

## 71 Adult Education Pathways

CONSORTIUM APPROVED

2023-24

### Plans & Goals

#### Executive Summary

Adult Education Pathways is comprised of six adult schools, one local community college and the County Office of Education. The consortium members, although geographically spread out in our rural county, communicate effectively and collaborate as a team to provide adult learners the opportunity to succeed. The consortium, as a whole, has worked diligently to build a foundation based on overcoming regional needs, such as geographical and access barriers and developing relationships with community partners and the local business industry. Our Curriculum Coordinator is working on updating curriculum with collaboration from sites to reinforce the AEP common diploma requirements. The process for developing innovative CTE programs and CDCP certifications is of high importance for the Consortium. Last year, we developed a shared class development protocol for all sites to utilize. This has proven to be successful and now sites can easily establish and implement CTE classes that align with CAEP standards and goals.

Many of our sites worked on building and expanding their offerings in 2022/2023. Most notable was launching the Workforce Language for ESL at our Butte Valley site. The class was well attended and allowed us to understand the needs and barriers of our ESL students who live within the Butte Valley community. Another success was partnering with a local organization (Torchbearr) to offer a Firefighter certification class at our Scott Valley site. We gained valuable knowledge of the fire industry and how to better coordinate the timing of the class to when organizations are recruiting and hiring trained firefighters. Our Dunsmuir site hit it out of the park again with the Forestry Tech I and Second Chance Program through their longstanding partnership with Black Fox Timber Management, Inc. All adult learners obtained employment and occupational certification after conclusion of the seven week training program.

Personnel changes, recruitment and retention of qualified instructors continue to challenge all our sites. In the 2022/2023 program year, our community college had to take a hiatus on the Noncredit ESL program. This created a significant access gap for any adult learners who may have needed ESL in South County. However, our consortium remains optimistic and our community college partner continues the search for a qualified ESL instructor. The Consortium dedicated to facilitating trainings and onboarding sessions to new adult education staff members, with a focus on being student centered. We have worked with the Center for Excellence and the SMART Workforce Center to really drill down on Siskiyou County LMI data, as well as have continued utilizing our valued Siskiyou County Job List to make informed decisions on what trainings and programs to offer within each of our communities.

Our objectives this year are to:

- 1.) Develop and implement workforce preparation classes that focus on soft skills, customer service, and Microsoft Suite.
- 2.) Offer more short term CTE classes.
- 3.) Continue to monitor and evaluate our own internal policies and processes of the consortium to build a more student centered system.
- 4.) Establish Transitional Services at each of our sites.

Each year, our consortium reviews our bylaws and updates as necessary. Within those bylaws, we have developed a system to expend funds and carryover. Our commitment to work as a team has only increased our ability to assist adult learners of Siskiyou County with achieving their goals and dreams, while eliminating barriers to employment.

#### Regional Planning Overview

In order to measure our performance in correlation to the established three-year plan targets, the Data & Accountability Manager and AEP Director developed a report to evaluate if sites are meeting the targets on a quarterly basis. This report is also used to identify areas of potential member ineffectiveness and implement interventions in a timely manner. These evaluations will serve as documentation on the success or progress of all sites. The consortium has utilized multiple agencies and resources to determine that healthcare, education and customer service are leading the industries in vacant jobs. We will be conducting research throughout the year to develop new strategies and augment our class offerings. In this process, our consortium will remain sensitive to the individual needs of each community, as they are so diverse in terms of geography and demographics. This year, we plan to continue implementing new strategies that reinforce setting milestones, identifying resources, prioritizing tasks, monitoring progress, and will pivot as necessary.

## Meeting Regional Needs

### Regional Need #1

#### Gaps in Service / Regional Needs

Life skills and soft skills for all students, but specifically ESL

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

Instructor feedback

Local employers

Center for Excellence

SMART Workforce Center

Community partners

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

Work with local employers to see if they are seeing an increase in professionalism from our students who have transitioned to employment.

