



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)

(Action)

4. Consent

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 Count 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.

 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)

- 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 13th -ML ACE Meeting

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

December 2020

Dec 11th -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

Dec 31: Member Expense Report certified by Consortia in NOVA (Q1)

January 2021

Jan 14th-ML ACE Meeting One time Proposal

- ML ACE Operational Principle
- One-time proposal
- Jan 31: Student Data due in (TE) TOPSPro (Q2)

February 2021

Feb 12th-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

Dec 31: End of O2

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

Annual	Individual Agency Annual	Lake and Mendocino County	Lake	Wendocino Lake Adult and Career Education Consortium	Adult and Care	Review Document Death an
MA certification				state certification exam	-	
including test prep for state				prepared for the		
			The state of the s	sites, and are well		
including medical terminolog				visit many medical		
and an invalous account				assistant experiences		
aspects of medical assisting				Students exprience		
experiential training in all				experienced instructor		
		via social media	program operation	with a very		
classroom and on-the-job		More advertising	Funding to support	very comprehensive		
Description: Course offers			options for students	This program is		
	Other:		Financial Aid			71 (02/01)
MA Training	funds	Other:	Other:			(19/20) 12
	appropriated	other agencies		Other		# enrollment (18/19) 20
Administrative and Clinical	□ Spend	Network with	Lack of space	 Sufficient funds 	\$_1270 <u>7</u> 5	Program name: MA
		months ahead	personnel	enrollment	Other:	
Summary Comprehensive	cycle	distribute flyers 3	□ Inadequate	student	5	
	for 1,2,3- year	□ Create and	retention	□ Adequate	□ Grant	CIE
	Keep instructors	class needed	Low faculty			-
		advanced level	enrollment	M Adequate	WIOA	AWU
	each year	assessment if	Student	multiple sites		HSD/ Diploma
	retention by 30%	□ Needs	Student retention	□ offered in	LCCF	Hye
	enrollment and	advertising	□ Marketing	coordination	\$ 3583	ABE
Notes:	□ Increase	More early	□ Advertising	Effective	CAEP	ESC
program				A CONTROL OF THE PROPERTY OF T	apply:	
has been done for the	write in	steps			all that	
narrative and description	check one and for	and write in other	challenge to address	Widdle	Cost) check	
Please write a short	reviewed for this	Chark all that and	Check one for each	(Check all that apply)	(Budget	program
Notes, Review Summary	Godis for the year	challengo	Vou are facing?	of this program	Sources	Check one and address one
	Goals for the war	Stens to resolve	What is the challenge	What is the strength	Funding	rrograms

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

Individual Agency Annual

Review Document Draft 1

Apendex A2

YEDT 2 Agency: MCOE

Principal/Coordinator_Tami Mee_ Annual Program Review Form A: Date: 10/7/2020

Annual	Individual Agency Annual	Lake and Mendocino County		Mendocino Lake Adult and Career Education Consortium	Adult and Care	Mendocino Lake Adult an
				india and learning		
				instruction and learning		
				condusive to personal		
				classroom. Small		
with a 120 hour externship				clinical setting for the		
				We also have a true	10	
semester course, along				experienced instructor		
			funding for program	We have a strong,		
Description: This is a one			students, as well as			
	Other:		Financial aid for			(1) (02 (CT)
training in dental assisting	funds	Other:	Other:			(19/20) 15
	appropriated	other agencies		Otner		# enrollment
offers a comprehensive	□ Spend	□ Network with	☐ Lack of space	Sufficient funds	200010	
		months ahead		enrollment	\$ 56615	Program name: DA
Summary The DA program	cycle	distribute flyers 3	□ Inadequate	student	Dath Com	
	for 1,2,3- year	□ Create and	retention	Adequate	□ Grant	
	Keep instructors		Low faculty			CTE
		advanced level			<u>٠</u>	Citizenship
	each year	assessment if	Student	Adequate	WIDA	AWD
	retention by 30%	Needs	☐ Student retention	multiple sites	٠ د د د	HSD/ Diploma
	enrollment and		□ Marketing		T WOODS	□ HSE
Notes:	□ Increase	More early	□ Advertising	₩ Effective	€ \$3583	ABE
program				1	7 0	
has been done for the	write in	steps			all that	
of the program and what	Check one and/or	and write in other	challenge to address		Cost) check	
parrative and description	program	Check all that apply	Check one for each	(Check all that apply)	(Budget	program
Plans write a short	reviewed for this	challenge	you are facing?	of this program	Sources	Check one and address one
	Goals for the year	Steps to resolve	What is the challenge	What is the strength	Funding	Programs

