

60 Solano Adult Education Consortium

Plans & Goals

Executive Summary

Overview

In accordance with California Adult Education Program (CAEP) requirements, the Solano Adult Education Consortium (SAEC) has developed its 2022-2023 Annual Plan to guide implementation of adult education services during the 2022-2023 period. This Annual Plan is directed by the Consortium's CAEP-required 2022-2025 Three-year Plan.

Accomplishments from the 2021-2022 Program Year

- **Diversity, Equity, and Inclusion (DEI):** Implemented DEI/Anti-Racism Initiatives
- **Community Needs:** Adaptive to community needs by adding applicable courses
- **Data Processes:** Continued to create data integration mechanisms through multiple systems
- **COVID Response:** To accommodate students' continual learning during the pandemic

Primary Goals for the 2022-2023 Program Year:

- Create an enrollment campaign to increase awareness of adult education;
- Create offerings that match student needs;
- Refine dual enrollment program;
- Review and analyze CAEP data on a consistent basis.

Regional Planning Overview

The SAEC worked with a Consortium Manager, Resources Development Associates (RDA) Consulting to develop the annual plan. To ensure the 2022-23 Annual Plan is aligned to the recently submitted Three-Year Plan, Consortium members met to review the recently developed strategy areas and objectives, and to reflect on ongoing site- and consortium-level needs. The discussion of regional strategies in the sections below captures progress made under the Three-Year Plan as well as proposed Consortium activities for the 2022-23 CAEP implementation period.

The 2022-23 Annual Plan is the first year in the recently submitted Three-Year Plan. As the three-year plan was developed, all SAEC members actively participated in the development of the plan and agreed to adhere to the implementation goals included within. Members participated in both needs assessment and planning activities to identify key areas of need and targeted strategies to address them.

As 2021-22 continued to be a challenging year for education providers and students across all levels, the Annual Plan reflects issues related to low enrollment, lack of awareness of the programs, challenges implementing dual enrollment and support with data driven decision making impacting adult learners in Solano County.

Meeting Regional Needs

Regional Need #1

Gaps in Service / Regional Needs

Decreased Enrollment

The enrollment at consortium sites significantly dropped due to the pandemic. According to CASAS data, total CAEP enrollment dropped more than 50% from the year 2019-2020 to 2020-2021. While female enrollment increased in the year 2020-21, there was a decreased enrollment among Black, Hispanic, and Asian (excluding Filipino) students.

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

Throughout the data collection process, the Consortium identified and summarized key data points under key findings that addressed educational needs, transition/integration, and service effectiveness. The data presented under each finding statement is derived from CASAS, U.S. census, or stakeholder interviews:

- **Consortium Key Informant Interviews:** This activity leveraged the existing practice of conducting key informant interviews.
- **Consortium Program Quality Self-Assessment Survey:** This self-assessment tool was created by CAEP to help identify strengths and areas for improvement.
- **Secondary Data Collection:** The planning team utilized CAEP fact sheets, previous annual plans, US census data, and other relevant data sources.

At the completion of the data collection activities and preliminary needs assessment, the SAEC conducted the following activities:

- **Findings Presentation:** Present findings/themes to SAEC board to confirm findings resonate with the board and inform strategy development.
- **Strategy Development #1:** RDA developed the strategy based on the themes identified and data collected.
- **Strategy Review Session:** RDA presented the current challenges and past accomplishments to SAEC. In addition, the board provided input and feedback.
- **Strategy Development #2:** RDA then developed strategies for each objective (Address Student Educational Needs).
- **Metric Selection and Presentation:** RDA presented the metric selection and findings to the entire board. The metrics were selected based on the findings and the board's input.

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

Enrollment will be tracked through TopsPro Enrollment data as well as course waiting lists, both of which are reviewed monthly and quarterly.

Regional Need #2

Gaps in Service / Regional Needs

Lack of Awareness

Prospective learners lack awareness of adult education services despite persistent marketing efforts. In a key informant interview, one board member stated that adult education is “still a gem that not everyone knows about” and another referred to it as the “best kept secret.” In the Self-Assessment, Consortium agencies scored themselves 2.5 out of 5 on having resources that promote adult learning and provide high levels of service to communities in need.

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

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- **Strategy Development #2:** RDA then developed strategies for each objective (Address Student Educational Needs).

- **Metric Selection and Presentation:** RDA presented the metric selection and findings to the entire board. The r

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

Members will track progress through monitoring course waiting list data and social media trackers of advertisements and other awareness media.

Regional Need #3

Gaps in Service / Regional Needs

Dual Enrollment

Consortium members recognize the value of dual enrollment opportunities and the current lack of such opportunities and clear pathways for students. The implementation of dual enrollment within the Consortium has been difficult and delayed.

