

56 Santa Monica Regional Consortium for Adult Education

CONSORTIUM APPROVED

2024-25

Plans & Goals**Executive Summary**

The Santa Monica Regional Consortium for Adult Education (SMRC) serves as the academic and career pathway for adult learners in the Santa Monica-Malibu area. In the 2023-24 academic year, significant achievements were made, including:

- SMC Noncredit expanded course offerings and awarded 405 certificates (an increase of 73% over the 234 certificates achieved the previous year). This reflects 197 Certificates of Completion and 208 Certificates of Competency.
- SMC Noncredit launched new programs like Certified Nursing Assistant and Home Health Aide Pre-Certification were launched.
- SMC Noncredit made efforts were made to support ESL contextualization for healthcare careers and to introduce new Art programs.
- SMC Noncredit counselors collaborated with the SMC DREAM program to streamline attendance verifications.
- The Adult Education Center (AEC) adapted curriculum and instructional methods, such as implementing online platforms like Edgenuity and Burlington English.
- AEC invested in Chromebooks for student use and developed Shared Student Education Plans to track progress.
- AEC launched the Multi Core Craft Curriculum (MC3), a pre-apprenticeship program for building trades, with Introduction to Building Trades
- SMRC formed a partnership with the City of Santa Monica/Santa Monica Public Library, SMMUSD Adult Education Center and SMC Noncredit to support student transitions.

Planned allocations for the upcoming year align with the themes outlined in the 2022-25 3-Year Plan, focusing on technology access, new program creation, support for diverse learning modalities, digital literacy, transitional support, professional development, career services, and marketing outreach.

To address the educational needs of adult learners, the consortium will prioritize building digital literacy, supporting career education, enhancing math and English skills, and closing access and equity gaps. This includes strengthening transitional support, increasing outreach and marketing efforts, expanding collaborations, and assisting learners in navigating different learning services.

Overall, the consortium aims to align spending with the objectives outlined in the 3-year plan, covering areas such as staffing, curriculum development, outreach, supplies, and professional development.

Regional Planning Overview

The SMRC Governing Board has determined that the best way to achieve the three-year plan in 2024-25 is to focus on student completion and persistence data, and use the analysis as benchmarks to set metrics for the next three-year plan.

Meeting Regional Needs

Regional Need #1

Gaps in Service / Regional Needs

By June 2025, increase persistence of students across all programs offered by both partner agencies.

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

Using TOPs PRO performance, persistence data and the CASAS data portal, combined with local agency reporting for CTE programs, we have identified opportunities to boost persistence.

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

Using the data and reports mentioned above, and at every reporting period, each agency will analyze their own data.

During Annual Retreat and regular Governing Board meetings, we will analyze the data together.

Address Educational Needs

2024-25 Strategies

Strategy Name

Identify opportunities to increase persistence and completion rates.

Activity that Applies to this Strategy

Increase student support

Metrics that Apply to this Activity/Strategy

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

Strategy Description

We will analyze the data from all available sources, and identify programmatic areas where SMRC and individual agencies can make improved gains in specific metrics.

Strategy Name

Enhancing Digital Literacy

Activity that Applies to this Strategy

CANVAS

Metrics that Apply to this Activity/Strategy

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

Strategy Description

SMRC will continue to build digital literacy among faculty and students by:

- Continuing to offer online and hybrid courses using Canvas LMS

- Developing a Canvas online resource for incoming students to learn how to access and use the LMS
- Offering Northstar software and supplemental digital materials
- Onboarding new students with welcome emails that include Canvas instructions and videos
- Offering drop-in technology tutoring for students who need technical assistance with Canvas
- Offering professional development opportunities to faculty seeking to enhance their digital expertise

Strategy Name

Integrated Education and Training

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

SMRC will expand its Integrated Education and Training program for English Language Learners. ELLs will have the opportunity to co-enroll in Career Education courses while simultaneously receiving workforce preparation and English language skills in specialized ESL courses that offer contextualized instruction in the areas of Healthcare, Early Care and Education, and/or Business.

Strategy Name

Extracurricular Activities

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

SMRC will expand opportunities for adult learners to engage with each other and the larger community outside the classroom. SMC will offer free weekly conversation groups for English Language Learners, open to both credit and noncredit students, and held on the Main Campus. In addition, SMC will organize a Student Success Ceremony to recognize and celebrate noncredit students who have earned Certificates of Completion and/or Certificates of Competency during the year. Activities such as these promote a sense of belonging which may in turn play a role in student retention and persistence.

Strategy Name

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

Strategy Description

SMRC will offer noncredit students the opportunity to take mirrored ESL courses. Mirrored courses enable noncredit students to access credit-level ESL classes for free. First-time college students can take these noncredit courses alongside credit students without affecting their financial aid or GPA. This gives noncredit students the opportunity to experience a credit class and assess their readiness for post-secondary coursework. SMRC will explore the possibility of expanding mirrored course offerings to include Career Education courses.

