

**Mendocino/Lake Adult and Career Education
(ML ACE) Meeting—Zoom Meeting**

Mendocino College

1000 Hensley Creek Rd.

Ukiah CA 95482

Zoom meeting <https://cccconfer.zoom.us/j/7372469362>

November 13, 2020

Minutes

- 1. Call to Order** **Start time:10:03am** **(Action)**
Participants: Euline Olinger (MC), Maria Muniz (HEP),Christy Smith(UAS), Jeff Sturr, Joe Atherton, Pam Jansen(UVAH), Jeffrey Ritchley (WUSD), Jackeline Orozco(HEP MC),, Maggie Von Vogt(AVAS), Joe Del Prete (KUSD), Lori LaBrie (LCAE), Dave Gengoux (UAS), Noor Dawood (AVAS), Tami Mee(MCOE), Amanda Xu(MC), Christy Gard, Monica Gowan (RV)
Absent Member: Connie Belli (FBUSD)
- 2. Roll Call of Voting Members** **(Action) 9,0,0,1**
- 3. Changes/ Modifications to the Agenda** **(Discussion/Action)**
 - a. Connie will not be able to give presentation (7C). Christy Smith made 1st motion and Joe 2nd – Approved (9,0,0,1)
- 4. Consent** **(Action)**

All consent items are acted upon by a single vote with no discussion, unless pulled from Consent and placed on the agenda as a regular item.

 - Approval of October 9, 2020 Minutes
 - b. Joe 1st and Christy Smith 2nd Approved (9,0,0,1)
- 5. Overview of next 6 months** **(Discussion)**

ML ACE will review deadlines and upcoming events for the next 6 months.
- 6. Director's Update** **(Discussion)**
 - a. Euline will share updates on Community Pro Suite –Euline shared at the meeting that CalJobs data is now being ingested into CPS from Mendocino and Lake County participants. Beth Lehrer encouraged CPS users to go into CPS at least once a month to update and use referrals to and from each of the agency members and partners in the Community Catalog. Beth will send out reminders every month to increase usage. Christy suggested to reach out to Health and Human Services agencies so that students can be referred to them. Euline will be working on contacting HHS (someone from HHS wanted to know about our consortium and offerings) NCO, other regional services to increase number of community partners using in CPS.
 - b. Euline and others will share information heard from the state CAEP Summit October 26-29—
 - Euline shared out getting ideas on how to build structure and organize consortium-level policies and by-laws to have foundation for consortium-level decision-making and actions. Los Angeles Resource and Educational Center (LAREC) shared their policy and by-laws manual as templates and examples our consortium can use.
 - There is a high school diploma program called the National External Diploma Program that is used in several California adult school districts and in the US that are gaining momentum, as they are self-paced and have moved completely online. Euline will share the webinar/slides from the Summit on this program.

- Euline shared web resources for ESL, Basic Skills and CTE.
 - Christy shared about an adult school with an integrated ESL and home health provider program.
 - Maggie shared about a webinar on the topic of sustaining DE learning/instruction in ESL and Basic Skills.
 - *(Links were shared in the November power point and in Google Drive folder: ML ACE November 2020)*
- c. Euline will share information to the consortium about outcome of the HSE workgroup meeting:
- HSE update (currently 24 HSE students—Graduated 4)
 - For 20-21, fiscal year, Jackie and staff are coordinating tutor and testing services to HSE students. **HSE/HEP outreach Specialist**, Oscar Peredia, can answer questions about the HSE/HEP program in Spanish and English His contact information:
operedia@mendocino.edu 707-489-9022.
 - HEP eligible students will be referred to Jackie and her staff to begin program process
 - Monica Whipple will continue to disperse inquiries about the HS diploma/HSE/GED/HiSET to the appropriate consortium agencies that offer these programs according to location and type of diploma programs

7. Annual Program Review Part 2 (See Appendices A-F)

Consortium members will share out data and information about their programs for the consortium's annual review.

- a. Mendocino Count of Education—
- b. Anderson Valley - Have seen numbers decreased due to COVID. Christy asked about how the budget being the same. The budget is divided equally, and the average attended was four.
- ~~c. Ft. Bragg USD— Move to December~~
- d. Kelseyville USD -Joe shared that the biggest issue is being able to communicate with students, mainly trying to get ahold of them.
- e. Upper Lake USD
- f. Willits USD
- g. Round Valley
- h. Mendocino College—HSE, RV, Centers

8. Member Updates—summary, updates and concerns

(Discussion)—

Consortium members who are not presenting their programs could share any current updates they may have as needed.

9. Public Comments/ Correspondents --via Zoom

(Discussion)

The MLACE welcomes public input. This agenda item is limited to matters that are under the jurisdiction of the ML ACE and are not listed elsewhere on this agenda. Comments are limited to three minutes per person, and 10 minutes per topic. Action on these matters is not allowed.

- **Christy Gard from CareerPoint wrote in the chat that CareerPoint can do Career Planning and counseling and provided these information:**
 - [CareerPointNorthBay.org](https://www.careerpointnorthbay.org) website. Click on the hamburger menu on the top right corner of the screen and select "Schedule an appointment" and scroll down
 - <https://www.careerpointnorthbay.org/speak-with-a-career-counselor/Contact> our office. Mendocino County call 707-530-2326; Lake County call 707-263-0630.

