

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 2022-23 academic year the SMRC made significant accomplishments to support adult learners. SMC Noncredit offered Distance Education, Hybrid, and in person classes and student services. 234 Noncredit Certificates of Completion or Noncredit Certificates of Competency were awarded, an increase of 50% over the prior year. SMC Noncredit launched 2 new CDCP programs: Certified Nursing Assistant and Home Health Aide Pre-Certification (which have been widely popular and set to grow) and supported the contextualization of ESL for College and Career Pathways for Health Care Careers as well as the creation of 2 or more Art programs to launch this coming year. 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 host multiple career development workshops to prepare students who are entering the workforce. 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

Boosting Enrollment & Persistence

While the consortium experienced a significant enrollment decline due to the COVID-19 pandemic, some enrollment rebound was experienced in 2022-23. Both the AEC and SMC Noncredit have struggled with the proper distribution of on-ground, online and hybrid classes. Tools like Canvas eased the transition to Distance Education for SMC-Noncredit and the AEC was able to adopt Canvas as well. SMC and AEC have enrollment growth and completion goals. To reach them, the consortium will focus efforts on:

Addressing Educational Needs: through contextualized ESL expansion, adult education dual enrollment, noncredit English and math programs.

Improve Integration of Services & Transitions: through referral tracking and handoff system, and field trips to get students excited about enrolling in their program.

Improve Effectiveness of Services: through providing enhanced career services, reducing or eliminating student material cost, supporting different learning modalities, and professional development.

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. Specifically, the governing board of the consortium will develop SMART goals to measure the effectiveness of its program focused efforts.

Regional Need #2

Gaps in Service / Regional Needs

Degree Attainment - Educational Needs for those in our service area

There are a number of residents in the local service area without a college degree, as well as those seeking additional training to pursue a different career path. At the same time, there are opportunities to service students through increased distance education support for those seeking similar educational levels or goals. Efforts here will have long-term benefits for those seeking certifications and/or degrees:

Addressing Educational Needs: Through increasing adoption of and training the use of Canvas learning management system, adopting mirrored courses and strategic outreach & marketing.

Improve Integration of Services & Transitions: through referral tracking and handoff system, and field trips to get students excited about enrolling in their program.

Improve Effectiveness of Services: through reducing or eliminating student material cost and supporting different learning modalities.

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. Additionally, the governing board of the consortium will develop SMART goals to measure the effectiveness of its program focused efforts.

Address Educational Needs

2023-24 Strategies

Strategy Name

Enhancing the use of Canvas 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

Through increasing adoption of and training the use of Canvas learning management system, the instructors will leverage this tool to its utmost effectiveness. Building digital literacy amongst the faculty, and then, the students, will build both soft skills and capacity for success in later coursework. This will be done through:

- hands-on implementation,
- the use of Northstar software and assessments for certification,

- onboarding new students with basic Canvas orientation via welcome emails with PDF instructions and videos, teacher or student worker
- Technology Tutoring Hour, a tutoring session will be available for drop-in help for students who need additional assistance.

Strategy Name

Implement 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

While some contextualized ESL was added in 2022-23, the continued expansion of this goal will aid in growing the ESL curriculum, increasing the skills of our ESL populations, and helping ESL students explore possible career paths. Support the co-teaching IET model for contextualized ESL in other disciplines.

Strategy Name

Outreach & Marketing

Activity that Applies to this Strategy

Outreach and Marketing

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. Ensure the web presence of SMRC-funded programs is geared towards driving enrollment and leverage cross-pollinated marketing to boost enrollment.

Strategy Name

Adult Ed 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

No credit English & 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.

Improve Integration of Services & Transitions

2023-24 Strategies

Strategy Name

Referral Tracking System

Activity that Applies to this Strategy

Referral Tracking System

Metrics that Apply to this Activity/Strategy

- All: Number of Adults Served (AE 200 - 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. Adding additional uses of referral tracking can help stimulate enrollment, and job placements.

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

SMC Field Trips

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**2023-24 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 Nursing Assistant for program completers - as well as host a SMRC job fair. 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. SMC will work to eliminate the start up cost and state exam fees for CNA/HHA students by working with different funding sources or agencies that can help address those financial barriers. 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 2023-24.

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

Santa Monica CCD - Member Representative

Scott Silverman

Dean, Noncredit & External Programs

silverman_scott@smc.edu

(310) 434-4370

Luis Jauregui

Project Manager

jauregui_luis@smc.edu

(310) 434-3403

Approved by Scott Silverman Ed.D.

06/21/2023 09:48 AM PDT

Santa Monica-Malibu Unified - Member Representative

Cynthia McGregory

Principal

cmcgregory@smmusd.org

(310) 392-2494 ext: 66208

Devon Smith

devonsmith@smmusd.org

Approved by Dr. Devon Smith

07/03/2023 03:27 PM PDT



California
Community
Colleges



2023 © California Community Colleges
NOVA Site Version: 6.3.4