

**CTE/Business
Program Area Committee
On-Going Agenda
Next PAC meeting: ?**

	<p>AGENDA ITEMS</p> <p>I have entered questions and information. Please add your own</p>
<p>Ute Maschke umaschke@guhsd.net</p>	<p>Mark asks: What is the process for funding professional development activities, pathway development? Can we fund students? parking permits, bus passes, tuition and materials assistance?</p> <p>PD can be funded through the consortium as long as it directly linked to improving student outcomes. If we can develop sound education/transition maps for various CTE programs that clearly indicate benchmarks and milestones, we can fund assistance for students.</p> <p>Can the consortium hire a specialist to assist students from enrollment to placement? This has been a huge part of OPT success...including documentation which will be needed for reporting to the state.</p> <p>This specialist would meet the need for agenda item: We clarified that transition specialists can only work with all students productively, if a system for transitions is in place. So we all need to be on the same page, <i>before</i> the specialists can do their work. TS will most likely work with cohorts, some of which we could funnel into intakes - at both campuses.</p> <p>I-best workshop follow up: How can we utilize the model?</p>
<p>Jeff Wood jwood@guhsd.net</p>	<p>Welcome new Co-Chair</p>
<p>Mark Pressnall</p>	<p>Link to Share promoting OPT: https://vimeo.com/129926341</p>

mark.pressnall@gcccd.edu	<p>SIMPLE Sample Pathway: Front Office Receptionist</p> <p>ACT Career Ready 101/Workkeys is available for students. Send me the students name and I will send you login information.</p> <p>BOT FLEX LAB: A way for students to get a" foot in the door".</p> <ol style="list-style-type: none"> 1. Students enroll in the college (Does the Navigator (Nicki) setup sessions with students to enroll online) 2. Students register for a .5 or 1 unit flex lab course
<p>Javier Ayala</p> <p>javier.ayala@gcccd.edu</p>	<p>How can we involve more areas of college CTE?</p> <ul style="list-style-type: none"> - Have these CTE programs come forward with documentation on program entry requirements. Once these are in place, we can design (backward and with the end in mind) classes and modules at Adult Ed. - We should also do a data crunch for which CTE programs work the best for our type of students (using Launchboard, for example). Partnering with businesses (and potential employers) in the area will help, too. - CTE programs at both campuses need to be considered <p>Javier: Here is a link to the Cuyamaca Automotive Department website which contains enrollment information. Jim Custeau is our current Dean of all CTE programs at Cuyamaca. Brad</p>
<p>Pat Newman</p> <p>pat.newman@gcccd.edu</p>	<p>Programs to attract Adult Ed students?</p>
<p>Linda Snider</p> <p>linda.snider@gcccd.edu</p>	<p>observations/ discussion...setting up ccc confer conferences</p>
<p>Brad McCombs</p> <p>Brad.McCombs@gcccd.edu</p> <p>Chris Branton</p> <p>chris.branton@gcccd.edu</p>	<p>Hi Brad observations/ discussion</p> <p>Thanks Brad: Brad brought up some crucial points for us to keep in mind: to get our work done effectively, we should start a shared google doc. person-to-person meetings are effective only when we are prepared. A lot of work can probably be done without meeting P2P; homework is, in a way, a must.</p> <p>I went online to find a list of the classes offered to students through the Consortium (SDERAEC) and the links do not provide enough resource information for students, or take students to websites that are fee based corporate training classes, more expensive than our college classes.</p>