Student surveys

### Regional Need #2

#### Gaps in Service / Regional Needs

Healthcare workers

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

Center for Excellence

SMART Workforce Center/EMSI Burning Glass

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

Review LMI data from both Center for Excellence and SMART Workforce Center

Continue to review on a weekly basis the Siskiyou County Job list to see if job vacancies are lowering

### Regional Need #3

#### Gaps in Service / Regional Needs

Workforce Preparation that includes Microsoft Suite and Customer Service

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

Center for Excellence

Local industry leaders

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

Review LMI data from both Center for Excellence and SMART Workforce Center

Continue to review on a weekly basis the Siskiyou County Job list to see if job vacancies are lowering

## Address Educational Needs

### 2023-24 Strategies

#### Strategy Name

Increase Workforce Preparation Classes

#### Activity that Applies to this Strategy

Expand Community Partnerships

#### Metrics that Apply to this Activity/Strategy

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

#### Strategy Description

Many of our ESL students need education in their own native language and an understanding of our workforce cultures in Siskiyou County. Our goal this year is to work on addressing the need for customer service classes, Microsoft and Excel classes to meet the needs of employers, while teaching our students how to be successful in a Siskiyou County workplace. Although we see a need specifically for ESL, these classes can be tailored to any student who is eager to get into the workplace and enhance their skills.

#### Strategy Name

Noncredit ESL

#### Activity that Applies to this Strategy

ESL Noncredit

#### Metrics that Apply to this Activity/Strategy

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

#### Strategy Description

The college is actively looking for an instructor to teach ESL. Without the noncredit ESL, we have no ESL classes in South County.

Once we find and secure an instructor, we will review data on number of students, outcomes being achieved and transitions being made.

## Improve Integration of Services & Transitions

## 2023-24 Strategies

### Strategy Name

Transitional Services

### Activity that Applies to this Strategy

Develop CTE programs

### Metrics that Apply to this Activity/Strategy

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

### Strategy Description

We will be working towards hiring Transitional Services personnel. We are in discussions on if we would like to have multiple personnel who serve in different areas of the County, or if we would like to share one single transitional services specialist. We will keep record of how many students are served through this service and how many students are transitioning into CTE programs, college or the workforce.

## Improve Effectiveness of Services

### 2023-24 Strategies

#### Strategy Name

Marketing

#### Activity that Applies to this Strategy

Expand Community Partnerships

#### Metrics that Apply to this Activity/Strategy

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

#### Strategy Description

Our team is working to expand marketing efforts. We will work on revamping our website and continue distributing flyers for our classes to the communities we serve. Our team is committed to offering more CTE classes so that we have something to market.

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#### Strategy Name

Reports

#### Activity that Applies to this Strategy

Develop CTE programs

#### Metrics that Apply to this Activity/Strategy

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

### Strategy Description

Our Director and Data & Accountability Manager are working on developing multiple reports which identify gaps and performance targets in relation to the three year and annual plans. Sites not meeting the set targets will be identified, and we will work on interventions or improvements as a team.

### 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 as a whole will utilize CAEP funds within ABE/ASE, expanding the ESL program , and enhancing or developing more workforce preparation and short term CTE classes.

**An approach to incorporating remaining carry-over funds from prior year(s) into strategies planned for 2023-24.**

In the second half of the 22/23 PY, we examined how our consortium funds were being utilized at each site. The consortium funding formula was still the same since the inception of the consortium. Beginning in the 23/24 year, our consortium decided to hire the Data & Accountability Manager as an employee through the Fiscal Agent, Siskiyou County Office of Education. In order to support the personnel transition as agreed upon, the consortium funding formula was revised Sites with excessive carryover throughout multiple years had their annual allocation reduced. The funds from the reduction were added to SCOE's annual allocation so we could maintain the Data & Accountability Manager indefinitely. Our new consortium funding formula is more effective and is a better representation of each sites' capacity in serving students specific to their community's needs.

### Certification

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08/11/2023 11:32 AM PDT

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