10. Adjournment

Time: 1:04pm (Action)

Reminders:

- a. Next Meeting Date and Time December 11, 2020 10-1pm**
- b. ML ACE Operational Principle Revision Work—Group Discussion at the December meeting.**
- c. DIR Review by Consortium members**

Motion to adjourn at 1:04 pm made by Christy Smith/ Joe Del Prete (5,0,0,1)

December 2020 Dec 11th—ML ACE Meeting ML ACE Operational Principle Revision Work + DIR Review ! : July 1, 2019 to June 30, 2020 ctional Hours and Expenses by am Area due (actuals) in NOVA ertified by Consortium ! : member expense report due in ! : (Q1) ! : Member Expense Report ed by Consortia in NOVA (Q1) ! : End of Q2	January 2021 * Jan 14th* (Thursday) —ML ACE Meeting One time Proposal • ML ACE Operational Principle work • One-time proposal Jan 31: Student Data due in TE(Q2)	February 2021 Feb 12th—ML ACE Meeting • ML ACE Operational Principle work Feb 28: Preliminary allocation: 2021-22 and 2022-23 released this date.	May 2020 May 14th —ML ACE Meeting CFADs for 2022-2022 Due in NO
March 2021 March 12— ML ACE Meeting 18/19 and 19/20 and 20/21 Member e Report due in NOVA (Q2) Close out of 18/19 Member Funds NOVA ! : 18/19 and 19/20 and 20/21 r Expense Report certified by lia in NOVA (Q2) ! : Close out of 18/19 funds in NOVA ! : by Consortia in NOVA ! : End of Q3	April 9 2020 April 9— ML ACE Meeting One-time Proposal Apr 30: Student Data due in TE(Q3)		

Appendix A1

Annual Program Review Form A Draft #2 (Use one sheet per program)

09/03/2020

Agency: MCOE

Principal/Coordinator: Tami Mee Annual Program Review Form A: Date: 10/7/2020

MCOE 1

Programs Check one and address one program	Funding Sources (Budget Cost) check all that apply:	What is the strength of this program (Check all that apply)	What is the challenge you are facing? Check one for each challenge to address	Steps to resolve challenge Check all that apply and write in other steps	Goals for the year reviewed for this program Check one and/or write in	Notes, Review Summary Please write a short narrative and description of the program and what has been done for the program
☐ ESL ☐ ABE ☐ HSE ☐ HSD/ Diploma ☐ AWD ☐ Citizenship ☒ CTE	☒ CAEP \$ <u>3583</u> ☐ LCCF \$ <u> </u> ☐ WIOA \$ <u> </u> ☐ Grant \$ <u> </u> ☒ Other: <u>\$ 127075</u>	☒ Effective coordination ☐ offered in multiple sites ☒ Adequate personnel ☐ Adequate student enrollment ☐ Sufficient funds ☐ Other: <u> </u> ☐ This program is very comprehensive with a very experienced instructor ☐ Students experience a variety of medical assistant experiences visit many medical sites, and are well prepared for the state certification exam	☐ Advertising ☐ Marketing ☐ Student retention ☒ Student enrollment ☐ Low faculty retention ☐ Inadequate personnel ☐ Lack of space ☐ Other: <u>Financial Aid options for students</u> ☐ Funding to support program operation	☒ More early advertising ☐ Needs assessment if advanced level class needed ☐ Create and distribute flyers 3 months ahead ☒ Network with other agencies ☐ Other: <u> </u> ☐ More advertising via social media	☐ Increase enrollment and retention by 30% each year ☒ Keep instructors for 1,2,3- year cycle ☐ Spend appropriated funds ☐ Other: <u> </u> ☐ More advertising via social media	Notes: <u> </u> <u> </u> <u> </u> Summary <u>Comprehensive</u> <u>Administrative and Clinical</u> <u>MA Training</u> Description: <u>Course offers</u> <u>classroom and on-the-job</u> <u>experiential training in all</u> <u>aspects of medical assisting</u> <u>including medical terminology</u> <u>including test prep for state</u> MA certification

Mendocino Lake Adult and Career Education Consortium
Review Document Draft 1

Lake and Mendocino County

Individual Agency Annual

Created by: Euline Olinger, Director—(January 2, 2020); Revised (02/07/20)

Appendix A2

09/09/2020

Annual Program Review Form A Draft #2 (Use one sheet per program)

