

## 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

#### AGENDA

1. **Call to Order**      **Start time:** (Action)
2. **Roll Call of Voting Members** (Action)
3. **Changes/ Modifications to the Agenda** (Discussion/Action)
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
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
  - b. Euline will share information heard from the state CAEP Summit October 26-29
  - c. Euline will share information to the consortium about outcome of the HSE workgroup meeting
7. **Annual Program Review Part 2** (Discussion/Action)  
Consortium members will share out data and information about their programs for the consortium's annual review.
  - a. Mendocino County of Education—CTE programs
  - b. Anderson Valley
  - c. Ft. Bragg USD
  - d. Kelseyville USD
  - 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.*
10. **Adjournment**      **Time:** (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**



**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>

**October 9 2020 10-1pm**

**Attendees:** Euline Olinger (MC), Monica Whipple (MC), Christy Smith (UAS), Coni Belli (CAS), Sharrae Elston (UVAH), Bill Roderick (LCOE), Tami Mee (MCOE), Amanda Xu (MC), Jeff Ritchley (WUSD), Dave Gengoux (UAS), Clinton Maxwell (MCOE), Noel Woodhouse (MC), Noor Dawood (AVAS), Monica Gowan (RV,MC, UAS), Debra Polak (MC), Lynn Thomasson (KUSD), Maggie Von Vogt (AVAS), Jackie Orozco (HEP MC), John Horton (WUSD), Jeff Sturr (ULUSD), Joe Del Prete (KUSD)

**MINUTES**

- 1. Call to Order** **Start time:10:02am** **(Action)**
- 2. Roll Call of Voting Members** **(Action)**  
Noor Dawood (AVUSD), Coni Belli (FBUSD), Joe Del Prete (KUSD), Bill Roderick (LCOE), Amanda Xu (MC), Tami Mee (MCOE), Monica Gowan (RVUSD), Christy Smith (UUSD), Jeff Sturr (ULUSD), Jeff Ritchley (WUSD)
- 3. Changes/ Modifications to the Agenda** **(Discussion/Action)**  
Motion to approve agenda with the modification to add the word "Action" to item #10 made by Christy Smith/Joe Del Prete - Approved (10,0,0)
- 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 August 21, 2020 Minutes  
Motion to approve August 21, 2020 minutes made by Christy Smith /Joe Del Prete – Approved (10,0,0)
- 5. Overview of next 6 months** **(Discussion)**  
ML ACE reviewed deadlines and upcoming events for the next 6 months. See Appendix A
- 6. One-time Proposal** **(Discussion/Action)**  
The consortium reviewed, discussed and approved one-time proposal requests from consortium members.
  - a. Anderson Valley—Basic Skills Tutor (\$3234)  
The one time request activity approved pending assignment of funding from MC allocation or one time allocation. Made by Joe Del Prete/ Christy Smith – Approved (9,0,1)
- 7. Director's Update** **(Discussion)**
  - a. Euline will share updates and follow-up after the Community Pro Suite training and CAEP Director's Event  
The CalJobs data will now be included in Community Pro Suite. The referral system can now be accessed from Lake and Mendocino Career Points.  
Euline shared some highlights from the CAEP Director's Event held on October 5, 2020. The majority of CA consortia and other adult education programs in the country (like New Hampshire and Rhode Island who presented at the event) have experienced a lack of and/or limited internet access in remote areas of the state or country that has prevented adult students from succeeding in their programs. Many programs cannot do pre/post testing, are having difficulty getting their students to be engaged and stay enrolled, and adult education programs partnering with state, federal and regional public and private community organizations to purchase devices to give or lend to their students to access remote instruction. Many programs are innovatively connecting with students and staff by newsletters, "coffee and Connect" Zoom meetings and having Saturday classes for those parents who cannot get to their on-line classes during the week. Maggie Von Vogt also shared that most programs in the state, more than 75% of programs are offering fall classes through distance learning. Maggie also shared that many ESL classes in the state are also low-enrolled which is reflective of what is happening in Anderson Valley and is a bi concern for Anderson Valley since they mostly offer ESL, Basic Skills and K-classes.
  - b. Introduced the new Sustainable Construction Technology (SCT) coordinator and update on SCT curriculum.  
Noel Woodhouse has been a part time instructor for Mendocino College and is now the new coordinator. Non credit is going through the curriculum committee and is looking to be offered Fall 2021.





- c. HSE Students—Euline shared information to the consortium about increase number of HSE students this semester and the coordination of these students. There are currently 27 students that are not able to qualify for HEP. Noor would like to start off with identifying the gap each location/agencies that is offering the basic skills classes. Christy would like to formalize a workgroup to address all ideas and issues any interested in joining the workgroup please email Euline to receive an invite. Amanda added in the chat “we could potentially co-list a synchronous online course with an on ground class to support all students. Especially if we had a tutor/supplemental instructor.” Maggie agreed this would be a great idea.

**8. Member Updates—summary, updates and concerns**

**(Discussion)**

- a. Anderson Valley
- b. Ft. Bragg USD
- c. Kelseyville USD – Joe Del Prete shared that there are 21 students registered. He used the new DIR wizard in TE and found it very user friendly.
- d. LCOE
- e. Mendocino College—HSE, RV, Centers
- f. MCOE
- g. Ukiah
- h. Upper Lake USD
- i. Willits USD – John Horton shared the adult school has been very popular this year with 10 students already registered.