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

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- **Strategy Development #1:** RDA developed the strategy based on the themes identified and data collected.
- **Strategy Review Session:** RDA presented the current challenges and past accomplishments to SAEC. In addition, the board provided input and feedback on the strategy.
- **Strategy Development #2:** RDA then developed strategies for each objective (Address Student Educational Needs, Increase Student Persistence, and Increase Student Employment).
- **Metric Selection and Presentation:** RDA presented the metric selection and findings to the entire board. The r

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

Consortium members will develop a timeline and then conduct meetings to adhere to the proposed dual enrollment implementation timeline.

Regional Need #4

Gaps in Service / Regional Needs

Data Driven Decision-Making

Based on the self-assessment, members indicated a need to establish performance targets as an area of growth. In particular, smaller sites do not have enough data to track improvement of educational functioning levels or CTE milestones.

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

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- **Metric Selection and Presentation:** RDA presented the metric selection and findings to the entire board. The results were shared with the board.

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

Consortium members will conduct quarterly data reporting through data and accountability meetings. The Data & Accountability work group will identify what processes should be reviewed for data analysis. The work group will then review CAEP data to identify strategies that will help increase learner success. The work group will share findings on a regular basis to the Consortium group. Once shared, the work group will take the lead to develop strategies that lead to enhanced learner success. As a result, the Consortium will see an increase in Participants with Educational Functioning Levels Gains.

Address Educational Needs

2022-23 Strategies

Strategy Name

Increase marketing and outreach efforts among SAEC

Activity that Applies to this Strategy

Create an enrollment campaign

Metrics that Apply to this Activity/Strategy

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

Strategy Description

Create an enrollment campaign to increase awareness of adult education: To increase awareness of the various programs and services offered by adult education, Consortium members will identify success stories among current and former students. The Consortium will create media content (i.e. videos, photos/flyers) to highlight students' experience and success stories. By March 2023, the members will share the stories and marketing content online and via social media.

Strategy Name

Increase marketing and outreach efforts among SAEC

Activity that Applies to this Strategy

Create offerings that match student needs

Metrics that Apply to this Activity/Strategy

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

Strategy Description

To strengthen the number of students served, the Consortium will create a survey by March 2023 to better understand student needs including course timing.

Improve Integration of Services & Transitions

2022-23 Strategies

Strategy Name

Develop and implement dual enrollment

Activity that Applies to this Strategy

Refine dual enrollment program

Metrics that Apply to this Activity/Strategy

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

Strategy Description

Refine dual enrollment program: The Consortium will work together to review the current dual enrollment process to determine gaps in the process. Once the review occurs, the members will refine the program to create standard processes. By December 2022, the members will then work together to implement the process changes identified.

Improve Effectiveness of Services

2022-23 Strategies

Strategy Name

Develop Data Driven Solutions for Consortium

Activity that Applies to this Strategy

Review and analyze CAEP data on a consistent basis

Metrics that Apply to this Activity/Strategy

- Progress: Participants with Educational Functioning Levels Gains ABE (AE 400 - ABE)

Strategy Description

Review and analyze CAEP data on a consistent basis: The Data & Accountability work group will identify what processes should be reviewed for data analysis. The work group will then review CAEP data to identify strategies that will help increase learner success. By June 2023, the work group will begin to share findings on a regular basis to the Consortium group.

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 planned allocations will be distributed to member agencies based on the originally approved percentages. Each member will utilize these funds to support existing Adult Education programs, grow and strengthen existing activities where indicated by increased targets, and implement the activities detailed within the SAEC three-year plan.

On an annual basis, members will develop and approve member allocation budgets through the annual budget development process outlined in the SAEC bylaws. The final allocation budget is entered into the current year's Consortium Fiscal Administration Declaration. This document is reviewed and approved at the SAEC Board meeting, a public meeting, by board-designated, voting members. Lastly, the Consortium utilizes the annual planning process as a mechanism to review consortium goals and strategies and ensure funding allocations are aligned.

In addition, a representative from the Solano Office of Education, the fiscal agent, will join board meetings on a quarterly basis to share common cost information. In these quarterly discussions, the Consortium will review common costs and discuss program updates with potential mutual funding opportunities.

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

A representative from the Solano Office of Education will invoice individual members their portion of the common costs, if applicable, at the fiscal year-end close.

For the 2021-2022 year, there will be no carry-over funds.

Certification

Benicia Unified - Member Representative

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Approved by June Regis

09/09/2022 10:47 AM PDT

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09/12/2022 09:39 AM PDT

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Solano CCD - Member Representative

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09/11/2022 10:53 AM PDT

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09/14/2022 09:44 AM PDT

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Approved by Vallejo Regional Education Center Laura Dutch

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