	<p>Since I will miss the June 15th meeting, I am wondering if we can use CCC Confer and record it? It is a great way to make the meetings more accessible and allow more participation.</p>
<p>Barb Gillespie barb.gillespie@gcccd.edu</p>	<p>observations/ discussion</p>
<p>Janice Fischer janice_fischer@gcccd.edu</p>	<p>observations/ discussion: will you serve as our meeting minutes recorder?</p>
<p>Marian doherty marian.doherty@gcccd.edu</p>	<p>observations/ discussion We have had some good discussions on building pathways to education and/or employment for adults in our community. So far it has just been generalities, not specifics. The adults I work with at the career center are not typical of the general east county population, so I have attached a proposal to help get this particular group of adults started on one of our pathways to success.</p>
<p>Diane Pfeiler diane.pfeiler@gcccd.edu</p>	<p>observations/ discussion @Susan Roberts, I do cover basic customer service skills in my class at Foothills that is called Administrative Assistant. I do not have enough time to cover the topic thoroughly. I am also thinking we should discuss re-naming the class and revising the class description in the catalog. Also, the class is lumped with a keyboarding class. Perhaps we at Foothills can discuss separating these classes for the Winter session. (Fall schedule is done I believe) *Also, the Foothills catalog that gets mailed out to East County families has a computer class pathway that maps out the computer classes. Problem is it does not list pre-requisite skills needed, and some classes are not being offered. Sue Ash and I were also discussing the need to teach Outlook in our AA class. Currently it is not loaded on the computers. Sue is going to check with Patti A. @ Foothills if possible.</p>
<p>Jennifer Owens jlowens@guhsd.net</p>	<p>Welcome Jennifer, Which classes at Adult Ed best prepare students to transition to college?</p> <p>Thank you!! Happy to be here!!</p>

	Email edit: jlowens@guhsd.net
Sue Asch sasch@guhsd.net	Welcome back Sue! We look forward to working with you...again.
Susan Roberts SusanRoberts@workforce.org	<p>Welcome Susan! Susan's Ideas >>><i>Develop Customer Service classes for various CTE companies that are bringing on new employees. Develop CTE Business Partners-presently in the region and new businesses that will be coming in 2016-2018. Find out what their needs are and create On the Job and Customized Training projects to address these needs.</i></p> <p>Question : <i>Is there any CTE class offering smart phone or Ipad classes? I am presently working with a staffing company that is looking for 50-100 job seekers with these skills.</i></p>
All-Tasks at large	<p>developing a clear visual for what that transition would like (including benchmarks, milestones, and outcomes that could lead even to BIW degree) is necessary. It will also provide the tools our transition specialists will need to guide students into college programs.</p> <ul style="list-style-type: none"> • develop education maps with the end in mind.
Debra Lightfeldt dlightfeldt@guhsd.net	<p>observation/discussion</p> <p>Regarding the Work Place Behavior class that was discussed in our last meeting 7/7/2016- Due to the diverse population that consists of the Adult Ed student body who will enter the labor force and recent feedback from local businesses, there are a few barriers, but not limited to, that desperately need to be addressed; 1) the lack of intuitive understanding of employers unspoken expectations, 2) inexperienced workers only know rules and habits of their personal lives and do not realize often those are inappropriate in the workplace, 3) knowing how to adjust to a workplace culture, to have the insight to make smart decisions. Soft Skills solutions/Soft Skills along with Work Readiness and some Labor Force education will be beneficial.</p>
Add your name if I missed you!!!! Guests (add your	

name below)	
Jim Custeau Jim.Custeau@gcccd.edu CTE Dean Cuyamaca College	
Leslie Blanchard	

CTE/Business PAC Meeting

June 15, 2016

3:00 pm Room 34-255

Members present:

Mark Pressnall	GC BOT, Chair	Debra Lightfeldt	Adult Ed
Ute Maschke	SDERAEC	Chris Branton	CC Automotive
Jennifer Owens	Foothills Adult Ed	Marian Doherty	ECCC/ GC BOT
Janice Fischer	GC BOT Lab Tech	Jeff Meredith	Foothills Adult Ed
Javier Ayala	GC Dean CTEWD	Sue Asch	Foothills Adult Ed
Diane Pfeiler	Foothills/ GC BOT		

Introductions: Each member introduced themselves and stated where they work.

Chris spoke about the detailed Ed plan that is used for the Ford and GM tech programs at Cuyamaca that spells out for students exactly what courses they will be taking. The Automotive department is working on opening classes at Steele Canyon High school as a pathway to Cuyamaca. We may need to work on bringing Adult Ed classes back to our campuses. Programs that used to exist have been closed down. Ute spoke to the Consortium requirement to have these class in a no fee status (Free) to qualify for the Block Grant funding.