**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.*

Clinton Maxwell shared he is the College & Career Specialist for MCOE with a focus on supporting K12 district administrators with grant writing & reporting for CTE pathways. He is also on the steering committee with the Mendocino County Construction Corps and Eric Crawford @ UUSD is the coordinator.

**10. Annual Program Review Part 1**

**(Discussion/Action)**

Consortium members (UUSD, MCOE, LCOE) shared out data and information about their programs to the breakout groups.

UUSD – See Appendix B

Citizenship Page 1

English as a Second Language Page 2

Vocational Nursing (CTE) Page 3

High School Diploma/ High School Equivalency Page 4

Mendocino County Corrections Facility High School Diploma/ High School Equivalency/ Literacy Page 5

PearsonVue Testing Center Page 6

Adults with Disabilities Page 7

LCOE – See Appendix C

Certified Nurse Assistant Page 1

HiSET in County Jail Page 3

Medical Assistant Page 4

LCOE Program Assistant Page 6 – This program was previously in a Program Advisory Team. A motion to remove

LCOE Program Assistant out of the Program Advisory Team made Christy Smith/Noor Dawood - Approved (9,0,1)

MCOE – Tabled until November 13, 2020

**11. Adjournment**

**Time: 1:00 (Action)**

- a. **Next Meeting Date and Time** November 13, 2020 10-1pm

- b. **Program Review:** MCOE, AVUSD, FBUSD, KVUSD, ULUSD, WUSD, RV, MC

Motion to adjourn at 1:00 pm made by Christy Smith/ Joe Del Prete – Approved (10,0,0)

### October 2020

**Oct 26-29**—CAEP Summit  
**Oct 30:** 20/21 Member Program  
 Year Budget and Work Plan  
 certified by Consortia in NOVA  
**Oct 31:** Student data due in  
 TopsPro (TE) (Q1)

### November 2020

**November 13<sup>th</sup>**—ML ACE Meeting

- (Program/Review Part 2)  
 ULUSD, WUSD, KVUSD, AVUSD,  
 FBUSD, MC, RV

### December 2020

**Dec 11<sup>th</sup>**—ML ACE Meeting  
 ML ACE Operational Principle  
 Revision Work

- **Dec 1:** July 1, 2019 to June 30, 2020  
 Instructional Hours and Expenses by  
 Program Area due (actuals) in NOVA and  
 certified by Consortium
- **Dec 1:** member expense report due in NOVA  
 (Q1)
- **Dec 31:** Member Expense Report certified by  
 Consortia in NOVA (Q1)
- **Dec 31:** End of Q2

### January 2021

**Jan 14<sup>th</sup>**—ML ACE Meeting  
 One time Proposal

- ML ACE Operational Principle  
 work
- One-time proposal

• **Jan 31:** Student Data due in (TE)  
 TOPSPRO (Q2)

### February 2021

**Feb 12<sup>th</sup>**—ML ACE Meeting

- ML ACE Operational Principle  
 work

**Feb 28:** Preliminary allocations for 2021-22 and  
 2022-23 released by this date.

### March 2021

**March 12**— ML ACE Meeting

**Mar 1:** 18/19 and 19/20 and 20/21 Member  
 Expense Report due in NOVA (Q2)

**Mar 1:** Close out of 18/19 Member Funds  
 due in NOVA

**Mar 31:** 18/19 and 19/20 and 20/21  
 Member Expense Report certified by  
 Consortia in NOVA (Q2)

**Mar 31:** Close out of 18/19 funds in NOVA  
 certified by Consortia in NOVA

**Mar 31:** End of Q3



Agency: MCOE

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

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
<input type="checkbox"/> ESL <input type="checkbox"/> ABE <input type="checkbox"/> HSE <input type="checkbox"/> HSD/ Diploma <input type="checkbox"/> AWD <input type="checkbox"/> Citizenship <input checked="" type="checkbox"/> CTE	<input checked="" type="checkbox"/> CAEP \$ <u>3583</u> <input type="checkbox"/> LCCF \$ _____ <input type="checkbox"/> WIOA \$ _____ <input type="checkbox"/> Grant \$ _____ <input checked="" type="checkbox"/> Other: \$ <u>127075</u>	<input checked="" type="checkbox"/> Effective coordination offered in multiple sites <input checked="" type="checkbox"/> Adequate personnel <input type="checkbox"/> Adequate student enrollment <input type="checkbox"/> Sufficient funds <input type="checkbox"/> Other _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> This program is very comprehensive with a very experienced instructor	<input type="checkbox"/> Advertising <input type="checkbox"/> Marketing <input checked="" type="checkbox"/> Student retention <input type="checkbox"/> Student enrollment <input type="checkbox"/> Low faculty retention <input type="checkbox"/> Inadequate personnel <input type="checkbox"/> Lack of space <input type="checkbox"/> Other: Financial Aid _____ options for students _____ Funding to support program operation _____	<input checked="" type="checkbox"/> More early advertising <input type="checkbox"/> Needs assessment if advanced level class needed <input type="checkbox"/> Create and distribute flyers 3 months ahead <input checked="" type="checkbox"/> Network with other agencies <input type="checkbox"/> Other: _____ <input type="checkbox"/> _____ <input type="checkbox"/> More advertising via social media	<input type="checkbox"/> Increase enrollment and retention by 30% each year <input checked="" type="checkbox"/> Keep instructors for 1,2,3- year cycle <input type="checkbox"/> Spend appropriated funds <input type="checkbox"/> Other: _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	Notes: _____ _____ _____ Summary <u>Comprehensive</u> <u>Administrative and Clinical</u> <u>MA Training</u> Description: <u>Course offers classroom and on-the-job experiential training in all aspects of medical assisting including medical terminology including test prep for state MA certification</u>

