



STRONG WORKFORCE PROGRAM (SWP)
TEACH
Los Angeles Regional Collaborative
MEETING NOTES

Location: Hayden Hall, Citrus College

Date: Friday, January 18, 2019

Time: 10am - 3pm

Attendees:

Henry Hua, Cypress College
Stephanie Teer, Cypress College
K. Lopez, Cypress College
Jovana Ramos, Cypress College
Laura Manson, Santa Monica College
Annalisa Chamng-Miller, Pasadena College
Alina Yang, Long Beach City College
Sue Parsons, Cerritos College
Marianne Smith, Citrus College
Yadira Arellano-Lopez, El Camino College/Rio Hondo
Bobby Becka, El Camino College
Elvia Banuelos, East Los Angeles College
Dolores Gallegos, West Los Angeles College
M. Lea Martinez, Rio Hondo College

Welcome/Housekeeping/Introductions - Host: Marianne Smith, Citrus College

The meeting started with a warm welcome from Marianne Smith on behalf of Citrus College followed by housekeeping and introductions.

Agenda & Expected Meeting Outcomes - Lea Martinez, Rio Hondo

Order of the meeting agenda was rearranged to accommodate the schedule of the Dual Enrollment team from Cypress. Lea went over the agenda which included updates on SWP funding and reporting timelines/deadlines.



Funding Updates:

SWP LA Projects, Round 2 - Year 3 (FY 2019-2020) – L. Martinez

TPP competed for the next round of funding referred to as Round 2 – Year 3 (FY 2019-2020).

- *The voting process consisted of submission of application by new and existing projects and a 3-4 minute pitch from each project.*
- *Voting members developed the rubric used during the scoring process.*
- *Bobby and Lea worked on the application and Colleen and Lea made the pitch.*

The Teacher Prep project was not one of the projects recommended for funding in Round 2 – Year 3.

Based on the LA Regional Strong Workforce Project application process and a vote on January 3, 2019, the Voting Members of the LA County colleges requested 10 projects be forwarded to the Governance Council for their consideration, along with two other projects that could be funded if additional funds from the 17% SWP Incentive funding became available. TPP’s project scored and ranked right below these two projects and consequently did not make the cut.

Please see attached PPT for scoring results table and list of projects for recommendation.

Round 2 – Year 2 Funding

It was confirmed that funding from FY 2017-18 is replicated for FY 18-19 ending in 12/31/20. This means that colleges that participated in the TPP project in round 2 – year 1 (FY 2017-18) also received the same budget allocation in Round 2 – Year 2 (FY 18-19) ending 12/31/20. For questions about your college budget for TPP, talk to your SWP representative or the individual who manages the SWP funding at your college. If you don’t who that is, start with the voting member in your college. The voting members contact list was distributed during our last meeting held in Pasadena.

The table below shows the fiscal years in which funds were authorized for the TPP project.

Fiscal year in which funds were authorized	Start Date	End Date
2016-17 (Round 1)	7/1/16	12/31/18
2017-18 (Round 2, Year 1)	7/1/17	12/31/19
2018-19 (Round 2, Year 2)* *Colleges participating in the TPP project in Rd. 2 received the same allocation amount from 2017-18.	7/1/18	12/31/20



Cypress College Dual Enrollment Showcase – DE Team, Cypress College

- Cypress College started their dual enrollment 2 years ago. The biggest challenge they had was to repair and develop new relationships with their K-12 partners.
- Building their program within the pathway framework; pathways aligned with high schools.
- Three pathways: Transfer, AA/AS Degree, CTE Pathway
- Every class has an industrial certificate attached to it.
- Developed a steering committee – meets monthly to discuss program development
- Counseling support – what makes their program successful
- DE classes start with 2 counseling classes, Career Exploration & Educational Planning
- Having a lead or one contact at the high school is key.
- Partners with industry, DSNs, etc.
- DE program is incorporated in their high school partners' websites.
- Students get an acceptance and congratulations letter – makes a difference in students
- For more information contact:
Stephanie J. Teer, Special Projects Director
steer@cypresscollege.edu
Office of Educational Partnerships & Dual Enrollment

During the lunch break, Yadira Arellano-Lopez gave a presentation on Dual Enrollment from a faculty perspective. Her presentation will be shared in the TEACH website.

Reporting

In the SWP meeting Lea attended on 1/17/18, one of the subjects that was brought up was on reporting. Rancho has, so far, only required fiscal reports but eventually, projects would need to report on results/outcomes. There was a discussion about developing a report template. Lea shared that TPP was a bit ahead of the game since we had put together a template, which we utilized to capture our R1 final outcomes/progress.

TPP Outcomes Report – Round 1

Lea shared a compilation of the Outcomes Report that TPP colleges submitted on December 2018. The report will be updated once all colleges have submitted their reports.