Agency: MCOE

Principal/Coordinator Tami Mee Annual Program Review Form A: Date: 10/11/2020

MODE-2

Programs Check one and address one program	Funding Sources (Budget Cost) check all that apply:	What is the strength of this program (Check all that apply)	What is the challenge you are facing? Check one for each challenge to address	Steps to resolve challenge Check all that apply and write in other steps	Goals for the year reviewed for this program Check one and/or write in	Notes, Review Summary Please write a short narrative and description of the program and what has been done for the program
☐ ESL ☐ ABE ☐ HSE ☐ HSD/ Diploma ☐ AWD ☐ Citizenship ☒ CTE	☒ CAEP ☒ \$3583 ☐ LCCF ☐ \$ ☐ WIOA ☐ \$ ☐ Grant ☐ \$ ☒ Other: \$56615	☒ Effective coordination offered in multiple sites ☒ Adequate personnel ☐ Adequate student enrollment ☐ Sufficient funds ☐ Other: _____ ☐ _____ ☐ _____ ☐ _____ ☐ We have a strong, experienced instructor ☐ We also have a true clinical setting for the classroom. Small class settings are conducive to personal instruction and learning	☐ Advertising ☐ Marketing ☐ Student retention ☐ Student enrollment ☐ Low faculty retention ☐ Inadequate personnel ☐ Lack of space ☐ Other: Financial aid for students, as well as funding for program	☒ More early advertising ☐ Needs assessment if advanced level class needed ☐ Create and distribute flyers 3 months ahead ☐ Network with other agencies ☐ Other: _____ ☐ _____ ☐ _____	☐ Increase enrollment and retention by 30% each year ☒ Keep instructors for 1,2,3- year cycle ☐ Spend appropriated funds ☐ Other: _____ ☐ _____ ☐ _____	Notes: _____ _____ _____ Summary The DA program offers a comprehensive training in dental assisting. Description: This is a one semester course, along with a 120 hour externship

 Program name: DA
 # enrollment (18/19) 15
 # enrollment (19/20) 15

Appendix A3
09/09/2020

Annual Program Review Form A Draft #2 (Use one sheet per program)

Agency: MCOE Principal/Coordinator: Tami Mee Annual Program Review Form A: Date: 10/7/2020

MCOE-3

Programs Check one and address one program	Funding Sources (Budget Cost) check all that apply:	What is the strength of this program (Check all that apply)	What is the challenge you are facing? Check one for each challenge to address	Steps to resolve challenge Check all that apply and write in other steps	Goals for the year reviewed for this program Check one and/or write in	Notes, Review Summary Please write a short narrative and description of the program and what has been done for the program
☐ ESL ☐ ABE ☐ HSE ☐ HSD/ Diploma ☐ AWD ☐ Citizenship ☒ CTE	☐ CAEP ☒ \$5716 ☐ LCCF ☐ \$ ☐ WIOA ☐ \$ ☐ Grant ☐ \$ ☒ Other:	☒ Effective coordination offered in multiple sites ☐ Adequate personnel ☒ Adequate student enrollment ☐ Sufficient funds ☐ Other	☐ Advertising ☐ Marketing ☐ Student retention ☐ Student enrollment ☐ Low faculty retention ☐ Inadequate personnel ☐ Lack of space ☐ Other: Financial Aid for students, and funding to operate the course	☐ More early advertising ☐ Needs assessment if advanced level class needed ☐ Create and distribute flyers 3 months ahead ☒ Network with other agencies ☐ Other:	☐ Increase enrollment and retention by 30% each year ☒ Keep instructors for 1,2,3- year cycle ☐ Spend appropriated funds ☐ Other:	Notes: Summary short-term comprehensive course in Phlebotomy Description: Prepares students for the National Phlebotomy Exam and state License
Program name: <u>Phlebotomy</u> # enrollment (18/19) <u>20</u> # enrollment (19/20) <u>17</u>	☐ *student fees					

Annual Program Review Form A Draft #2 (Use one sheet per program)

01/30/2020

UP

Agency: Upper Lake Unified School District Director/Principal/Coordinator: Jeff Sturr Date: 11/05/20

Programs Check one and address one for each row	Funding Sources (Budget Cost) check all that apply:	What is the strength of this program (Check all that apply) Include TE-literacy gains, MSG or EFL if applicable	What is the challenge you are facing? Check one for each challenge to address	Steps to resolve challenge Check all that apply and write in other steps	Goals for the year reviewed for this program Check one and/or write in	Notes, Review Summary Please write a short narrative and description of the program and what has been done for the program
- ESL - ABE - HSE - HSD/ Diploma - AWD - Citizenship	- CAEP \$17,859.00 - LCCF \$4,149.00 - WIOA \$ - Grant \$ - Other: _ \$	- Effective coordination offered in multiple sites - Adequate personnel - Adequate student enrollment - Sufficient funds - Other: _ - TE outcomes: _ _ _ - We have sufficient funds and are working to ensure equity and advancement for our adult learners	- Advertising - Marketing - Student retention - We need more resources directed at student progress and retention - Student enrollment - Low faculty retention - Inadequate personnel - We need additional personnel to address student challenges - Lack of space - Other: _ _ _	- More early advertising - Needs assessment if advanced level class needed - Create and distribute flyers 3 months ahead - Network with other agencies - Other: _ - We need to continue our conversations with consortium members on how to address job opportunities, staffing, and one on one assistance to students.	- Increase enrollment and retention by 30% each year - Keep instructors for 1,2,3- year cycle - Spend appropriated funds	Notes: Our program, as it stands now is completely self-paced coupled with check ins with staff. We use Cyber High as our learning platform and students are required to work on their classes at their own pace due to lack of additional personnel. This works with self-motivated students but is deficient with students who struggle with this. I inherited this program this year and we have been working diligently to construct a more user-friendly program that helps students to receive their diplomas.
Program name: ULUSD Adult School # enrollment (18/19) 35-5 graduated # enrollment (19/20) 46-5 graduated-7 with 12 hours or more of attendance						Summary