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

09/09/2020

Appendix #2

MWDE-2

Agency: MCOE

Principal/Coordinator Tami Mee

Annual Program Review Form A: Date: 10/7/2020

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
<input type="checkbox"/> ESL <input type="checkbox"/> ABE <input type="checkbox"/> HSE <input type="checkbox"/> HSD/ Diploma <input type="checkbox"/> AWD <input type="checkbox"/> Citizenship <input checked="" type="checkbox"/> CTE	<input checked="" type="checkbox"/> CAEP \$3583 <input type="checkbox"/> LCCF <input type="checkbox"/> WIOA <input type="checkbox"/> Grant <input checked="" type="checkbox"/> Other: \$56615	<input checked="" type="checkbox"/> Effective coordination offered in multiple sites <input checked="" type="checkbox"/> Adequate personnel <input type="checkbox"/> Adequate student enrollment <input type="checkbox"/> Sufficient funds <input type="checkbox"/> Other:	<input type="checkbox"/> Advertising <input type="checkbox"/> Marketing <input type="checkbox"/> Student retention <input type="checkbox"/> Student enrollment <input type="checkbox"/> Low faculty retention <input type="checkbox"/> Inadequate personnel <input type="checkbox"/> Lack of space <input type="checkbox"/> Other: Financial aid for students, as well as funding for program	<input checked="" type="checkbox"/> More early advertising <input type="checkbox"/> Needs assessment if advanced level class needed <input type="checkbox"/> Create and distribute flyers 3 months ahead <input type="checkbox"/> Network with other agencies <input type="checkbox"/> Other:	<input type="checkbox"/> Increase enrollment and retention by 30% each year <input checked="" type="checkbox"/> Keep instructors for 1,2,3- year cycle <input type="checkbox"/> Spend appropriated funds <input type="checkbox"/> 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.

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 A

Agency: MCOE

Principal/Coordinator Tami Mee

Annual Program Review Form A: Data: 10/7/2020

10/7/2020

MEGE-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
<input type="checkbox"/> ESL <input type="checkbox"/> ABE <input type="checkbox"/> HSE <input type="checkbox"/> HSD/ Diploma <input type="checkbox"/> AWD <input type="checkbox"/> Citizenship <input checked="" type="checkbox"/> CTE	<input type="checkbox"/> CAEP \$ \$5716 <input type="checkbox"/> LCCF \$ _____ <input type="checkbox"/> WIOA \$ _____ <input type="checkbox"/> Grant \$ _____ <input checked="" type="checkbox"/> Other: \$ _____ \$ \$52000 *student fees	<input checked="" type="checkbox"/> Effective coordination offered in multiple sites <input checked="" type="checkbox"/> Adequate personnel <input checked="" type="checkbox"/> Adequate student enrollment <input type="checkbox"/> Sufficient funds <input type="checkbox"/> Other _____	<input type="checkbox"/> Advertising <input type="checkbox"/> Marketing <input type="checkbox"/> Student retention <input type="checkbox"/> Student enrollment <input type="checkbox"/> Low faculty retention <input type="checkbox"/> Inadequate personnel <input type="checkbox"/> Lack of space <input type="checkbox"/> Other: Financial Aid for students, and funding to operate the course externship sites	<input type="checkbox"/> More early advertising <input type="checkbox"/> Needs assessment if advanced level class needed <input type="checkbox"/> Create and distribute flyers 3 months ahead <input checked="" type="checkbox"/> Network with other agencies <input type="checkbox"/> Other: _____	<input type="checkbox"/> Increase enrollment and retention by 30% each year <input checked="" type="checkbox"/> Keep instructors for 1,2,3- year cycle <input type="checkbox"/> Spend appropriated funds <input type="checkbox"/> Other: _____	Notes: _____ _____ _____ Summary short-term _____ comprehensive course _____ in Phlebotomy _____ Description: Prepares _____ students for the National Phlebotomy Exam and state License _____ _____ _____