The Adult schools in East County currently have a population of between 5,000 and 8,000 students who may fit the parameters for this grant. They are students who are looking to train for jobs and could transition from Adult Ed into Community college with preparation and support with the ultimate goal being gainfully employed beyond minimum wage jobs. Jeff Meredith shared the training “Boot Camp” that is currently being held at Foothills to prepare a group of 25 students to transition to Grossmont College’s Office Professional Training Program this fall. 12 to 15 of these students are likely to advance into the pre training module that precedes the fall semester program that will begin in August. Instructors Mark Pressnall, Linda Snider and Barb Gillespie will be making a visit to the Foothills campus on June 22 to introduce these students to the BOT department which runs the OPT program and the many benefits that come with participation in OPT.

Ute commented on the fact that we will need to collect data to show our outcomes with regard to students transitioning from Adult Ed to careers or to Community College and then to careers with an emphasis on smooth transitions. There is a goal to provide students the necessary skills at the Adult school level which will help them avoid the need for remediation at the College level. Financial Aid should not be exhausted on Remedial courses that could be taken in the Adult Ed format for free. We need to build a pathway and evaluate the gaps in service or training that Adult Ed is better equipped to address quickly as they have the flexibility in programming that the college does not have. While BOT has a good fit with Foothills and the OPT program, our opportunities need to be extended to more/all CTE programs at both campuses.

We need to work backward from the outcome we wish to achieve to where the students will enter these pathways. Employers needs and industries that we can serve need to be looked at to achieve the success we desire. There is currently discussion with some employers, Taylor Guitar, for example that

are being introduced to the ACT Career Ready 101 and Work Keys testing and certifications (NCRC) that may help quantify the soft skill requirements that these businesses are looking for in new employees to improve the retention rate by hiring people that have the skill sets that best fit the job. Grossmont and Cuyamaca have access to a 3 year certification to use the training software (Career Ready 101) and testing Modules (Work Keys) to achieve the NCRC certification.

Javier mentioned that there is currently discussion going on with the high school district to create intentional pathways with the community colleges in the area. AB288 has passed and will allow for closed dual enrollment that provides a funding model for programs that provide a direct pathway from high school into a college program. CTE is working to be heavily involved in this process in order to increase our division's population.

The Consortium has a focus on three main areas within the Adult Ed community: ESL, Citizenship and GED. The immigrant population that we are seeing is being pushed to gaining employment within 8 months due to resettlement agency funding requirements. This time frame does not take into account the need for approximately 1,000 hours of ESL training to acquire the needed language skills to be successful in the job market. We may need to look at creating Vocational English courses for our pathways to improve the success rates for the clients we serve as well and courses in cultural competency to help them transition from their homeland to the US employment culture.

The Consortium is also providing transitions specialists to work at the Adult school to connect with outreach specialists on the college campuses. There are currently two specialists with hope of more as the pathways are created and are up and running. These specialists assist with building Ed plans for individuals so that they will be able to achieve their educational and employment goals in a seamless and expeditious manner. The Consortium has funding locked in through 2018 to support these goals. The population that is being targeted by this grant is the Over 18 without a diploma, or without minimum English skills.

Many immigrant students are not aware of what Adult Ed is nor how it can be of benefit to their employment goals. They need to be educated on who we are and what we do. **We need to refer those immigrants who have been here less than 12 months to Adult Ed (They can't be on Financial Aid and are therefore burning up the immigrant aid needlessly. Many Immigrants are not aware of Adult Ed because they did not have it in their home countries.**

Employers are expressing the need for employees to be willing to learn and to show up every day. These skills need to be taught in our programs as they are skills missing from many prospective employees.

It was suggested to this committee by Ute that we schedule regular meetings to keep the program progressing toward the goal which is ultimately providing the community with well trained and productive employees as well as training individuals in successful career paths.

The next meeting will be held on July 7th at 1pm in room 14 at Foothills Adult School.

The meeting ended at 4:42pm

CTE PAC Meeting

**July 7, 2016 at 1 p.m.
Foothills Adult School**

Participants: Sue Asch, Chris Branton, Marian Doherty, Janice Fischer, Barb Gillespie, Debra Lightfeldt, Ute Maschke, Jeff Meredith, Jennifer Owens, Diane Pfeiler, Mark Pressnall, and Susan Roberts

The meeting began with introductions around the room.