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

Individual Agency Annual

Review Document Draft 1

Aprindix A 3

MUDE-3 Agency: MCOE Principal/Coordinator_Tami Mee Annual Program Review Form A: Date:_ 10/7/2020

Mendocino Lake	# enrollment (18/19)_20 # enrollment (19/20)_17	□ ESL □ ABE □ HSE □ HSD/ Diploma □ AWD □ Citizenship □ CTE Program name: Phlebotomy	Programs Check one and address one program
Adult and Care	*student fees	CAEP \$ \$5716 CCF COMPANY COMP	Funding Sources (Budget Cost) check all that apply:
Mendocino Lake Adult and Career Education Consortium	Other	coordination coordination offered in multiple sites Adequate personnel Adequate student enrollment Sufficient funds	What is the strength of this program (Check all that apply)
		□ Advertising □ Marketing □ Student retention □ Student □ enrollment □ Low faculty retention □ Inadequate personnel □ Lack of space	What is the challenge you are facing? Check one for each challenge to address
Lake and Mendocino County		□ More early advertising □ Needs assessment if advanced level class needed class needed distribute flyers 3 months ahead Network with	Steps to resolve challenge Check all that apply and write in other steps
Individual Agency Annual		□ Increase enrollment and retention by 30% each year Keep instructors for 1,2,3- year cycle	Goals for the year reviewed for this program Check one and/or write in
/ Annual	in Phlebotomy Description: Prepares students for the National Phlebotomy Exam and state Phlebotomy Exam and state	Notes: Summary short-term comprehensive course	Notes, Review Summary Please write a short narrative and description of the program and what has been done for the program

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

Individual Agency Annual

Review Document Draft 1

01/30/2020





Agency: Upper Lake Unified School District

Director/Principal/Coordinator: Jeff Sturr

Date: 11/05/20

	attendance	(19/20)_46-5 graduated-7 with 12 hours or more of	0	#enrollment	nool	Program	• Citizenship		ABEHSEHSD/ Diploma	• ESL	Programs Check one and address one for each row
			\$	1	• Other:_	Grant	s WIOA	\$4,149.00	\$17,859.00 • LCCF	• CAEP	Funding Sources (Budget Cost) check all that apply:
	advancement for our adult learners	We have sufficient funds and are working to ensure			• Other • TE outcomes:	 Sufficient funds 	 Adequate student 	 Adequate 	coordination offered in multiple sites	Effective	What is the strength of this program (Check all that apply) Include TE-literacy gains, MSG or EFL if applicable
	Other:	challenges • Lack of space	personnel to	personnel	retentionInadequate	Student enrollmentLow faculty	at student progress and retention	resources directed	 Marketing Student retention We need more 	 Advertising 	What is the challenge you are facing? Check one for each challenge to address
on one assistance to students.	to address job opportunities, staffing, and one	conversations with consortium members on how	We need to	other agencies	 months ahead Network with 	distribute flyers 3	class neededCreate and	advanced level	advertisingNeedsassessment if	More early	Steps to resolve challenge Check all that apply and write in other steps
	approach	Graduate more students which will require a more			Other:	 Spend appropriated 	1,2,3- year cycle	Koos inchrington for	and retention by 30% each year	 Increase enrollment 	Goals for the year reviewed for this program Check one and/or write in
Summary		students to receive their diplomas	and we have been working diligently to construct a more	I inherited this program this year	students but is deficient with	lack of additional personnel. This works with self-motivated	learning platform and students are required to work on their	We use Cyber High as our	Our program, as it stands now is completely self-paced coupled with check ins with staff.	Notes:	Notes, Review Summary Please write a short narrative and description of the program and what has been done for the program

Mendocino Lake Adult and Career Education Consortium Review Document Draft 1

Lake and Mendocino County

Individual Agency Annual



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

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

Mendocino Lake Adult and Career Education Consortium Review Document Draft 1

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

Lake and Mendocino County



_ Principal/Coordinator_Cristy Pedroncelli-Smith/Susan Brady_

Annual Program Review Form A: Date:



0

Agency: Covelo

		# enrollment (19/20)	# enrollment (18/19)		□ AWD □ Citizenship	□ ESL □ ABE □ HSE X HSD/ Diploma	Programs Check one and address one program
		provides the HSD teacher	Ukiah Adult School	\$	WIOA \$	CAEP S CAEP	Funding Sources (Budget Cost) check all that apply:
	offered in Covelo.	program is that it is the only High School Diploma course	X Other The strength of this		☐ Adequate personnel ☐ Adequate	Effective coordinationoffered in multiple sites	What is the strength of this program (Check all that apply)
	in Round Valley that requires HSD or Equivalent.	Other: Marijuana industry and lack of other employment	Lack of space		X Student enrollment Low faculty	☐ Advertising☐ Marketing☐ X Student☐ X Student☐ A Stud	What is the challenge you are facing? Check one for each challenge to address
	group	Work with local Mendocino Action Committee - MAC	other agencies X Other:		advanced level class needed Create and	More early advertisingNeedsassessment if	Steps to resolve challenge Check all that apply and write in other steps
			Omer:	 Spend appropriated funds 	☐ Keep instructors for 1,2,3- year cycle	X Increase enrollment and retention by 30% each year	Goals for the year reviewed for this program Check one and/or write in
		Description:		Summary	1 7 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Notes:	Notes, Review Summary Please write a short narrative and description of the program and what has been done for the program

Mendocino Lake Adult and Career Education Consortium
Review Document Draft 1

Lake and Mendocino County

Individual Agency Annual

Review Document Draft 1 Created by: Euline Olinger, Director—(January 2, 2020); Revised (02/07/20)





Agency: Covelo

Principal/Coordinator_MC

Annual Program Review Form A: Date:

enrollment # enrollment (18/19)_ Program name: HSE × $(19/20)_{-}$ program Check one and address one **Programs** AWD HSE ABE Citizenship HSD/ Diploma apply: Other: all that Cost) check Sources Funding (Budget Non-credit Apportion ment CAEP Grant WIOA LCCF students are also ESI of the HSE/BSK students instructor has beer HSE/BSK. Majority teaches both ESL and program. She the strength of this of this program What is the strength (Check all that apply) Other The Adequate **Effective** Sufficient funds enrollment student Adequate personnel multiple sites offered in coordination class. enrollment Check one for each Other: The marijuana What is the challenge Bilingual nature of other employment in challenge to address Covelo that require nstructor says: HSD or equivalent. industry and lack of you are facing? Inadequate Student retention Lack of space personnel Student Marketing Advertising agencies, including employment Tribal Govt. X Network with and write in other conversations with X Other: other agencies Steps to resolve opportunities in regarding Continue steps Check all that apply covelo. challenge distribute flyers 3 Create and advanced leve More early months ahead class needed assessment if Needs advertising Other: each year retention by 30% enrollment and write in Goals for the year Check one and/or program reviewed for this Spend funds cycle appropriated **Keep instructors** for 1,2,3- year Increase enrollment and retention Description: options in Covelo. the lack of employment Summary: Student has been challenging due to service. Fire and COVID community lacks internet program of the program and what narrative and description Please write a short nave hindered computer skills. Our semester. Our HSE/BSK <u>only offered online F'20</u> HSE/BSK went to remote Notes: has been done for the **Notes, Review Summary** restrictions. HSE/BSK was semester) due to COVID earning in March '20 (SP'20 tudents lack basic

Mendocino Lake Adult and Career Education Consortium Review Document Draft 1

Lake and Mendocino County



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

			Program name: ESL # enrollment (18/19) 14		Citizenship	HSE HSD/ Diploma	X ESL	Programs Check one and address one program
		Non-credit Apportionmen	and MLACE	\$ Grant	\$ 8104	\$ LCCF	CAEP	Funding Sources (Budget Cost) check all that apply:
dept head to create a class for literacy for parents.	community: instructor is hearing need of community and working with MC	Non-credit Future meeting site – ApportionmentRound Valley Classroom: desire in	☐ Sufficient funds	student			X Effective coordination	What is the strength of this program (Check all that apply)
computer skills to take online classes. Extra support was needed/provided.	students as well as instructor in Covelo. Many students do not have basic	X Other: Remote learning has been	personnel	- 4	enrollment	X Student retention	□ Advertising□ Marketing	What is the challenge you are facing? Check one for each challenge to address
support may help retention.	groups; calling students who are not actively participating in class to offer	X Support EL program at RVUSD; small in person	Network with other agencies	distribute flyers 3		assessment if	X More early advertising	Steps to resolve challenge Check all that apply and write in other steps
	X Provide more support to students and RVUSD	funds Other:	□ Spend	cycle	☐ Keep instructors	retention by 30% each year	X Increase enrollment and	Goals for the year reviewed for this program Check one and/or write in
	Description:	teacher in the Spring '21, and currently only have one instructor for all schools	support to RVUSD as they will not be hiring another FI	Summary: We would like to	RVHS	classes have moved to online classes; Fall '20 we	Notes: Since COVID – in person	Notes, Review Summary Please write a short narrative and description of the program and what has been done for the program