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

01/30/2020

Appendix B

451

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
<ul style="list-style-type: none"> <li>ESL</li> <li>ABE</li> <li>HSE</li> <li>HSD/ Diploma</li> <li>AWD</li> <li>Citizenship</li> </ul>	<ul style="list-style-type: none"> <li>CAEP</li> <li>\$17,859.00</li> <li>LCCF</li> <li>\$4,149.00</li> <li>WIOA</li> <li>Grant</li> <li>Other: _____</li> </ul>	<ul style="list-style-type: none"> <li>Effective coordination offered in multiple sites</li> <li>Adequate personnel</li> <li>Adequate student enrollment</li> <li>Sufficient funds</li> <li>Other: _____</li> <li>TE outcomes: _____</li> </ul>	<ul style="list-style-type: none"> <li>Advertising</li> <li>Marketing</li> <li>Student retention</li> <li>We need more resources directed at student progress and retention</li> <li>Student enrollment</li> <li>Low faculty retention</li> <li>Inadequate personnel</li> <li>We need additional personnel to address student challenges</li> <li>Lack of space</li> <li>Other: _____</li> </ul>	<ul style="list-style-type: none"> <li>More early advertising</li> <li>Needs assessment if advanced level class needed</li> <li>Create and distribute flyers 3 months ahead</li> <li>Network with other agencies</li> <li>Other: _____</li> <li>We need to continue our conversations with consortium members on how to address job opportunities, staffing, and one on one assistance to students.</li> </ul>	<ul style="list-style-type: none"> <li>Increase enrollment and retention by 30% each year</li> <li>Keep instructors for 1,2,3- Year cycle</li> <li>Spend appropriated funds</li> <li>Other: _____</li> <li>Graduate more students which will require a more personalized approach</li> </ul>	<p>Notes:</p> <p>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.</p>
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 _____		We have sufficient funds and are working to ensure equitability and advancement for our adult learners				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)



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

01/30/2020

Appendix C



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 18/19 88 enrollments 59 12+ hours 30 graduates 10 literacy gains 19/20 77 enrollments 30 12+ hours 12 graduates 6 literacy gains	CAEP \$58,063.49 LCCF Odysseyware Secretarial support 18/19 \$69,351.46	<input type="checkbox"/> Effective coordination offered in multiple sites <input type="checkbox"/> Adequate personnel <input type="checkbox"/> Adequate student enrollment <input type="checkbox"/> Sufficient funds Other: _____ _____ _____ _____	<input type="checkbox"/> Advertising <input type="checkbox"/> Marketing <input type="checkbox"/> Student retention <input type="checkbox"/> Student enrollment <input type="checkbox"/> Low faculty retention <input type="checkbox"/> Inadequate personnel <input type="checkbox"/> Lack of space	<input type="checkbox"/> More early advertising <input type="checkbox"/> Needs assessment if advanced level class needed <input type="checkbox"/> Create and distribute flyers 3 months ahead <input type="checkbox"/> Network with other agencies Other: _____ _____ _____	<input type="checkbox"/> Increase enrollment and retention by 30% each year <input type="checkbox"/> Keep instructors for 1,2,3- year cycle <input type="checkbox"/> Spend appropriated funds Other: _____ _____ _____	Notes: Kelseyville Adult Education is solely a High School Diploma educational setting. We use a combination of packets, books and Odysseyware. CAEP funding has allowed Kelseyville Adult to expand hours for student contact and provide materials

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

09/09/2020

Appendix D1

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

C1

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
<input type="checkbox"/> ESL <input type="checkbox"/> ABE <input type="checkbox"/> HSE <input checked="" type="checkbox"/> <b>HSD/ Diploma</b> <input type="checkbox"/> AWD <input type="checkbox"/> Citizenship <input type="checkbox"/>	<input type="checkbox"/> CAEP <input type="checkbox"/> \$ _____ <input checked="" type="checkbox"/> LCCF <input type="checkbox"/> \$ _____ <input type="checkbox"/> WIOA <input type="checkbox"/> \$ _____ <input type="checkbox"/> Grant <input type="checkbox"/> \$ _____ <input checked="" type="checkbox"/> Other: _____ <input type="checkbox"/> \$ _____	<input type="checkbox"/> Effective <input type="checkbox"/> coordination <input type="checkbox"/> offered in <input type="checkbox"/> multiple sites <input type="checkbox"/> Adequate <input type="checkbox"/> personnel <input type="checkbox"/> Adequate <input type="checkbox"/> student <input type="checkbox"/> enrollment <input type="checkbox"/> Sufficient funds <input checked="" type="checkbox"/> <b>Other</b> The <b>strength of this</b> <b>program is that it is</b> <b>the only High School</b> <b>Diploma course</b> <b>offered in Covelo.</b>	<input type="checkbox"/> Advertising <input type="checkbox"/> Marketing <input checked="" type="checkbox"/> <b>Student</b> <input checked="" type="checkbox"/> <b>retention</b> <input checked="" type="checkbox"/> <b>Student</b> <input checked="" type="checkbox"/> <b>enrollment</b> <input type="checkbox"/> Low faculty <input type="checkbox"/> retention <input type="checkbox"/> Inadequate <input type="checkbox"/> personnel <input type="checkbox"/> Lack of space <b>Other: Marijuana</b> <b>industry and lack of</b> <b>other employment</b> <b>in Round Valley that</b> <b>requires HSD or</b> <b>Equivalent.</b>	<input type="checkbox"/> More early <input type="checkbox"/> advertising <input type="checkbox"/> Needs <input type="checkbox"/> assessment if <input type="checkbox"/> advanced level <input type="checkbox"/> class needed <input type="checkbox"/> Create and <input type="checkbox"/> distribute flyers 3 <input type="checkbox"/> months ahead <input checked="" type="checkbox"/> <b>Network with</b> <input checked="" type="checkbox"/> <b>other agencies</b> <input checked="" type="checkbox"/> <b>Other:</b> <b>Work with local</b> <b>Mendocino Action</b> <b>Committee - MAC</b> <b>group</b>	<input checked="" type="checkbox"/> <b>Increase</b> <b>enrollment and retention</b> <b>by 30% each year</b> <input type="checkbox"/> Keep instructors for 1,2,3- year cycle <input type="checkbox"/> Spend appropriated funds <b>Other:</b> _____ _____ _____	Notes: _____ _____ _____ _____ Summary _____ _____ _____ _____ Description: _____ _____ _____ _____ _____