Mark began the meeting with discussion regarding the creation of ACES – Adult Career Education Success Certificates and an alternative to the OPT program for students who are not able to commit to the time constraints of that program (16 weeks 8am – 4:30 pm, Monday – Friday). Students would meet with the Transition Specialist for assistance with Enrollment and registration for Specific Courses such as Keyboarding, Word, Excel, Office Procedures and Outlook (courses are offered on campus as well as online) for a total of 6 units college credit followed by a job search/placement course taken at Adult Ed. The 6 unit certificate could be tailored to other CTE programs or areas of interest. Should this certificate program succeed, we may want to offer the opportunity to earn Certificates of Achievement (18-24 units) to these students.

Susan shared that she has just seen a job listing for 50 – 100 people requiring skills in the use of smart phone and iPad technologies. It was mentioned that Adult Ed has a class on iPads that could be of benefit to our job seeking students. It was also discussed that the Job Search class at Adult Ed needs to be reworked to include smartphone use for business as well as reinforcement of “How to fill out a job application” and marketing yourself as an experienced worker. Businesses are looking for the ability to follow verbal and written directions. It is important that we connect our shared student population to the job placement resources both at the college (Career Center) and the Adult School and East County Career center job placement services.

There is an increasing need to stress Customer Service skills and training to the 20-50 yr. age group who are seeking employment. We also need to be looking at job trend that are 6mo to 2 years out in order to guide our students toward career paths that will have job openings as they are leaving the training/ education path and entering the job market. We need to train workers to meet the demand for employees that will exist in the future.

Ute asked “What does the perfect beginning College Student look like? This information would help with the creation/ redesign of Adult Ed classes that would better prepare students to transition to college. There is a definite need to build confidence in students so that they know that they can succeed in college. We are here to provide Work Readiness skills such as team building, job prep, interview skills, communication and successful work behavior.

As career developers we need to discover what steps employers are using in their hiring process to screen candidates in in order to teach the skills necessary for our students to become employable. Initially students are looking for short term classes that will get them out into the workforce quickly (2-4 months). We need to be looking at course length and location.

Do we offer certain courses at Adult Ed, Grossmont/Cuyamaca, or elsewhere? It all comes back to what do East County employers need in their workforce?

Ute noted that the HOC (Health Occupations Center) is an excellent model for pathways development. They have a well-developed program. We may want to look more closely at their design.

The challenge is to stay ahead of workforce demands. There is a need to increase the participation from local businesses in our advisory councils to ascertain what the needs are and where the opportunities will be for our students to migrate into East County industries. We need to approach businesses as a joint force instead of individually which can be overwhelming. This approach needs to include information on how the PAC can support these businesses by training qualified employees for them and therefore reduce their training costs and turnover in the workforce. There is a need to build relationships. Currently the college's Business Advisory Council has created a great relationship with the insurance industry. We received input from BAC that they are looking for people with Outlook skills and as a result OPT has added Outlook as one of the core classes for this program.

It may be beneficial to work with our regional employers to develop a better awareness/understanding of ACT Workforce Readiness, NCRC and how this type of soft skills measurement training and assessment can benefit their businesses.

There should be an orientation for all new students before assessments are done by the consortium. With the help of the consortium students will develop a personalized map for their educational/ employment goals. By following the "Map" students should arrive at the Job Specialists office prepared to enter the market place. Students need to be prepared with information regarding salaries for job types, market demand for these jobs before determining a career path. The PAC should provide the data mining with regard to this information. We may be able to access some of this information through the Economic Development Department whose information is more current than what is provided by the college.

There will be an All PAC meeting in October. More information to follow. The next step will be instructor shadowing, review of the mission statement, and a survey. We will then need to have conversations with college and Adult Ed administration to get their input/approval.

Once there are preliminary pathways developed, we will need to share them with the other PACs to look for overlaps across PACs (common core).

In September, the consortium will begin implementing staff development, starting with Cultural Competency. This training will be held for Adult Ed. Instructors.

The meeting adjourned at 2:49pm

MP:jf

Notes/Action Items from 9/16 Meeting

We will recap what each of us shared at the meeting. Please identify yourself when posting.
Due to the lack of planning by Mark (sorry), we do not have notes like our previous meetings.