Mendocino Lake Adult and Career Education Consortium
Review Document Draft 1

Lake and Mendocino County

Agency: Anderson ValleyPrincipal/Coordinators: Noor Dawood and Maggie Von Vogt Annual Program Review Form A: Date: Annual Program Review Form A Draft #2 (Use one sheet per program)

November 6 2020

Appendix E1



(18/19): Fall 28: Spring 24 Engaging active student participation via virtual learning.	Transition to post-	Transition to post-		ar neven 4		Enter employment	19/20) connectivity	ESL 507 in Poor internet	her literacy gains:		ESL (offered program area: engaging in virtual	Intermediate \$ For entire ESL/Civics Low tech literacy (for	İ	Program • Other: • IE outcomes:		ent runds •	enronment	•	Citizenshi	AWD	•	HSD/ . ICCE multiple sites . Student	offered in .	ABE	• ESL • CAEP • Effective • Advertising	applicable	apply: gains, MSG or EFL if	for each row check all that Include TE-literacy challenge to address	address one (Budget Cost) (Check all that apply) Check one for each	and Sources of this program	Programs Funding What is the strength What is the challenge	
					Staff p				zoom			•				ace •		ė	•				Student retention • No		•		steps			-		
outside of class.		connectivity issues	ernet	works with students	Staff person who			with tech issues.	zoom class to help	Assistant during		Other:		Orner agencies	her agencies	Network with	3 months ahead	distribute flyers	Create and	class needed	advanced level	assessment if	Needs	advertising	More early				Check all that apply		Steps to resolve	
								attendance levels.	Return to pre-COVID		Other:		funds	appropriated	• Spend		cycle	tor 1,2,3- year	Neep instructors			each year	retention by 30%	enrollment and	 Increase 		write in	Check one and/or	program	reviewed for this	Goals for the year	
low tech literacy and			Online instruction has been	level course.	chancille of this mene	challenge of this higher	benefitting from the added	that students are	the new format, and feels	instructor is pleased with	507 in Fall 2019. The	and we transitioned to ESL	been offered as ESL 503,	The class had previously		the Intermediate class.	With the same instructor in	class and now continuing	initially in the Basic ESL	have worked together,	around 10 students who	There is a solid core of	all programs at our school.	consistent student group of	This program has the most	program	has been done for the	of the program and what	narrative and description	Please write a short	Notes, Review Summary	

Mendocino Lake Adult and Career Education Consortium

Lake and Mendocino County

Date: November 6 2020 Agency: Anderson ValleyPrincipal/Coordinators: Noor Dawood and Maggie Von Vogt Annual Program Review Form A: Annual Program Review Form A Draft #2 (Use one sheet per program)





						Sillide	Fall 27:	(19/20)
							7	•
	1 26 26 290	10					- 1	
1200							during staff meetings.	Mini tech tutorials
	- a-1		e de la companya de l	lea	and	abc	con	pro
				learning modality.	and students have become accustomed to the online	about 6 weeks the class	community. But the	problems in our

Mendocino Lake Adult and Career Education Consortium

Lake and Mendocino County

Agency: Anderson ValleyPrincipal/Coordinators: Noor Dawood and Maggie Von Vogt Annual Program Review Form A: Date: November 6 2020 Annual Program Review Form A Draft #2 (Use one sheet per program)