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

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
<input type="checkbox"/> ESL <input type="checkbox"/> ABE <input checked="" type="checkbox"/> <b>HSE</b> <input type="checkbox"/> HSD/ Diploma <input type="checkbox"/> AWD <input type="checkbox"/> Citizenship  Program name: <u>HSE</u> # enrollment (18/19) <u>11</u> # enrollment (19/20) <u>11</u>	<input type="checkbox"/> CAEP <input type="checkbox"/> \$ <u>      </u> <input type="checkbox"/> LCCF <input type="checkbox"/> \$ <u>      </u> <input type="checkbox"/> WIOA <input type="checkbox"/> \$ <u>      </u> <input type="checkbox"/> Grant <input type="checkbox"/> \$ <u>      </u> <input type="checkbox"/> Other: <u>Non-credit Apportionment</u>	<input type="checkbox"/> Effective coordination <input type="checkbox"/> offered in multiple sites <input type="checkbox"/> Adequate personnel <input type="checkbox"/> Adequate student enrollment <input type="checkbox"/> Sufficient funds <input checked="" type="checkbox"/> <b>Other: The instructor has been the strength of this program. She teaches both ESL and HSE/BSK. Majority of the HSE/BSK students are also ESL students</b>	<input type="checkbox"/> Advertising <input type="checkbox"/> Marketing <input checked="" type="checkbox"/> <b>Student retention</b> <input checked="" type="checkbox"/> <b>Student enrollment</b> <input type="checkbox"/> Inadequate personnel <input type="checkbox"/> Lack of space  <b>Other: The marijuana industry and lack of other employment in Covelo that require HSD or equivalent. Instructor says: Bilingual nature of class.</b>	<input type="checkbox"/> More early advertising <input type="checkbox"/> Needs assessment if advanced level class needed <input type="checkbox"/> Create and distribute flyers 3 months ahead <input checked="" type="checkbox"/> <b>Network with other agencies</b> <input checked="" type="checkbox"/> <b>Other: Continue conversations with agencies, including Tribal Govt. regarding employment opportunities in Covelo.</b>	<input checked="" type="checkbox"/> <b>Increase enrollment and retention by 30% each year</b> <input type="checkbox"/> Keep instructors for 1,2,3- year cycle <input type="checkbox"/> Spend appropriated funds <b>Other: _____</b>	Notes: <u>HSE/BSK went to remote learning in March '20 (SP'20 semester) due to COVID restrictions. HSE/BSK was only offered online F'20 semester. Our HSE/BSK students lack basic computer skills. Our community lacks internet service. Fire and COVID have hindered _____</u>  Summary: <u>Student enrollment and retention has been challenging due to the lack of employment options in Covelo.</u> Description: _____



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

Appendix D3  
09/09/2020

C3

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

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
<b>X ESL</b> <input type="checkbox"/> ABE <input type="checkbox"/> HSE <input type="checkbox"/> HSD/ Diploma <input type="checkbox"/> AWD <input type="checkbox"/> Citizenship  Program name: <u>ESL</u> # enrollment (18/19) <u>14</u> # enrollment (19/20) <u>13</u>	<input type="checkbox"/> CAEP <input type="checkbox"/> \$_____ <input type="checkbox"/> LCCF <input type="checkbox"/> \$_____ <input type="checkbox"/> WIOA <input type="checkbox"/> \$_____ <input type="checkbox"/> Grant <input type="checkbox"/> \$_____ <b>X Other: MC and MLACE</b> <input type="checkbox"/> \$_____ Non-credit Apportionment	<b>X Effective coordination</b> <input type="checkbox"/> offered in multiple sites <input type="checkbox"/> Adequate personnel <input type="checkbox"/> Adequate student enrollment <input type="checkbox"/> Sufficient funds <input type="checkbox"/> Other <b>Future meeting site – Round Valley Classroom; desire in community; instructor is hearing need of community and working with MC dept head to create a class for literacy for parents.</b>	<input type="checkbox"/> Advertising <input type="checkbox"/> Marketing <b>X Student retention</b> <b>X Student enrollment</b> <input type="checkbox"/> Low faculty retention <input type="checkbox"/> Inadequate personnel <input type="checkbox"/> Lack of space <b>X 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.</b>	<b>X More early advertising</b> <input type="checkbox"/> Needs assessment if advanced level class needed <b>X Create and distribute flyers 3 months ahead</b> <input type="checkbox"/> Network with other agencies <b>X Support EL program at RVUSD; small in person groups; calling students who are not actively participating in class to offer support may help retention.</b>	<input type="checkbox"/> Increase enrollment and retention by 30% each year <input type="checkbox"/> Keep instructors for 1,2,3- year cycle <input type="checkbox"/> Spend appropriated funds Other: _____ <b>X Provide more support to students and RVUSD</b>	Notes: Since COVID – in person classes have moved to online classes. Fall '20 we provided more support to RVHS  Summary: 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  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:

November 6 2020

A1

Appendix E1

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
<ul style="list-style-type: none"> <li>• <b>ESL</b></li> <li>• ABE</li> <li>• HSE</li> <li>• HSD/ Diploma</li> <li>• AWD</li> <li>• Citizenshi p</li> </ul>	<ul style="list-style-type: none"> <li>• <b>CAEP</b></li> <li>• <u>\$22,361</u></li> <li>• LCCF</li> <li>• WIOA</li> <li>• Grant</li> <li>• <u>\$_____</u></li> <li>• Other: <u>_____</u></li> </ul>	<ul style="list-style-type: none"> <li>• Effective coordination offered in multiple sites</li> <li>• Adequate personnel</li> <li>• Adequate student enrollment</li> <li>• Sufficient funds</li> <li>• Other:</li> <li>• TE outcomes:</li> </ul>	<ul style="list-style-type: none"> <li>• Advertising</li> <li>• Marketing</li> <li>• Student retention</li> <li>• Student enrollment</li> <li>• Low faculty retention</li> <li>• Inadequate personnel</li> <li>• Lack of space</li> </ul>	<ul style="list-style-type: none"> <li>• More early advertising</li> <li>• Needs assessment if advanced level class needed</li> <li>• Create and distribute flyers 3 months ahead</li> <li>• Network with other agencies</li> <li>• Other:</li> </ul>	<ul style="list-style-type: none"> <li>• Increase enrollment and retention by 30% each year</li> <li>• Keep instructors for 1,2,3- year cycle</li> <li>• Spend appropriated funds</li> <li>• Other:</li> </ul>	<p>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.</p> <p>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.</p> <p>Online instruction has been a major challenge, given low tech literacy and internet connectivity</p>
<p>Program name: <u>Intermediate ESL (offered as ESL 503 in 2018/19 and ESL 507 in 19/20)</u></p> <p># enrollment (18/19): <u>Fall 28; Spring 24</u></p> <p># enrollment</p>		<p>For entire ESL/Civics program area:</p> <p>Other literacy gains: 74</p> <p>Enter employment achieved: 4</p> <p>Transition to post-secondary: 4</p>	<p>Other:</p> <p>Low tech literacy (for engaging in virtual classes).</p> <p>Poor internet connectivity.</p> <p>Engaging active student participation via virtual learning.</p>	<p>Assistant during zoom class to help with tech issues.</p> <p>Staff person who works with students on internet connectivity issues outside of class.</p>	<p>Return to pre-COVID attendance levels.</p>	

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

A2

Appendix E2

(19/20): <u>Fall 27:</u> <u>Spring 27</u>					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.
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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
<ul style="list-style-type: none"> <li>• <b>ESL</b></li> <li>• ABE</li> <li>• HSE</li> <li>• HSD/ Diploma</li> <li>• AWD</li> <li>• Citizenship</li> </ul>	<ul style="list-style-type: none"> <li>• <b>CAEP</b></li> <li>• \$22,361</li> <li>• LCCF</li> <li>• WIOA</li> <li>• \$_____</li> <li>• Grant</li> <li>• Other: _____</li> <li>• _____</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Effective</b> coordination offered in multiple sites</li> <li>• Adequate personnel</li> <li>• Adequate student enrollment</li> <li>• <b>Sufficient funds</b></li> <li>• Other: _____</li> <li>• TE outcomes: _____</li> </ul>	<ul style="list-style-type: none"> <li>• Advertising</li> <li>• Marketing</li> <li>• <b>Student retention</b></li> <li>• Student enrollment</li> <li>• Low faculty retention</li> <li>• Inadequate personnel</li> <li>• Lack of space</li> <li>• Other: _____</li> </ul>	<ul style="list-style-type: none"> <li>• More early advertising</li> <li>• Needs assessment if advanced level class needed</li> <li>• Create and distribute flyers 3 months ahead</li> <li>• Network with other agencies</li> <li>• Other: _____</li> </ul>	<ul style="list-style-type: none"> <li>• Increase enrollment and retention by 30% each year</li> <li>• Keep instructors for 1,2,3- year cycle</li> <li>• Spend appropriated funds</li> <li>• Other: Increase average daily attendance in the program by 30% each year.</li> </ul>	<p>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.</p>
# enrollment (18/19): <u>Fall 26:</u> <u>Spring 19</u> # enrollment (19/20): <u>Fall 32:</u> <u>Spring 14</u>		Other literacy gains: 74  Enter employment achieved: 4  Transition to post-secondary: 4				