Mendocino Lake Adult and Career Education Consortium

Review Document Draft 1

Lake and Mendocino County Individual Agency Annual

Created by: Euline Olinger, Director—(January 2, 2020); Revised (02/07/20)

Appendix C

Annual Program Review Form A Draft #2 (Use one sheet per program)

01/30/2020

Agency: Kelseyville Director/Principal/Coordinator Joe Del Prete Annual Program Review Form A: Date: 11/13/20

Programs Check one and address one for each row	Funding Sources (Budget Cost) check all that apply:	What is the strength of this program (Check all that apply)	What is the challenge you are facing? Check one for each challenge to address	Steps to resolve challenge Check all that apply and write in other steps	Goals for the year reviewed for this program Check one and/or write in	Notes, Review Summary Please write a short narrative and description of the program and what has been done for the program
High School Diploma	☒ CAEP \$58,063.49	☒ Effective coordination offered in multiple sites	☒ Advertising Marketing	☒ More early advertising	☒ Increase enrollment and retention by 30% each year	Notes: Kelseyville Adult Education is solely a High School Diploma educational setting. We use a combination of packets, books and Odyessyware.
18/19 88 enrollments 59 12+ hours 30 graduates 10 literacy gains	☒ LCCF Odyessyware Secretarial support	☒ Adequate personnel Adequate student enrollment Sufficient funds	☒ Student enrollment Low faculty retention Inadequate personnel Lack of space	☒ Needs assessment if advanced level class needed Create and distribute flyers 3 months ahead Network with other agencies Other: _____	☒ Keep instructors for 1,2,3- year cycle ☒ Spend appropriated funds Other: _____	CAEP funding has allowed Kelseyville Adult to expand hours for student contact and provide materials
19/20 77 enrollments 30 12+ hours 12 graduates 6 literacy gains	☒ 18/19 \$69,351.46	☒ Other _____ _____ _____	☒ Ability to communicate with students via phone, text and or email.	☒ Help as many student earn their high school diploma. ☒ Direct students to other educational and vocational programs		

Agency: Covelo Principal/Coordinator Cristy Pedroncelli-Smith/Susan Brady Annual Program Review Form A: Date: _____

1

Programs Check one and address one program	Funding Sources (Budget Cost) check all that apply:	What is the strength of this program (Check all that apply)	What is the challenge you are facing? Check one for each challenge to address	Steps to resolve challenge Check all that apply and write in other steps	Goals for the year reviewed for this program Check one and/or write in	Notes, Review Summary Please write a short narrative and description of the program and what has been done for the program
☐ ESL ☐ ABE ☐ HSE ☒ HSD/ Diploma ☐ AWD ☐ Citizenship ☐	☐ CAEP \$ _____ ☒ LCCF \$ _____ ☐ WIOA \$ _____ ☐ Grant \$ _____ ☒ Other: _____	☐ Effective coordination offered in multiple sites ☐ Adequate personnel ☐ Adequate student enrollment ☐ Sufficient funds ☒ Other The strength of this program is that it is the only High School Diploma course offered in Covelo. _____ _____ _____ _____ _____ _____	☐ Advertising ☐ Marketing ☒ Student retention ☒ Student enrollment ☐ Low faculty retention ☐ Inadequate personnel ☐ Lack of space Other: Marijuana industry and lack of other employment in Round Valley that requires HSD or Equivalent.	☐ More early advertising Needs assessment if advanced level class needed ☐ Create and distribute flyers 3 months ahead ☒ Network with other agencies ☒ Other: Work with local Mendocino Action Committee - MAC group _____ _____ _____ _____ _____ _____	☒ Increase enrollment and retention by 30% each year ☐ Keep instructors for 1,2,3- year cycle ☐ Spend appropriated funds Other: _____ _____ _____ Description: _____ _____ _____ _____ _____ _____	Notes: _____ _____ _____ Summary _____ _____ _____ _____ _____ _____

Annual Program Review Form A Draft #2 (Use one sheet per program)

Agency: Covelo Principal/Coordinator MC Annual Program Review Form A: Date: _____

Individual Agency Annual

Lake and Mendocino County

Mendocino Lake Adult and Career Education Consortium

Created by: Euline Olinger, Director—(January 2, 2020); Revised (02/07/20)

Annual Program Review Form A Draft #2 (Use one sheet per program)

Agency: Covelo Principal/Coordinator MC Annual Program Review Form A: Date: 10/13/2020