Appindix E3

# enrollment (19/20): Fall 32; Spring 14	# enrollment (18/19): Fall 26; Spring 19	Basic ESL (ESL 503)	Program	ъ	• AWD • Citizenshi	• ABE • HSE • HSD/	Programs Check one and address one for each row
				• Grant	\$ WIOA	• CAEP \$22,361 • LCCF	Funding Sources (Budget Cost) check all that apply:
Enter employment achieved: 4 Transition to post-secondary: 4	program area: Other literacy gains: 74	For entire ESL/Civics	• Other:	student enrollment	personnel Adequate	 Effective coordination offered in multiple sites 	What is the strength of this program (Check all that apply) Include TE-literacy gains, MSG or EFL if applicable
		Other:	Lack of space	retention Inadequate	 Student enrollment Low faculty 	AdvertisingMarketingStudentretention	What is the challenge you are facing? Check one for each challenge to address
	is trying new outreach and teaching methods.	Other: New instructor who	other agencies	distribute flyers 3 months ahead	advanced level class needed • Create and	 More early advertising Needs assessment if 	Steps to resolve challenge Check all that apply and write in other steps
	average daily attendance in the program by 30% each year.	Other: Increase	appropriated	cycle	 Keep instructors for 1,2,3- year 	 Increase enrollment and retention by 30% each year 	Goals for the year reviewed for this program Check one and/or write in
hope to improve student retention. However, it will be hard to gauge progress until in-person instruction resumes.	of the class has been focused on "learning how to learn." With a new instructor and teaching and outreach approach, we	experience in an educational setting. Much	population faces in	long-time ESL instructor believes this is largely due	this class is consistently high, while ADA/retention is typically quite low. Our	Basic ESL instruction is one of the most essential services needed by the AV community. Enrollment for	Notes, Review Summary Please write a short narrative and description of the program and what has been done for the program

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									offered in fall)	Spring 11 (not	(19/20):	# enrollment		Spring 16	(18/19):	# enrollment		503)	Program (ESL	Caregiver	ESL, In-Home	name:	Program			70	· Citizenshi	• AWD	Diploma	· HSD/	· HSE	• ABE	• ESL
																						\$	1	· Other:	\$	• Grant	\$	· WIOA		· LCCF		\$10,681	CAEP
									secondary: 4	Transition to post-		achieved: 4	Enter employment		74	Other literacy gains:		program area:	For entire ESL/Civics			TE outcomes:	· Other:	 Sufficient funds 	enrollment	student	 Adequate 	personnel	 Adequate 	multiple sites	offered in	coordination	 Effective
but the group has	an HHA organization,	to support creation of	that the school tried	HHA's. Could mention	employment as	follow to secure	program to be able to	those who finish the	Clear process for		employable.	some students to be	adequate enough for	English skills		experience.	formal education	confidence and	Students' lack of		Other:		 Lack of space 	personnel	 Inadequate 	retention	 Low faculty 	enrollment	Student	retention	Student	 Marketing 	 Advertising
			110																		· Other:		other agencies	 Network with 	3 months ahead	distribute flyers	 Create and 	class needed	advanced level	assessment if	• Needs	advertising	 More early
																foreseeable future.	offered for the	program will not be	applicable. This	Other: Not		funds	appropriated	 Spend 		cycle	for 1,2,3- year	 Keep instructors 		each year	retention by 30%	enrollment and	 Increase
online CPR to students, but	still need CPR (offered	who finished classes online	to do online classes. Those	some students weren't able	interrupted due to COVID;	2019-2020 class was		seeking in-home care	refer community members	center also partners to	instruction. The health	training with ESL	complementing that	course instructor	practical training and the	Health Center providing	Health Center, with the	collaboration with the AV	2020. The class functions in	take the course in Spring	as Elk and Fort Bragg to	students travel from as far	that opening. We had	and this class has created	employment opportunities	are eager for new	Valley and the coast, many	possibilities in Anderson	With such limited career	skills to the ESL population.	teaching real employable	successful means for	This program has been a

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Appendix E5

			Z		
				now with the pandemic it's impossible to do this work.	faced challenges bc of work schedules and family
					students wanted in-person training).