<ul style="list-style-type: none"> <li>• <b>ESL</b></li> <li>• ABE</li> <li>• HSE</li> <li>• HSD/ Diploma</li> <li>• AWD</li> <li>• Citizenship</li> </ul>	<ul style="list-style-type: none"> <li>• <b>CAEP</b></li> <li>• \$10,681</li> <li>• LCCF</li> <li>• WIOA</li> <li>• \$_____</li> <li>• Grant</li> <li>• Other: _____</li> <li>• \$_____</li> </ul>	<ul style="list-style-type: none"> <li>• Effective coordination offered in multiple sites</li> <li>• Adequate personnel</li> <li>• Adequate student enrollment</li> <li>• Sufficient funds</li> <li>• Other: _____</li> <li>• TE outcomes: _____</li> </ul>	<ul style="list-style-type: none"> <li>• Advertising</li> <li>• Marketing</li> <li>• Student retention</li> <li>• Student enrollment</li> <li>• Low faculty retention</li> <li>• Inadequate personnel</li> <li>• Lack of space</li> <li>• Other: _____</li> </ul>	<ul style="list-style-type: none"> <li>• More early advertising</li> <li>• Needs assessment if advanced level class needed</li> <li>• Create and distribute flyers 3 months ahead</li> <li>• Network with other agencies</li> <li>• Other: _____</li> </ul>	<ul style="list-style-type: none"> <li>• Increase enrollment and retention by 30% each year</li> <li>• Keep instructors for 1,2,3- year cycle</li> <li>• Spend appropriated funds</li> <li>• Other: Not applicable. This program will not be offered for the foreseeable future.</li> </ul>	<p>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.</p> <p>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</p>
<p># enrollment (18/19): <u>Spring 16</u></p> <p># enrollment (19/20): <u>Spring 11 (not offered in fall)</u></p>		<p>For entire ESL/Civics program area:</p> <p>Other literacy gains: 74</p> <p>Enter employment achieved: 4</p> <p>Transition to post-secondary: 4</p>	<p>Students' lack of confidence and formal education experience.</p> <p>English skills adequate enough for some students to be employable.</p> <p>Clear process for those who finish the program to be able to follow to secure employment as HHA's. Could mention that the school tried to support creation of an HHA organization, but the group has</p>			



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

Annual Program Review Form A:

## Appendix E5

<p>faced challenges bc of work schedules and family commitments, and now with the pandemic it's impossible to do this work.</p>			<p>students wanted in-person training).</p>

Appendix  
 E6

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
<ul style="list-style-type: none"> <li>ESL</li> <li>ABE</li> <li>HSE</li> <li>HSD/ Diploma</li> <li>AWD</li> <li>Citizenship</li> </ul>	<ul style="list-style-type: none"> <li>CAEP</li> <li>\$12,260</li> <li>LCCF</li> <li>WIOA</li> <li>Grant</li> <li>Other: _____</li> <li>_____</li> </ul>	<ul style="list-style-type: none"> <li>Effective coordination offered in multiple sites</li> <li>Adequate personnel</li> <li>Adequate student enrollment</li> <li>Sufficient funds</li> <li>Other: _____</li> <li>TE outcomes: _____</li> </ul>	<ul style="list-style-type: none"> <li>Advertising</li> <li>Marketing</li> <li>Student retention</li> <li>Student enrollment</li> <li>Low faculty retention</li> <li>Inadequate personnel</li> <li>Lack of space</li> <li>Other: _____</li> </ul>	<ul style="list-style-type: none"> <li>More early advertising</li> <li>Needs assessment if advanced level class needed</li> <li>Create and distribute flyers 3 months ahead</li> <li>Network with other agencies</li> <li>Other: _____</li> </ul>	<ul style="list-style-type: none"> <li>Increase enrollment and retention by 30% each year</li> <li>Keep instructors for 1,2,3- year cycle</li> <li>Spend appropriated funds</li> <li>Other: _____</li> </ul>	<p>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.</p>
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.	



<ul style="list-style-type: none"> <li>• <b>ESL</b></li> <li>• <b>ABE</b></li> <li>• <b>HSE</b></li> <li>• <b>HSD/ Diploma</b></li> <li>• <b>AWD</b></li> <li>• <b>Citizenship</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>CAEP</b></li> <li>• <b>\$6,130</b></li> <li>• <b>LCCF</b></li> <li>• <b>WIOA</b></li> <li>• <b>Grant</b></li> <li>• <b>Other: _____</b></li> <li>• <b>_____</b></li> <li>• <b>_____</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Effective coordination offered in multiple sites</b></li> <li>• <b>Adequate personnel</b></li> <li>• <b>Adequate student enrollment</b></li> <li>• <b>Sufficient funds</b></li> <li>• <b>Other: _____</b></li> <li>• <b>TE outcomes: _____</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Advertising</b></li> <li>• <b>Marketing</b></li> <li>• <b>Student retention</b></li> <li>• <b>Student enrollment</b></li> <li>• <b>Low faculty retention</b></li> <li>• <b>Inadequate personnel</b></li> <li>• <b>Lack of space</b></li> <li>• <b>Other: _____</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>More early advertising</b></li> <li>• <b>Needs assessment if advanced level class needed</b></li> <li>• <b>Create and distribute flyers 3 months ahead</b></li> <li>• <b>Network with other agencies</b></li> <li>• <b>Other: _____</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Increase enrollment and retention by 30% each year</b></li> <li>• <b>Keep instructors for 1,2,3- year cycle</b></li> <li>• <b>Spend appropriated funds</b></li> <li>• <b>Other: _____</b></li> </ul>	<p>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.</p>
<p>Program name: <b>Basic Computer Skills</b></p> <p># enrollment (18/19): <b>Fall 8 Spring 10</b></p> <p># enrollment (19/20): <b>Fall 10</b></p>		<p>For entire ABE/ASE program area:</p> <p>Other literacy gains: 19</p>	<p>Student retention.</p> <p>Weak trackable outcomes.</p>	<p>N/A program discontinued</p>	<p>N/A program discontinued</p>	