Meeting attendees: Ute Maschke, Jeff Wood, Jennifer Owens, Sue Asch, Susan Roberts, Marian Doherty

Ute:

- Year 2 of consortium will focus on integration of new classes, professional development, evaluation and development of benchmarks for existing classes; revision of existing classes
- Transition Service and mandatory orientations have been introduced across programs
- Career Center has to be brought into the consortium much more
- Recommendation for CTE PAC to expand beyond BOT programs
- Closer coordination with resources and activities at the Chamber of Commerce has been initiated and will be expanded

Mark:

- Presented rough draft of a BOT Path.
 - **Action Item:** Create Map
- Welcomed Jeffrey Wood as new Co-Chair!
- Noted Opportunity for Adult Ed to make a formal office at Grossmont's Career Center
 - **Action Item:** Will one of our group apply for the t Interim position which has jusbeen posted for the Career Center? It would be best if someone from CTE is in that position.
- Discussed Lynda.com and LinkedIn. There are differing points of view- opposition opinion is that Lynda replaces teaching. Requesters see it as a resource for students that will be supported/reinforced by classroom teachers.
 - **Action Item:** Request Lynda.com licenses for Adult Ed labs after discussing use of tutorials that prepare students for filling out online applications and other critical training needs.
- It would be best if Cuyamaca BOT reinstates a flex lab to meet the needs of incoming Adult Ed students in their area

Jeff Wood:

- Utilize success points of Summer Boot Camp
- Re-evaluate Keyboarding as a stand-alone class....incorporate in other classes.

- Infuse “adaptability”(Google) and “need-to-know” tutorials access into MS Office classes
- Formulate a project-based advanced class (8-week) to support success in CCC BOT & BIW

Sue Asch:

Jennifer Owens:

Susan Roberts:

*Currently referring strong candidates to the Interim position which has just been posted for the Career Center @ Grossmont College.

*Idea!? Would like to expand my job placement network group to include East Region Adult Education members/staff that would like to receive employment opportunities. This idea came to me after our meeting , while talking to Sue Asch who knew of job ready students.

* All business industries need employees with basic computer skills (Word, Excel, Outlook etc.) and soft skills (communication, customer services, time management, etc...) We need an Employment Basics core class for all PACS. All career centers (*ECCC, Grossmont , Cuyamaca*) could or should be involved in this class in the future.

Marian Doherty

[Proposal](#) for Adult Ed to purchase Lynda for Computer lab.

With regards to Lynda being used to "replace" instructors:

- YOUTube videos are free but not interactive
- Lynda videos come with exercise files that would be incorporated into the curriculum and used along with the books, projects and tests in our certificates program.
- Lynda videos have audio - many of the students coming through ECCC are more successful when audio is available. I was planning to use it to replace the InfoSource tutorials we just lost.
- Lynda.com would be used as a resource for the classroom, just like we buy text books for use in the classroom

Comment:

As a *Regular* member, users are not provided with the exercise files that go along with each course. These files are reserved for *Premium* members. Although the exercise files are not required for using the tutorials, they do provide a way to continue learning and exploring after completing the course. Premium is expensive. There are many tutorials open to the public. The consortium is asked to provide programs that lead to career and college. We are asked to design classes that meet our specific students' needs - it would need a rather sound explanation why lynda would supersede instructors. Our students need guidance from teachers (who could introduce them to Lynda.com and other tools).. Lynda is very good for self-motivated, computer savvy learners but not (yet) tailored to our learners. Before purchasing, we would also need to collect information what type of e-learning tools different programs already have.

Please add your name, notes, and action items. You can use formatting of your choice.

Brad McCombs: These were not all of my ideas, but I like them.

1. We need to have a list of contacts published for easy communication.
2. The website should reference student resources, and it should have a faculty and administration section. Our websites should link.
3. The website should have an events calendar.
4. We need to send a our proposed pathways to Ute for editing and publishing before January 1?

[Map Ideas/Drafts](#) Again, please submit your input. You can use a text color and indicate your name when contributing. This will be the focus of our meeting.

[ACE idea](#) A model for all CTE programs that can be finished at GCCCD.

[Link to Mission Statement Draft Elements](#) (please share your ideas/statements)

Announcements:

BOT classes still available for Fall