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 Indi

Spring 10	(19/20):	# emonnent	# 0000	opinid is	Carina 43	(18/19):	# enrollment		Equivalency	School	Basic Ed/High	name: \$_	Program		\$_	70	· Citizenshi \$_	· AWD ·	Diploma	· HSD/ ·	· HSE	• ABE <u>\$1</u>	•		ap	for each row ch	address one (B	Check one and So	PIOSI dillis
	21													Other:		Grant		WIOA		LCCF		\$12,260	CAEP		apply:	check all that	(Budget Cost)	Sources	Fullulia
						19	Other literacy gains:		program area:	For entire ABE/ASE		 TE outcomes: 	· Other:	 Sufficient funds 	enrollment	student	 Adequate 	personnel	 Adequate 	multiple sites	offered in	coordination	 Effective 	applicable	gains, MSG or EFL if	Include TE-literacy	(Check all that apply)	of this program	What is the strength
Consistent student participation.		learning in Spanish).	gains to track for	exam; no literacy	Long period to pass	studying in Spanish.	ABE students,	outcomes (Largely	Weak trackable		Other:		 Lack of space 	personnel	 Inadequate 	retention	 Low faculty 	enrollment	Student	retention	 Student 	 Marketing 	 Advertising 			challenge to address	Check one for each	you are facing?	What is the challenge
			support.	intensive student	provide more	Hired class tutor to		gains in TE.	Track other literacy		· Other:		other agencies	 Network with 	3 months ahead	distribute flyers	 Create and 	class needed	advanced level	assessment if	• Needs	advertising	 More early 		steps	and write in other	Check all that apply	challenge	steps to resolve
year.	of students each	completion for 20%	Achieve HISET		each year.	the program by 30%	daily attendance in	Increase average		Other:		funds	appropriated	• Spend		cycle	for 1,2,3- year	 Keep instructors 		each year	retention by 30%	enrollment and	• Increase		write in	Check one and/or	program	reviewed for this	Goals for the year
								Page Vision					students.	and thus are long-term ABE	educational experience,	learners have little	in recent years is that most	challenges of the program	Fall 2017. One of the main	offering it via the College in	changes since we began	through various instructor	The HSE program has gone	program	has been done for the	of the program and what	narrative and description	Please write a short	Notes, Review Summary

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AppendixEx

		Fall 10	(19/20):	(10/20):	# enrollment		Spring 10	(10/15).	# elilollilelit	#	SKIIIS	Computer	Basic	name: \$_	Program		Ş	0	• Citizenshi Ş	AWD	Diploma	· HSD/	HSE		1
				5.5											1	Other:		Grant		WIOA		LCCF		\$6,130	CAEP
								FT	Other literacy gains:		program area:	For entire ABE/ASE		• TE outcomes:	· Other:	 Sufficient funds 	enrollment	student	• Adequate	personnel	 Adequate 	multiple sites	offered in	coordination	• Effective
								outcomes.	Weak trackable		Student retention.		Other:		 Lack of space 	personnel	 Inadequate 	retention	 Low faculty 	enrollment	• Student	retention	Student	 Marketing 	 Advertising
										discontinued	N/A program		· Other:		other agencies	 Network with 	3 months ahead	distribute flyers	 Create and 	class needed	advanced level	assessment if	• Needs	advertising	 More early
									discontinued	N/A program		Other:		funds	appropriated	• Spend		cycle	for 1,2,3- year	 Keep instructors 		each year	retention by 30%	enrollment and	 Increase
demand.	there seems to be greater	discontinued the class until	process. We have	prioritize this learning	there is little motivation to	members lack the skills,	though community	require computer skills;	not many jobs in AV that	retention is that there are	One theory for the low	ADA has been very low.	decent in some semesters,	enrollment has been	Computers class. Though	commitment for a	difficult to get student	find that it's been very	we've been surprised to	computer skills. However,	Valley community lacks	segment of the Anderson	College because a large	offer this course via the	We had been excited to



