



## MINUTES

### **Strong Workforce Program (SWP) Teacher Preparation Pipeline Regional Collaborative, Los Angeles**

Quarterly Meeting

Friday, November 17, 2017

El Camino Business Training Center, Room 22 10:00 am- 3:00 pm

#### **Attendees/Colleges Present (16):**

Lea Martinez, Rio Hondo College (college lead)	Megan Kaplinsky (Long Beach CC)
Mayra Rodriguez (East Los Angeles College)	Colleen McKinley (Cerritos College)
Bobby Becka (El Camino College)	Hoa Pham (El Camino College)
My Chau (Citrus College)	Gary Huff (Santa Monica College)
Yadira Arellano-Lopez (Rio Hondo College)	Angie Oliva (Cerritos College)
Tom Vessella (Pierce College)	Cassandra Washington (Compton College)
Dr. Sondra Moe (Rio Hondo College)	Evelyn Gomez-Villafor (West Los Angeles College)
Janet Young (El Camino College)	Chris Sugiyama (Cerritos College)

1. A brief overview of agenda by Lea Martinez.

#### Expected Meeting Outcomes:

- Objectives and activities of the SWP-TPP project clarified and refocused; activities with greater impact on SWP metrics identified.
- Each college to report on progress (Round 1); assessed gaps in meeting SWP metrics
- Task Groups discussed, selected; initial planning performed (breakout)
- Next steps for task groups established
- Update on Education Futures project grant
- Regional KUMU mapping demonstration and Q&A

Lea reinforced the importance of meeting SWP metrics; urged each college to,

- refer to the SWP-TPP Activities Table that was sent to all the colleges during Round 2 planning (see attached table)
- review both Round 1 & 2 workplans and reassess activities and budget allocation, if needed.
- **Each college must include an activity that meets a SWP metric in both Round 1 & 2 workplans.**
- Each college will manually track both SWP Metric-Aligned outcomes as well as Non-Metric Aligned outcomes.
- A written report will be required from each college at the end of round 1.
- Lea presented the regional education pathway that is currently in development and spearheaded by Rio Hondo College (Lea and Yadira) which, serves as the overarching goal of the activities in Round 2 & will be implemented in Round 3. The pathway will have the following strategic components:

- Partnerships with K-12 and 4-year solidified by an MOU; mutual investments from partners
- well-sequenced curriculum and program design
- multiple entry points
- complete short-term, stackable certificates
- allow students to gain entry level skills and employment opportunities related to teaching
- Courses offered are articulated and recognized by a partner credentialing institution(s)
- Work-based learning opportunities
- Job Placement opportunities

## 2. Update on SWP-TPP Round 2 Application

- Out of 21 projects submitted in the LA region, the SWP-TPP application was **ranked 11th** and was one of the 13 projects that will be forwarded for recommendation to the committee. This committee, composed of CEO/CIOs, has the authority to propose revisions to the list and will decide on the final list of projects that will be submitted for approval to the CCCCCO.
- No budgetary cuts taken off the 1.7 million budget of SWP-TPP project because a voluntary reduction was already made prior to the voting/ranking process.
- Colleen (Cerritos) recommended connecting with the SWP-Career Pathway specialists within the region. Career Pathway Specialist project is part of the SWP projects in Round 1 & 2 and can support any college in building a pathway.

## 3. 1st Round Deliverables and Progress Report

Each college reported on their progress, specifically on metric-aligned activities (see separate document on progress report, attached).

See updated SWP-TPP Report Update file at the end of the Minutes Report for more details on each college's progress.

(Hoa Pham) Compton College was thinking of having a professional development workshop for their faculty and staff who need to have PD hours updated. The main presentation will be the "Greg & Steve" presentation; everyone agreed that the workshop should only be offered to Early Childhood Education faculty only. Further discussions between Hoa and Lea should be made before a decision could be finalized.

Lea offered to fund any relevant PD that is open to the whole region. Tom Vessella from Pierce College offered to spearhead a CTE Faculty PD that will be open to the whole region.

### Budget/Workplan Revisions Guidelines:

Colleges planning to make budget/workplan revisions are to follow the guidelines below:

1. Any project workplan/budget revisions should be approved by your SWP Director and/or Direct Administrator.
2. Once approval is obtained, make revisions on your current budget form and/or workplan.
3. Send revised budget form to Janeth Manjarrez (E-mail: [Manjarrez\\_Janeth@rscdd.edu](mailto:Manjarrez_Janeth@rscdd.edu)); specify on your e-mail the changes you made (e.g. amount that was moved from one object code to another)
4. cc: Lea Martinez, SWP Administrator and/or Direct Supervisor, Accounting Dept.

#### 4. Selection of Task Groups

Five (5) task groups were formed and presented to the collaborative. Each task group will be responsible for completing the activities proposed in Round 2.

Colleges/individuals were asked to sign up for one or more task groups. Lead(s) and deliverables for each task group was discussed by everybody before each group went into a breakout session to select a lead and recorder, share contact info, discuss deliverables/timeline, brainstorm process to accomplish tasks and plan next steps/meeting.