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

Agency: Anderson ValleyPrincipal/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
<ul style="list-style-type: none"> <li>ESL</li> <li>ABE</li> <li>HSE</li> <li>HSD/ Diploma</li> <li>AWD</li> <li>Citizenship</li> </ul>	<ul style="list-style-type: none"> <li>CAEP \$19,361</li> <li>LCCF</li> <li>WIOA</li> <li>Grant</li> <li>Other: _</li> <li>—</li> <li>\$ _</li> </ul>	<ul style="list-style-type: none"> <li>Effective coordination offered in multiple sites</li> <li>Adequate personnel</li> <li>Adequate student enrollment</li> <li>Sufficient funds</li> <li>Other: TE outcomes:</li> </ul>	<ul style="list-style-type: none"> <li>Advertising</li> <li>Marketing</li> <li>Student retention</li> <li>Student enrollment</li> <li>Low faculty retention</li> <li>Inadequate personnel</li> <li>Lack of space</li> <li>Other:</li> </ul>	<ul style="list-style-type: none"> <li>More early advertising</li> <li>Needs assessment if advanced level class needed</li> <li>Create and distribute flyers 3 months ahead</li> <li>Network with other agencies</li> <li>Other:</li> </ul>	<ul style="list-style-type: none"> <li>Increase enrollment and retention by 30% each year</li> <li>Keep instructors for 1,2,3- year cycle</li> <li>Spend appropriated funds</li> <li>Other:</li> </ul>	<p>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.</p>
# enrollment (18/19): <u>Fall 16</u> <u>Spring 20</u> # enrollment (19/20): <u>Fall 26</u> <u>Spring 36</u>		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
<ul style="list-style-type: none"> <li>• ESL</li> <li>• ABE</li> <li>• HSE</li> <li>• HSD/ Diploma</li> <li>• AWD</li> <li>• Parent Ed for K-12</li> <li>• Academic Success</li> <li>• Citizenship</li> </ul>	<ul style="list-style-type: none"> <li>• CAEP \$18,390</li> <li>• LCCF</li> <li>• WIOA</li> <li>• Grant</li> <li>• Other: _</li> <li>• _</li> </ul>	<ul style="list-style-type: none"> <li>• Effective coordination offered in multiple sites</li> <li>• Adequate personnel</li> <li>• Adequate student enrollment</li> <li>• Sufficient funds</li> <li>• Other: _</li> <li>• TE outcomes: _</li> </ul> <p>Other literacy gains: 4</p>	<ul style="list-style-type: none"> <li>• Advertising</li> <li>• Marketing</li> <li>• Student retention</li> <li>• Student enrollment</li> <li>• Low faculty retention</li> <li>• Inadequate personnel</li> <li>• Lack of space</li> <li>• Other: _</li> </ul>	<ul style="list-style-type: none"> <li>• More early advertising</li> <li>• Needs assessment if advanced level class needed</li> <li>• Create and distribute flyers 3 months ahead</li> <li>• Network with other agencies</li> <li>• Other: _</li> </ul>	<ul style="list-style-type: none"> <li>• Increase enrollment and retention by 30% each year</li> <li>• Keep instructors for 1,2,3- year cycle</li> <li>• Spend appropriated funds</li> <li>• Other: _</li> </ul>	<p>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.</p>
Program name: <u>Parent Education</u> # enrollment (18/19): <u>14</u> # enrollment (19/20): <u>16</u>			Consistent parent participation. In COVID times, engaging young people in sessions with parents after a long day on the computer.	Expanding modalities to involve parents -- e.g. telephone and home visits (pre-COVID).		



Appendix F

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
	Ukiah Basic Skills	39	38	77	58
	Ukiah Computer Skills/Lab	98	67	165	7
ESL	Andersen Valley	53	0	53	0
	Andersen Valley Basic	8	0	8	0
	Andersen Valley Computer Skills/Lab	9	n/a	9	0
ESL	Lake	47	22	69	0
	Lake Basic Skills	n/a	n/a	0	0
	Lake Computer Skills	34	37	71	0
ESL	Round Valley	9	4	13	0
	Round Valley Basic Skills	8	3	11	0
	Round Valley Computer Skills	10	21	31	0
ESL	Willits	29	55	84	0
	Willits Basic Skills	n/a	n/a	0	0
	Willits Computer Skills	7	7	14	0
ESL	Fort Bragg	31	33	64	0
	Fort Bragg Basic Skills	19	11	30	0
	Fort Bragg Computer Skills	21	7	28	0
Total per semester		622	496	1118	272