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			2011110	Caring 26	Eall 36	(19/20):	# enrollment	OF BILLION	Spring 20	(18/19):	# enrollment		Citizenship	name:	Program			0	 Citizenshi 	• AWD	Diploma	· HSD/	· HSE	• ABE	• ESL			for each row	address one	Check one and	Programs
														S		· Other:	Ş	• Grant	\$	WIOA		· LCCF		\$19,361	• CAEP		apply:	check all that	(Budget Cost)	Sources	Funding
		secondary: 4	Transition to post-		achieved: 4	Enter employment		74	Other literacy gains:		program area:	For entire ESL/Civics		 TE outcomes: 	· Other:	 Sufficient funds 	enrollment	student	• Adequate	personnel	 Adequate 	multiple sites	offered in	coordination	 Effective 	applicable	gains, MSG or EFL if	Include TE-literacy	(Check all that apply)	of this program	What is the strength
	charge" reg, etc.	impact of "public	increases in fees,	students re: possible	Anxiety among		motivation.	impacted student	due to COVID	application process	Disruption of		Other:		 Lack of space 	personnel	 Inadequate 	retention	 Low faculty 	enrollment	Student	retention	Student	 Marketing 	Advertising			challenge to address	Check one for each	you are facing?	What is the challenge
						fee increase.	out ASAP, in case of	to get applications	and encouragement	outreach to students	Continue ongoing		· Other:		other agencies	 Network with 	3 months ahead	distribute flyers	 Create and 	class needed	advanced level	assessment if	• Needs	advertising	More early		steps	and write in other	Check all that apply	challenge	Steps to resolve
10-6						COVID.	through and after	application level	participation and	Maintain 2019-2020		Other:		funds	appropriated	 Spend 		cycle	for 1,2,3- year	 Keep instructors 		each year	retention by 30%	enrollment and	• Increase		write in	Check one and/or	program	reviewed for this	Goals for the year
					for at least another year.	to maintain partial funding	school year. We will be able	applicants in the 2019-2020	prior to 2019 to 24	from around 6 per year	applicant numbers rose	new students, and our	support attracted many	process. The new financial	financial aid application	We grant funds via a	students in our program.	application cost for	portion of the citizenship	Foundation to cover a	the Mendocino Community	secured a private grant via	students in Ft Bragg, we	offered to Citizenship	Inspired by financial aid	program	has been done for the	of the program and what	narrative and description	Please write a short	Notes Review Summery

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Appendix E 9

# enrollment (18/19): 14 # enrollment (19/20):	Program name: Parent Education	 ESL ABE HSD/ Diploma AWD Parent Ed for K-12 Academic Success Citizenshi p 	Programs Check one and address one for each row
	3 15 15 15 15 15 15 15 15 15 15 15 15 15	• CAEP \$18,390 • LCCF • WIOA \$ Grant \$ Other:	Funding Sources (Budget Cost) check all that apply:
	Other literacy gains: 4	 Effective coordination offered in multiple sites Adequate personnel Adequate student enrollment enrollment other: TE outcomes: 	What is the strength of this program (Check all that apply) Include TE-literacy gains, MSG or EFL if applicable
engaging young people in sessions with parents after a long day on the computer.	Consistent parent participation. In COVID times,	Advertising Marketing Student retention Student enrollment Low faculty retention Inadequate personnel Lack of space	What is the challenge you are facing? Check one for each challenge to address
COVID).	Expanding modalities to involve parents e.g. telephone and home visits (pre-	• More early advertising • Needs • Needs assessment if advanced level class needed • Create and distribute flyers 3 months ahead • Network with other agencies	Steps to resolve challenge Check all that apply and write in other steps
	Other:	• Increase enrollment and retention by 30% each year • Keep instructors for 1,2,3- year cycle • Spend appropriated funds	Goals for the year reviewed for this program Check one and/or write in
	modifying the program structure to focus more exclusively on parents, perhaps beginning in the 2022-2023 academic year.	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	Notes, Review Summary Please write a short narrative and description of the program and what has been done for the

Mendocino Lake Adult and Career Education Consortium

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Appendix F

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

272	8111	967	622		Total per semester
	28	L	12	66nig 110 i	
	30	LL	61		Computer Skills
Particular of the second of th	1 9	33	18	Fort Bragg	Basic Skills
	0			Fort Bragg	ESF
	14	L	L		
	0	n/a	e/u		Computer Skills
	1 ⁄8	99	58	stilliW	Basic Skills
	0			stillitv	EST
	31	21	10		
	11	ε	8	Round Valley	Computer Skills
	13	Þ	6	Round Valley	Basic Skills
	0			Round Valley	ESF
	1.Z	ZE	34		
	0	e/u	e/u	Гаке	Computer Skills
	69	22	L Þ	гэке	Basic Skills
	0			гяке	ESL
	6	2/1	6		
		e/u	6	Andersen Valley	Computer Skills/Lab
	8	0	8	Andersen Valley	Basic
	23	0	23	Andersen Valley	ESL
	0				
Z	165	49	86	Ukiah	Computer Skills/Lab
89	<u>LL</u>	38	68	Vkiah	Basic Skills
207	168	191	200	Ukiah	ESL
0202 IIsal IstoT (enil no IIs)	Total #enrollment in 19/20 (F2019 and SP20)	Enrollment Spring 2020	Enrollment Fall 2019	Location	Oourses -MC non-credit