C3

Programs Check one and address one program	Funding Sources (Budget Cost) check all that apply:	What is the strength of this program (Check all that apply)	What is the challenge you are facing? Check one for each challenge to address	Steps to resolve challenge Check all that apply and write in other steps	Goals for the year reviewed for this program Check one and/or write in	Notes, Review Summary Please write a short narrative and description of the program and what has been done for the program
☒ ESL ☐ ABE ☐ HSE ☐ HSD/ Diploma ☐ AWD ☐ Citizenship ☐	☐ CAEP ☐ \$ ☐ LCCF ☐ \$ ☐ WIOA ☐ \$ ☐ Grant ☐ \$ ☒ Other: <u>MC and MLACE</u> ☐ \$ Non-credit Apportionment	☒ Effective coordination ☐ offered in multiple sites ☐ Adequate personnel ☐ Adequate student enrollment ☐ Sufficient funds ☐ Other <u>Future meeting site - Round Valley Classroom; desire in community;</u> <u>instructor is hearing need of community and working with MC dept head to create a class for literacy for parents.</u>	☐ Advertising ☐ Marketing ☒ Student retention ☒ Student enrollment ☐ Low faculty retention ☐ Inadequate personnel ☐ Lack of space ☒ Other: Remote learning has been difficult for ESL students as well as instructor in Covelo. Many students do not have basic computer skills to take online classes. Extra support was needed/provided.	☒ More early advertising ☐ Needs assessment if advanced level class needed ☒ Create and distribute flyers 3 months ahead ☐ Network with other agencies ☒ Support EL program at RVUSD; small in person groups; calling students who are not actively participating in class to offer support may help retention.	☒ Increase enrollment and retention by 30% each year ☐ Keep instructors for 1,2,3- year cycle ☐ Spend appropriated funds Other: _____ ☐ _____ ☐ _____ ☒ Provide more support to students and RVUSD	Notes: Since COVID - in person classes have moved to online classes; Fall '20 we provided more support to RVHS Summary: <u>We would like to provide more EL/ESL support to RVUSD as they will not be hiring another EL teacher in the Spring '21, and currently only have one instructor for all schools</u> Description: _____ _____ _____

Annual Program Review Form A Draft #2 (Use one sheet per program)

Agency: Anderson Valley Principal/Coordinators: Noor Dawood and Maggie Von Vogt Annual Program Review Form A: Date: *Appendix E1*

November 6 2020

A1

Programs Check one and address one for each row	Funding Sources (Budget Cost) check all that apply:	What is the strength of this program (Check all that apply) Include TE-literacy gains, MSG or EFL if applicable	What is the challenge you are facing? Check one for each challenge to address	Steps to resolve challenge Check all that apply and write in other steps	Goals for the year reviewed for this program Check one and/or write in	Notes, Review Summary Please write a short narrative and description of the program and what has been done for the program
- ESL - ABE - HSE - HSD/ Diploma - AWD - Citizenship	- CAEP \$22,361 - LCCF - WIOA \$ _____ - Grant \$ _____ - Other: _____	- Effective coordination offered in multiple sites - Adequate personnel - Adequate student enrollment - Sufficient funds - Other: _____ - TE outcomes: _____	- Advertising - Marketing - Student retention - Student enrollment - Low faculty retention - Inadequate personnel - Lack of space - Other: _____	- More early advertising - Needs assessment if advanced level class needed - Create and distribute flyers 3 months ahead - Network with other agencies - Other: _____	- Increase enrollment and retention by 30% each year - Keep instructors for 1,2,3-year cycle - Spend appropriated funds	This program has the most consistent student group of all programs at our school. There is a solid core of around 10 students who have worked together, initially in the Basic ESL class and now continuing with the same instructor in the Intermediate class. The class had previously been offered as ESL 503, and we transitioned to ESL 507 in Fall 2019. The instructor is pleased with the new format, and feels that students are benefitting from the added challenge of this higher level course. Online instruction has been a major challenge, given low tech literacy and internet connectivity
Program name: <u>Intermediate ESL</u> (offered as ESL 503 in 2018/19 and 2019/20) ESL 507 in 19/20 # enrollment (18/19): <u>Fall 28; Spring 24</u> # enrollment	For entire ESL/Civics program area: _____ Other literacy gains: 74 Enter employment achieved: 4 Transition to post-secondary: 4	Other: Low tech literacy (for engaging in virtual classes). Poor internet connectivity. Engaging active student participation via virtual learning.	Assistant during zoom class to help with tech issues. Staff person who works with students on internet connectivity issues outside of class.	Other: Return to pre-COVID attendance levels.	Other: Return to pre-COVID attendance levels.	Online instruction has been a major challenge, given low tech literacy and internet connectivity

Mendocino Lake Adult and Career Education Consortium

Review Document

Created by: Euline Olinger, Director—(January 2, 2020); Revised (02/07/20)

Lake and Mendocino County

Individual Agency Annual

Annual Program Review Form A Draft #2 (Use one sheet per program)

Agency: Anderson Valley Principal/Coordinators: Noor Dawood and Maggie Von Vogt Annual Program Review Form A:

Date: November 6 2020

Appendix E2

A2

(19/20):

Fall 27;

Spring 27

Mini tech tutorials
during staff meetings.

problems in our
community. But the
instructor feels that after
about 6 weeks the class
has established a rhythm
and students have become
accustomed to the online
learning modality.