Strategy Name

Free Tutoring

Activity that Applies to this Strategy

Increase student support

Metrics that Apply to this Activity/Strategy

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

Strategy Description

To further support student learning, English Language Learners at SMC will have access to free one-on-one tutoring. Students will be able to sign up for up to two weekly 30-minute sessions with a tutor. Tutoring will be available at the SMC Main Campus. SMC Noncredit will advocate for expanding tutoring services to the Bundy Campus which will provide easier access for noncredit students. Additionally, SMRC will explore the feasibility of offering supervised tutoring in ESL and other subjects.

Strategy Name

Closing Access or Equity Gaps

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

To address access and equity gaps, SMRC will continue to provide ESL students with free access to textbooks. Students can utilize class sets or Zero Textbook Cost (ZTC) materials provided in class. Additionally, SMC will pursue funding sources to offset the cost of textbooks and supplies for students in the Career Education programs, as well as financial assistance for CPR certification, background checks, and drug screening required by some programs.

Strategy Name

Coordinated Development of Student Education Plans

Activity that Applies to this Strategy

Increase student support

Metrics that Apply to this Activity/Strategy

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

Strategy Description

A personal education plan will be elaborated for each AEC student. It will be developed with the input of all AEC staff who work with the individual student: counselors, administrative staff, and instructors. This comprehensive document will allow the AEC to address student needs and barriers as they arise and will enhance student persistence and retention. The education plan will be continuously updated while the student is attending the AEC.

Improve Integration of Services & Transitions**2024-25 Strategies****Strategy Name**

Enhance Communication and Coordination Between AEC and SMC

Activity that Applies to this Strategy

Increase student support

Metrics that Apply to this Activity/Strategy

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

Strategy Description

Develop and implement a structured communication plan between AEC and SMC to ensure seamless transitions for students. This includes scheduled meetings between staff and a shared database for tracking student progress. By the end of the 2024-25 academic year, conduct at least 2 joint task force meetings between AEC and SMC staff.

Strategy Name

Simplify Enrollment and Onboarding Processes

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

Streamline enrollment and onboarding processes for AEC students transitioning to SMC programs. This includes providing presentations to adult school students by SMC Noncredit counselors and creating a simplified application process. By the end of the 2024-25 academic year, offer at least 2 presentations for AEC students (fall, spring) as measured by the number of adult school students attending biannual noncredit presentations.

Strategy Name

Develop a Formalized Transition Process

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

Develop a formalized process for student transitions from AEC to SMC, outlining clear steps, timelines, and responsibilities for staff and students. This includes creating a transition handbook, assigning transition advisors, and conducting regular check-ins with transitioning students.

By the end of the 2023-24 academic year, develop a transition handbook, assign transition advisors for all transitioning students, and increase student satisfaction with the transition process by 15% as measured by surveys.

Improve Effectiveness of Services**2024-25 Strategies****Strategy Name**

Improve the data analysis competencies of the SMRC Governing Board

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

The SMRC Governing Board will focus on data analysis this year to boost student enrollment, persistence and completions. To accomplish this, the SMRC Governing Board will delve into the data of both SMMUSD AEC and SMC Noncredit, leveraging consultants and internal resources as necessary, to build skills and competencies in data analysis and performance gap analysis. This will enable the Governing Board to prepare SMART goals for the next three-year plan.

Strategy Name

Revise the consortium-wide 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

Below are the action points for improving the referral process to increase enrollment across programs in both agencies, which can potentially lead to higher persistence and completion:

1. Simplify the referral tracking system currently in use, including a review of the benefits of a referral process versus a self-selected "Contact Us" form.
2. Find the best way to integrate the Santa Monica Public Library into the referral tracking system.
3. Establish a method for Consortium members to direct students to sign themselves up into our referral tracking system, if applicable, similar to the "Contact Us" forms used by each agency.
4. Provide training for consortium partners on using the referral tracking system.

Strategy Name

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 the SMC main campus. 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.

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.

Consortium spending will align with the objectives outlined in this annual plan and the 2022-25 three-year plan.

An approach to incorporating remaining carry-over funds from prior year(s) into strategies planned for 2024-25.

Both agencies within the Consortium have plans to spend down carry-over funds in some of the following ways:

- Marketing and Outreach
- Increased sections of existing courses
- Add new courses
- One-time equipment and supplies purchases for existing and new programs
- Hiring of additional personnel (including additional time for existing personnel)
- Programs and activities designed to positively effect retention and completion.
- Targeted Search Engine Optimization (SEO), and social media outreach and other marketing towards enrollment
- Professional development

Certification

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