See PPT for Outcomes Report Update.

Action Item: Round 1 Report due on January 31, 2019

For colleges that did not submit a report or submitted an incomplete report, they have until January 31 to submit a completed report for Rd. 1. All reports would be compiled and made available upon request by the fiscal agent.

Quarterly Report: Quarterly reports will be required for TPP colleges that are part of the Round 2 project starting January 2019. For now, TPP colleges will use the same template utilized in Round 1.



Reporting timeline and deadline dates are as follow:

<u>Timeframe</u>	<u>Due Date</u>
Jan 1, 2019 – Mar 31, 2019	April 12, 2019
April 1, 2019 – June 30, 2019	July 12, 2019
July 1, 2019 – Sep 30, 2019	October 11, 2019
Oct 1, 2019 – December 31, 2019	January 10, 2020

CC-CSU Historical Highlights & Collaboration – Sue Parsons, Cerritos College

Sue Parsons (Cerritos College) delivered an important update on the Community College-Cal-State University collaboration starting with historical highlights leading to the Memorandum of Understanding (MOU) that leadership from both systems had been working on. The document serves as a framework of essential areas of collaboration. The MOU has been finalized but has not been officially released.

See PPT for historical highlights and areas of collaboration.

Review of TPP Regional Objectives

Lea emphasized the importance of delivering outcomes that aligned with the SWP Metrics. Also, she reminded everyone that every college was not only responsible for completing their workplans but also for the regional objectives. Every college in the TPP collaborative has the responsibility to participate and contribute to the completion of the regional objectives.

She emphasized the focus of the project in STEM, CTE teaching and other high need areas. Lea reviewed the regional objectives with the group.

Summary of Regional Objectives:

Objective 1:

Expand pathway alignment and collaborative efforts by engaging 4-year institutions and credential program stakeholders (CSUs, UCs, etc.), as well as partners such as K-12s and adult schools, in ongoing pathway development with a focus on STEM and/or CTE pathways and other high need areas in education.

Major Activities:

1. Review and alignment of courses, certificates or degrees;
2. Collaborative support services for students in the education pathway



Major Outcomes:

1. A minimum of one (1) partnership will be strengthened with a partner program through pathway alignment and/or joint outreach and student support activities focusing on STEM, CTE and other high need areas.

Objective 2:

Increase teacher and pipeline activities by offering and expanding dual enrollment sequential courses at the high schools, adult schools, and community colleges leading to completion of certificates and degrees in teaching, specifically in STEM/CTE and other high need areas in education.

Major Activities:

1. Develop/expand dual enrollment offerings leading to teaching.
2. Develop/expand education course(s) at the community college.
3. Expand partnerships and teaching career pathways with K-12s and adult schools.

Major Outcomes:

1. A minimum of one (1) partnership will be strengthened with a partner program through pathway alignment and/or joint outreach and student support activities focusing on STEM, CTE and other high need areas.

Objective 3:

Enhance STEM & CTE professional development opportunities to maintain, prepare and equip current educators with 21st century skills essential to teaching current and future workforce.

Major Activities:

1. Plan and offer a regional professional development event.
2. Share effective practices, programs, templates, and/or models in the quarterly meetings to be published in the website.

Major Outcomes:

1. A minimum of at least one regional professional development offered.



2. A minimum of 1 effective practice documented and shared by each college partner to be published and made accessible through the website.

Objective 4:

Sustain community of practice through collaborative structures to share effective practices among education faculty within and across systems and to collaborate regionally to work across systems to expand and align education pathways focusing on STEM and CTE and other high need areas.

Major Activities:

The collaborative will:

1. Meet regularly to share effective practices, plan regional events and activities, and develop industry partnerships and collaboration across systems;
2. Work at the regional level to develop, expand and/or align education pathways focusing on STEM, CTE, Special Education and other high-need areas.
3. Develop/share resources to maintain a robust TEACH website available to the LA region and beyond.

Major Outcomes:

1. A minimum of 5 meetings planned and conducted & effective practices shared.
2. A regional STEM and/or CTE Education pathway(s) developed.
3. Teach Los Angeles Regional Collaborative website published and maintained.

Website Review & Feedback

Lea reported that the TEACH website is almost complete. A screencast of how to enter information into the page was presented to the group. Usernames and password will be sent to the TPP coordinators that will allow them to access their pages and change their passwords once logged in.

Action Item: Each TPP college is responsible for populating and updating their TPP Program Description, Services and Contact Information on their college page. **Action Item: Launch date of the TPP website is tentatively set for February 4. All college pages must be updated before the launch date.**

TPP College Highlights & Updates – All colleges

Each TPP college gave highlights of their progress.