Mendocino Lake Adult and Career Education Consortium

Lake and Mendocino County

Individual Agency Annual

Review Document

Created by: Euline Olinger, Director—(January 2, 2020); Revised (02/07/20)

A3

Appendix E3

Programs Check one and address one for each row	Funding Sources (Budget Cost) check all that apply:	What is the strength of this program (Check all that apply) Include TE-literacy gains, MSG or EFL if applicable	What is the challenge you are facing? Check one for each challenge to address	Steps to resolve challenge Check all that apply and write in other steps	Goals for the year reviewed for this program Check one and/or write in	Notes, Review Summary Please write a short narrative and description of the program and what has been done for the program
- ESL - ABE - HSE - HSD/ Diploma - AWD - Citizenship	- CAEP \$22,361 - LCCF - WIOA \$ - Grant \$ - Other: - \$	- Effective coordination offered in multiple sites - Adequate personnel - Adequate student enrollment - Sufficient funds - Other: - TE outcomes: For entire ESL/Civics program area: Other literacy gains: 74 Enter employment achieved: 4 Transition to post-secondary: 4	- Advertising - Marketing - Student retention - Student enrollment - Low faculty retention - Inadequate personnel - Lack of space Other:	- More early advertising - Needs assessment if advanced level class needed - Create and distribute flyers 3 months ahead - Network with other agencies Other: New instructor who is trying new outreach and teaching methods.	- Increase enrollment and retention by 30% each year - Keep instructors for 1,2,3- year cycle - Spend appropriated funds Other: Increase average daily attendance in the program by 30% each year.	Basic ESL instruction is one of the most essential services needed by the AV community. Enrollment for this class is consistently high, while ADA/retention is typically quite low. Our long-time ESL instructor believes this is largely due to the challenges this population faces in overcoming minimal experience in an educational setting. Much of the class has been focused on "learning how to learn." With a new instructor and teaching and outreach approach, we hope to improve student retention. However, it will be hard to gauge progress until in-person instruction resumes.

Mendocino Lake Adult and Career Education Consortium

Lake and Mendocino County

Individual Agency Annual

Review Document

Created by: Euline Olinger, Director—(January 2, 2020); Revised (02/07/20)

Annual Program Review Form A Draft #2 (Use one sheet per program)

Agency: Anderson Valley Principal/Coordinators: Noor Dawood and Maggie Von Vogt Date: November 6 2020

Appendix E4

- ESL - ABE - HSE - HSD/ Diploma - AWD - Citizenship	- CAEP \$10,681 - LCCF - WIOA \$ - Grant \$ - Other: _ _ \$	- Effective coordination offered in multiple sites - Adequate personnel - Adequate student enrollment - Sufficient funds - Other: _ - TE outcomes: _	- Advertising - Marketing - Student retention - Student enrollment - Low faculty retention - Inadequate personnel - Lack of space Other: _	- More early advertising - Needs assessment if advanced level class needed - Create and distribute flyers 3 months ahead - Network with other agencies Other: _	- Increase enrollment and retention by 30% each year - Keep instructors for 1,2,3- year cycle - Spend appropriated funds Other: Not applicable. This program will not be offered for the foreseeable future.	This program has been a successful means for teaching real employable skills to the ESL population. With such limited career possibilities in Anderson Valley and the coast, many are eager for new employment opportunities and this class has created that opening. We had students travel from as far as Elk and Fort Bragg to take the course in Spring 2020. The class functions in collaboration with the AV Health Center, with the Health Center providing practical training and the course instructor complementing that training with ESL instruction. The health center also partners to refer community members seeking in-home care. 2019-2020 class was interrupted due to COVID; some students weren't able to do online classes. Those who finished classes online still need CPR (offered online CPR to students, but
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Mendocino Lake Adult and Career Education Consortium

Review Document

Created by: Euline Olinger, Director—(January 2, 2020); Revised (02/07/20)

Lake and Mendocino County

Individual Agency Annual

faced challenges bc of work schedules and family commitments, and now with the pandemic it's impossible to do this work.

Annual Program Review Form A Draft #2 (Use one sheet per program)

Agency: Anderson Valley Principal/Coordinators: Noor Dawood and Maggie Von Vogt Date: November 6 2020

