunities.

Regional Planning Overview

The 2022-25 three-year Plan identifies the regional priorities of: 1) Technology Access and Support 2) Creation of new CDCP programs and Adult Education Classes 3) Differentiated Support for Diverse Learning Modalities 4) Digital Literacy 5) Transitional support 6) Professional Development and Community Building 7) Career Services 8) Marketing Outreach. To meet those educational needs of the region's adult learners, the consortium will focus on building digital literacy skills, supporting career education and career preparation programs, supporting adult learners by strengthening their basic math and English skills and closing educational access and equity gaps. The consortium will collaborate to strengthen transitional supports for students interested in postsecondary opportunities or the workforce preparation. Additionally, the consortium will concentrate on increasing outreach and marketing opportunities to increase enrollment and retention. The consortium will expand collaborations with internal and external partners to facilitate student use of internal and external resources. To assist adult learners to navigate different learning modalities/services, the consortium will invest in professional development of faculty and staff on diverse modes of delivery of instruction and student services.

Meeting Regional Needs

Regional Need #1

Gaps in Service / Regional Needs

As a result of the COVID-19 pandemic, the consortium has experienced a significant enrollment decline. Adult Education Center students had a very difficult experience transitioning to online learning. The pandemic intensified existing gaps to educational access and the digital divide. As a result, enrollment dropped by 45% in the 2020-2021 school year. SMC Noncredit has also experienced a significant enrollment decline, but early adoption of the Canvas Learning Management System eased the process of transitioning to distance learning for noncredit students. In the face of these challenges, the consortium will focus efforts on increasing educational access and focus on student persistence and program completion, with aspirations to reestablish pre-pandemic levels of enrollment and service delivery.

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

Gaps were identified by enrollment and completion rates. SMC Noncredit utilizes COMIS data and certificate petition records. AEC utilizes Administrative Software Applications Program (ASAP) Management Information System and CASAS TOPSpro Enterprise.

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

SMC Noncredit will continue to utilize COMIS attendance data and certificate completion rates to monitor progress. For the AEC, the administration and faculty will consider a variety of measures: the total number of students completing English Functioning Levels (EFL) through CASAS assessment, ASE/ABE course completion rates, High School Equivalency Certificate (GED) completion rates, High School Diploma completion rates, EL Civics passage rates, citizenship naturalization attainment and WIOA Core Performance Outcome percentages.

Regional Need #2

Gaps in Service / Regional Needs

Within the Santa Monica Region, the majority of residents have a high educational attainment level, with 62% of residents having earned a bachelor's degree or higher. Despite a high regional educational attainment level, 10% have only a high school diploma or equivalency and 6% of residents have less than a high school diploma. There is great socioeconomic disparity between residents with high educational attainment and those facing barriers to education and employment. For the 16% of residents that do not have postsecondary credentials, the SMRC provides opportunities for people to receive basic skills education in English, Math and English as a Second Language, and opportunities to earn their US citizenship, high school diploma, and/or receive specialized training and workforce preparation for careers that meet the local industry needs.

In addition to Santa Monica City residents, the SMRC also serves the greater Los Angeles region. Many adult learners from the Los Angeles region commute to Santa Monica for better-paying employment opportunities and SMC's renowned educational programs. To also meet the greater Los Angeles regional educational and workforce needs most heavily impacted by the pandemic, the SMRC will continue to create programs and services that are inclusive of greater Los Angeles' regional needs.

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

The governing board reviewed regional data from the 2021 Fact Sheets compiled by CAEP, which are populated from census data. To receive direct input from impacted parties, the consortium devised and administered a shared student survey that inquired about their respective campuses' existing educational services, barriers and program recommendations. The survey was sent to all SMC Noncredit and AEC students enrolled in the 2021-2022 school year. A complementary joint faculty and staff survey was also administered in Spring 2022 to receive direct input from all SMRC faculty and staff. Members of the governing board also met individually with various academic departments and community partners that are invested in the success of adult learners in the region, particularly with workforce preparation services like JVS West LA and Chrysalis.

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

Effectiveness will be measured by program participation and completion rates. To measure employment services, the consortium will track referrals made to external job preparation and job placement partners.