#### Task Groups & Deliverables:

K-12 Partnerships/Dual Enrollment- Lead(s): Colleen McKinley

- MOU – Memorandum of Understanding Template/Model
- Develop and document process of working with K-12 partners
- Provide assistance to other colleges that are developing dual enrollment

4-Year Transfer & Partnerships/ADTs- Leads: Gary Huff & Mayra Rodriguez

- Develop MOU template with 4-year institution
- ADT model for “Single Subject Credential” ?
- Develop and document process of working with 4-year partners

Regional “Careers in Education” Pathway(s) Model  
& Stackable Certificates – Lead: Lea Martinez

- TPP Skills Certificate
- STEM-CTE Contextualized Skills Certificate
- Pre-School Aid Certificate

Professional Development: Lead – Colleen McKinley, Tom Vessella

- Plan Dual enrollment conference - Spring 2018
- Pierce College – CTE Faculty PD

TEACH Los Angeles Regional Collaborative Website – Leads: Lea Martinez & Yadira Lopez

- Create framework of the website
- Develop website
- Finalize logo
- Canvas at least a minimum of 2 vendors
- Basecamp module- a space to upload all of our documents to share best practices – Bobby volunteered to create the collaborative’s basecamp which will be used as a depository of completed and work being developed by each task group.

It was agreed by all attendees to name the collaborative, **TEACH Los Angeles Regional Collaborative.**

Lea presented a logo she developed for the LA collaborative; input was solicited to the proposed logo. Logo will be used in the website being developed for the collaborative.



Logo suggestions:

- Make Los Angeles bold or change font to make it easier to read or to make it stand out.
  - Remove map inside the apple image.
  - Spread out 'Los Angeles', same length as TEACH.
5. An update on Education Futures Project was made by Colleen/Cerritos College, who will serve as the lead of this project. A list of colleges involved in SWP 1 & 2 and Education Futures was distributed.
  6. Amy Schulz conducted explained how EF maps will be combined into a regional map. Each EF college should have their Kumu map ready by November 29, per the e-mail received from the Chancellor's Office. The group was able to ask questions about their respective maps. It was decided that Cerritos College's map will serve as the naming conventions model for all colleges in the EF multi-network/Los Angeles region.
  7. **SAVE-THE-DATE**  
Next Meeting Date:  
**Friday, February 23, 2018**
  8. Action Items:  
Submit any revisions to workplan & budget asap  
Be prepared to report on your progress  
Meet with Task Group(s)  
Task group leads – report progress on tasks

## Progress Report:

### **Cerritos College: Colleen McKinley- Increase students in dual enrollment/teaching pathways.**

Challenges for round 1 – we didn't know what we wanted to accomplish, can we add or take off based on the needs we currently have? Yes

One update: Increased dual enrollment, we have dual enrollment in one high school, however we have been able to work with 4 pathways.

We have shown increase in enrollment and dual enrollment

2 Dual Enrollment courses in Education- students attained 12 CTE Credits

Tracking

4 year transfer, Certificate of degree completion, Education

Conversation with Dean in Early Childhood Education to incorporate into teacher trac

Question about how the colleges provide the information of progress to Rio Hondo College

### **Citrus College: "Year 1 Increase STEM/CTE applicable coursework offered at feeder high schools through dual enrollment, increased by 15% over baseline"- Professional Development: Minimum of four faculty will attend a relevant conf. or Training, -**

Increase enrollment – spring 2018

Professional Development: 3 student engagement workshop with stem and faculty and students in STEM CTE- Citrus faculty

Pathway Development Progress - Citrus is working toward guided pathways

### **Compton:**

Four High schools – 1 in spring? Possibly in Fall 2018

PD: Compton would open up workshop- for Early Childhood Education – “Greg & Steve” 2 hour professional development still in development stages

4yr- Work in progress with Dominguez Hills University

### **East LA College:**

Dual Enrollment VOC ED 500 non Credit, which then moves to Credit Classes

VOC ED -503- 9<sup>th</sup> graders 90 students

VOC ED

CD1- 10<sup>th</sup> graders, Bell Gardens: CD 11 and CD 1- Fall

Fall Semester: ELAC and Cal-State LA – MOU Agreement between Cal State LA

### **El Camino College: Bobby Becka & Janet Young**

Dual Enrollment on

90 – 100 certificate of completion

Mirrored courses in Early Childhood Education, Such as Nursing, and other general courses

**LA Mission:- absent**

**Pierce College-**

Dual enrollment as well as concurrent enrollment will be part of the workplan.

**Pasadena: Absent**

**Rio Hondo College:**

Spring 2016 – offered CD 106 course for dual enrollment at Whittier High School; 26 out of 28 students completed the class.

Spring 2018 - Dual Enrollment for 2 high schools; El Rancho High School, Whittier High School

Currently developing a regional education pathway that will be piloted at RHC and will serve as a model for the region to replicate.

**Santa Monica College: Gary Huff**

Dual enrollment courses in Spring- 2

2 courses in spring, 3-Non Credit ECE courses in spring 2018

Early Learning advisory board- build those

Transitional TK certificate of Achievement

Completers – 35 students in 8 courses

Professional Development – Workshop and professional development

Career Fair – Pathway

Curriculum Development – ADT Elementary Degree

UCLA – Working on Secondary education Spring 2018- fall 2018

Education Advisory