Appendix Ek

Ab

Programs Check one and address one for each row	Funding Sources (Budget Cost) check all that apply:	What is the strength of this program (Check all that apply) Include TE-literacy gains, MSG or EFL if applicable	What is the challenge you are facing? Check one for each challenge to address	Steps to resolve challenge Check all that apply and write in other steps	Goals for the year reviewed for this program Check one and/or write in	Notes, Review Summary Please write a short narrative and description of the program and what has been done for the program
- ESL - ABE - HSE - HSD/ Diploma - AWD - Citizenship	- CAEP \$12,260 - LCCF - WIOA - Grant - Other: _____	- Effective coordination offered in multiple sites - Adequate personnel - Adequate student enrollment - Sufficient funds - Other: _____ - TE outcomes: _____	- Advertising - Marketing - Student retention - Student enrollment - Low faculty retention - Inadequate personnel - Lack of space - Other: _____	- More early advertising - Needs assessment if advanced level class needed - Create and distribute flyers 3 months ahead - Network with other agencies - Other: _____	- Increase enrollment and retention by 30% each year - Keep instructors for 1,2,3-year cycle - Spend appropriated funds - Other: _____	The HSE program has gone through various instructor changes since we began offering it via the College in Fall 2017. One of the main challenges of the program in recent years is that most learners have little educational experience, and thus are long-term ABE students.
Program name: <u>Basic Ed/High School Equivalency</u> # enrollment (18/19): <u>Fall 13</u> <u>Spring 13</u> # enrollment (19/20): <u>Fall 9</u> <u>Spring 10</u>	For entire ABE/ASE program area: Other literacy gains: 19	Weak trackable outcomes (Largely ABE students, studying in Spanish. Long period to pass exam; no literacy gains to track for learning in Spanish). Consistent student participation.	Track other literacy gains in TE. Hired class tutor to provide more intensive student support.	Increase average daily attendance in the program by 30% each year. Achieve HiSET completion for 20% of students each year.		

Annual Program Review Form A Draft #2 (Use one sheet per program)

Agency: Anderson Valley Principal/Coordinators: Noor Dawood and Maggie Von Vogt Annual Program Review Form A:

Date: November 6 2020

Appendix E

- ESL - ABE - HSE - HSD/ Diploma - AWD - Citizenship	- CAEP \$6,130 - LCCF - WIOA \$ - Grant \$ - Other: _____ - \$	- Effective coordination offered in multiple sites - Adequate personnel - Adequate student enrollment - Sufficient funds - Other: _____ - TE outcomes: _____ For entire ABE/ASE program area: Other literacy gains: 19	- Advertising - Marketing - Student retention - Student enrollment - Low faculty retention - Inadequate personnel - Lack of space Other: _____ Student retention. Weak trackable outcomes.	- More early advertising - Needs assessment if advanced level class needed - Create and distribute flyers 3 months ahead - Network with other agencies Other: _____ N/A program discontinued	- Increase enrollment and retention by 30% each year - Keep instructors for 1,2,3-year cycle - Spend appropriated funds Other: _____ N/A program discontinued	We had been excited to offer this course via the College because a large segment of the Anderson Valley community lacks computer skills. However, we've been surprised to find that it's been very difficult to get student commitment for a Computers class. Though enrollment has been decent in some semesters, ADA has been very low. One theory for the low retention is that there are not many jobs in AV that require computer skills; though community members lack the skills, there is little motivation to prioritize this learning process. We have discontinued the class until there seems to be greater demand.
Program name: <u>Basic Computer Skills</u> # enrollment (18/19): <u>Fall 8 Spring 10</u> # enrollment (19/20): <u>Fall 10</u>						

Mendocino Lake Adult and Career Education Consortium

Review Document

Created by: Euline Olinger, Director—(January 2, 2020); Revised (02/07/20)

Lake and Mendocino County

Individual Agency Annual

Annual Program Review Form A Draft #2 (Use one sheet per program)

Agency: Anderson Valley Principal/Coordinators: Noor Dawood and Maggie Von Vogt Annual Program Review Form A: Date: November 6 2020

A8

Appendix E8

Programs Check one and address one for each row	Funding Sources (Budget Cost) check all that apply:	What is the strength of this program (Check all that apply) Include TE-literacy gains, MSG or EFL if applicable	What is the challenge you are facing? Check one for each challenge to address	Steps to resolve challenge Check all that apply and write in other steps	Goals for the year reviewed for this program Check one and/or write in	Notes, Review Summary Please write a short narrative and description of the program and what has been done for the program
- ESL - ABE - HSE - HSD/ Diploma - AWD - Citizenship	- CAEP \$19,361 - LCCF - WIOA - Grant - Other: _____	- Effective coordination offered in multiple sites - Adequate personnel - Adequate student enrollment - Sufficient funds - Other: _____ - TE outcomes: _____	- Advertising - Marketing - Student retention - Student enrollment - Low faculty retention - Inadequate personnel - Lack of space - Other: _____	- More early advertising - Needs assessment if advanced level class needed - Create and distribute flyers 3 months ahead - Network with other agencies - Other: _____	- Increase enrollment and retention by 30% each year - Keep instructors for 1,2,3- year cycle - Spend appropriated funds - Other: _____	Inspired by financial aid offered to Citizenship students in Ft Bragg, we secured a private grant via the Mendocino Community Foundation to cover a portion of the citizenship application cost for students in our program. We grant funds via a financial aid application process. The new financial support attracted many new students, and our applicant numbers rose from around 6 per year prior to 2019 to 24 applicants in the 2019-2020 school year. We will be able to maintain partial funding for at least another year.
# enrollment (18/19): Fall 16 Spring 20 # enrollment (19/20): Fall 26 Spring 36	For entire ESL/Civics program area: Other literacy gains: 74 Enter employment achieved: 4 Transition to post-secondary: 4	Disruption of application process due to COVID impacted student motivation. Anxiety among students re: possible increases in fees, impact of "public charge" reg, etc.	Continue ongoing outreach to students and encouragement to get applications out ASAP, in case of fee increase.	Maintain 2019-2020 participation and application level through and after COVID.		