Regional Need #3

Gaps in Service / Regional Needs

To align with local needs, the SMRC will be working to align with SMC's Guided Pathways and Student Equity and Achievement goals to assist in increasing certificate and degree completion rates in addition to closing equity gaps for marginalized student groups. This work will build on the existing noncredit ESL and Career Education programs and expand to explore options in basic skills math and English. SMC Noncredit will work closely with institutional leadership to align the college and career preparation goals of CAEP with those of other campus-wide initiatives: SMC Guided Pathways, the Strong Workforce Program, and the Student Equity and Achievement Program. These efforts will serve adults with educational barriers and first generation college students by providing additional pathways to credit coursework for marginalized and underserved students.

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

These gaps were identified through COMIS data, Launchboard data and SMC Precision Campus data.

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

Effectiveness will be measured by reviewing enrollment, student success and completion data.

Address Educational Needs

2022-23 Strategies

Strategy Name

Online Learning Platform

Activity that Applies to this Strategy

CANVAS

Metrics that Apply to this Activity/Strategy

- All: Number of Adults Served (AE 200 - Overall)

Strategy Description

Since the Adult Education Center does not currently use Canvas, professional development opportunities will be coordinated to orient faculty to the online learning platform. Continual opportunities will be available for cross training between SMC and AEC. The consortium will pilot student orientations for online education for new and continuing students.

Strategy Name

Mirrored Courses

Activity that Applies to this Strategy

Reduce or Eliminate Student Material Cost

Metrics that Apply to this Activity/Strategy

- All: Adults who Became Participants (AE 202 - Overall)

Strategy Description

Support development and implementation of mirrored courses in ESL and career education programs to allow greater access for noncredit students to access credit level courses for free. Information learned from the creation of mirrored ESL courses will be utilized to expand to other disciplines including Career Education and Math and English to increase student access to education. Mirrored courses in Career Education programs will also complement regional Strong Workforce Program initiatives.

Strategy Name

Contextualized ESL Expansion

Activity that Applies to this Strategy

Contextualized ESL Expansion

Metrics that Apply to this Activity/Strategy

- Student Barriers: English Language Learner (AE 305 - Overall)

Strategy Description

Continue to support the co-teaching IET model for contextualized ESL for Healthcare and Early Care and Education.

Strategy Name

Outreach and Marketing

Activity that Applies to this Strategy

Reduce or Eliminate Student Material Cost

Metrics that Apply to this Activity/Strategy

- All: Number of Adults Served (AE 200 - Overall)

Strategy Description

Create strategic partnerships with community partners and internal departments to increase community outreach opportunities. Allocate funding to outreach and marketing materials including but not limited to, print media, radio ads, social media, search engine ads and optimization. Allocate time and effort of personnel for various outreach activities.

Strategy Name

Adult Education Dual Enrollment/Special Admit

Activity that Applies to this Strategy

Transitional Assistance from AEC to SMC

Metrics that Apply to this Activity/Strategy

- Transition: Participants with Transition to Postsecondary (credit college) (AE 637 - Overall)

Strategy Description

The consortium will learn about the infrastructure needed to offer adult education dual enrollment/special admit for high school equivalency and GED students.

Strategy Name

Noncredit English and Math Programs

Activity that Applies to this Strategy

Transitional Assistance from AEC to SMC

Metrics that Apply to this Activity/Strategy

- Transition: Participants with Transition to Postsecondary (credit college) (AE 637 - Overall)

Strategy Description

The consortium will support English and math faculty in the development of noncredit English and math programs to support students' success in transitioning to credit coursework.

Strategy Name

Relocation promotion

Activity that Applies to this Strategy

Student Engagement

Metrics that Apply to this Activity/Strategy

- All: Number of Adults Served (AE 200 - Overall)

Strategy Description

With the relocation of the Adult Education Center, resources will need to be allocated to inform the community of the new location, updated service hours, class schedule and student services. Resources will focus on marketing, new signage, student engagement activities and community partner outreach.

Improve Integration of Services & Transitions**2022-23 Strategies****Strategy Name**

Referral Tracking System

Activity that Applies to this Strategy

Transitional Assistance from AEC to SMC

Metrics that Apply to this Activity/Strategy

- Transition: Participants with Transition to Postsecondary (credit college) (AE 637 - Overall)

Strategy Description

Provide cross training opportunities for consortium staff and community partners to utilize consortiums referral platform. Use of the referral platform will allow for increased collaboration and understanding of services and processes to improve the frequency and quality of referrals. Data collected will measure the amount and quality of student referrals.