A9

Appendix E 9

Programs Check one and address one for each row	Funding Sources (Budget Cost) check all that apply:	What is the strength of this program (Check all that apply) Include TE-literacy gains, MSG or EFL if applicable	What is the challenge you are facing? Check one for each challenge to address	Steps to resolve challenge Check all that apply and write in other steps	Goals for the year reviewed for this program Check one and/or write in	Notes, Review Summary Please write a short narrative and description of the program and what has been done for the program
- ESL - ABE - HSE - HSD/ Diploma - AWD - Parent Ed for K-12 - Academic Success - Citizenshi p	- CAEP \$18,390 - LCCF - WIOA \$ - Grant \$ - Other: — \$	- Effective coordination offered in multiple sites - Adequate personnel - Adequate student enrollment - Sufficient funds - Other: TE outcomes: Other literacy gains: 4	- Advertising - Marketing - Student retention - Student enrollment - Low faculty retention - Inadequate personnel - Lack of space Other:	- More early advertising - Needs assessment if advanced level class needed - Create and distribute flyers 3 months ahead - Network with other agencies - Other: Expanding modalities to involve parents -- e.g. telephone and home visits (pre- COVID).	- Increase enrollment and retention by 30% each year - Keep instructors for 1,2,3- year cycle - Spend appropriated funds Other:	This program was shaped in response to an expressed need by the Elementary School to help parents work at home with K-2 students who are behind in ELA benchmarks. We continually work to ensure that parents are the main recipients of support services, not their children. We are considering modifying the program structure to focus more exclusively on parents, perhaps beginning in the 2022-2023 academic year.
Program name: Parent Education # enrollment (18/19): 14 # enrollment (19/20): 16						

Mendocino College
Non-Credit Courses (ESL, BSK and CCS)
Enrollment Fall 2020

Courses -MC non-credit	Location	Enrollment Fall 2019	Enrollment Spring 2020	Total #enrollment in 19/20 (F2019 and SP20)	Total Fall 2020 (all on line)
ESL	Ukiah	200	191	391	207
Basic Skills	Ukiah	39	38	77	58
Computer Skills/Lab	Ukiah	98	67	165	7
				0	
ESL	Andersen Valley	53	0	53	
Basic	Andersen Valley	8	0	8	
Computer Skills/Lab	Andersen Valley	9	n/a	9	
				0	
ESL	Lake	47	22	69	
Basic Skills	Lake	n/a	n/a	0	
Computer Skills	Lake	34	37	71	
				0	
ESL	Round Valley	9	4	13	
Basic Skills	Round Valley	8	3	11	
Computer Skills	Round Valley	10	21	31	
				0	
ESL	Willits	29	55	84	
Basic Skills	Willits	n/a	n/a	0	
Computer Skills	Willits	7	7	14	
				0	
ESL	Fort Bragg	31	33	64	
Basic Skills	Fort Bragg	19	11	30	
Computer Skills	Fort Bragg	21	7	28	
Total per semester		622	496	1118	272

Annual Program Review Form A Draft #2 (Use one sheet per program)

01/30/2020

Agency: Willits Adult School Director/Principal/Coordinator: Dr. Jeff Ritchley Annual Program Review Form A:
Date: 11.1.2020

☐ ESL ☐ ABE ☒ HSE ☐ CTE ☐ Pre-CTE ☐ AWD ☐ Citizenship Program name: <u>Willits Adult School</u> # enrollment (18/19) <u>14</u> # enrollment (19/20) <u>11</u>	☒ CAEP \$ <u>14,123</u> ☐ LCCF \$ <u>5,000</u> ☐ WIOA \$ ☐ Grant \$ ☐ Other: \$ All enrollment are walk ups from the community. We have had the same teacher for four years now. Average 10 graduates per year.	☐ Advertising ☐ Marketing ☒ Student retention ☐ Student enrollment ☐ Low faculty retention ☐ Inadequate personnel ☐ Lack of space Other: <u>Keeping students motivated and learning. Students come in once and do not come back.</u> <u>Our largest challenge is maintaining registrar duties.</u>	☐ More early advertising ☐ Needs assessment if advanced level class needed ☒ Create and distribute flyers 3 months ahead ☐ Network with other agencies ☐ Other: ☐ Opened up better communication channels with students. <u>Train our site secretary on TOPS.</u> <u>Built packet COVID curriculum to meet needs of students.</u>	☒ Increase enrollment and retention by 30% each year ☒ Keep instructors for 3 year cycle ☐ Spend appropriated funds ☐ Other: ☐ ☐ ☐ <u>Keep spreading word by word of mouth and flyers.</u>	Notes: <u>WAS went to remodeling this year, and developed a packet program to meet the changing needs of the students. We also have Odysseyware for students that want to pursue the pathway.</u> Description: <u>WAS school an Adult High School Diploma program, that meets the diverse needs of Willits.</u>
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Individual Agency Annual

Lake and Mendocino County

Mendocino Lake Adult and Career Education Consortium

Review Document Draft 1

Created by: Euline Olinger, Director—(January 2, 2020)