Strategy Name

Transition from AEC to SMC

Activity that Applies to this Strategy

Transitional Assistance from AEC to SMC

Metrics that Apply to this Activity/Strategy

- Transition: Participants with Transition to Postsecondary (credit college) (AE 637 - Overall)

Strategy Description

SMC Noncredit Program Specialist and SMC Noncredit Counselor to work together in providing transitional assistance for AEC students wanting to enroll into SMC Noncredit and credit opportunities. A percentage of Program Specialist's time will be allocated to serve as the department's dedicated transition specialist.

Strategy Name

SMC Field Trips

Activity that Applies to this Strategy

Transitional Assistance from AEC to SMC

Metrics that Apply to this Activity/Strategy

- Transition: Participants with Transition to Postsecondary (credit college) (AE 637 - Overall)

Strategy Description

SMC Noncredit personnel will travel to AEC to host information sessions for AEC students and will register interested AEC students for field trips to SMC main campus. In this pilot year, field trips will take place once per semester for SMC Noncredit and AEC students to visit critical student resources and receive help with matriculation steps to transition to postsecondary credit and career education.

Improve Effectiveness of Services**2022-23 Strategies****Strategy Name**

Career Services

Activity that Applies to this Strategy

Career Services

Metrics that Apply to this Activity/Strategy

- Transition: Participants with Transition to Postsecondary (CTE) (AE 636 - Overall)

Strategy Description

Develop a stronger partnership with Chrysalis to increase student referrals for job assistance. Continue to promote local job fairs and host career fairs on campus for in demand careers like Certified Nurse Assistant for program completers. Explore how to increase integration of career preparation information into curricula. Support faculty in creating new CDCP certificate programs that train and prepare adult learners for in-demand careers.

Strategy Name

Reduce or Eliminate Student Material Cost

Activity that Applies to this Strategy

Reduce or Eliminate Student Material Cost

Metrics that Apply to this Activity/Strategy

- All: Adults who Became Participants (AE 202 - Overall)

Strategy Description

SMC will increase implementation efforts of Zero Textbook Cost curricula, and Open Educational Resources. The AEC will continue to offer materials at no cost to students. As part of that established effort, the AEC will begin to fund the newly created Adult Secondary Education High School Equivalency Student Support program that offers free GED vouchers for practice tests and official tests to qualified students.

Strategy Name

Supporting Different Learning Modalities

Activity that Applies to this Strategy

Support services for different learning modalities

Metrics that Apply to this Activity/Strategy

- All: Number of Adults Served (AE 200 - Overall)

Strategy Description

Create support services and new curriculum to support Online/Distance Education programs, hybrid, hyflex and in person classes and services. Focus on building students digital literacy and expanding access to online classes and services. Activities to support student success will also include strategies to promote community building to promote student sense of belonging. Strategies will be inclusive of students socio-emotional needs as that plays a large role in student persistence and retention.

Strategy Name

Professional Development

Activity that Applies to this Strategy

Professional Development

Metrics that Apply to this Activity/Strategy

- All: Number of Adults Served (AE 200 - Overall)

Strategy Description

Continue to support adult education practitioners' professional development in topics including but not limited to: curriculum development, cultural responsiveness, anti-racism, data informed practices, career education and preparation, digital literacy, ESL, noncredit, WIOA II and CAEP.

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.

CAEP spending will align with the objectives outlined in this annual plan in addition to the three-year plan, including but not limited to: salary and benefits of program management, classified staff and salaries, instructional salaries and benefits,

supporting of curriculum development, outreach and marketing, program supplies and instructional materials, and professional development opportunities.

An approach to incorporating remaining carry-over funds from prior year(s) into strategies planned for 2022-23.

Carryover is the responsibility of each member to spend by the established deadlines. SMC Noncredit prioritizes the use of carry-over funds to meet annual plan goals to ensure funds are expended by the established deadlines. AEC will continue educational improvements through the use of CAEP carry-over and in alignment with CAEP annual plans. This year, due to the relocation of the AEC facility, some carry-over funds will be used on one time investments aimed at informing the community about the relocation and the scheduling parameters required by our new facility partners. This includes a focus on: stakeholder engagement activities, marketing and outreach, community partnerships, professional development, and appropriate staffing for the successful implementation of instruction.

Certification

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