

ACCEL Steering Committee Meeting Recap

Meeting Name	ACCEL Steering Committee	Date	9/8/2016
Location	San Mateo Adult School	Time	12:30-3:00pm

Attendees

Steering Committee

Gregory Anderson, Canada College
 Francisca Wentworth, Jefferson Adult School
 Shari Deghi, La Costa Adult School
 Larry Teshara, San Mateo Adult School
 Patricia Brown, San Mateo Adult School
 Anniqua Rana, Canada College
 Leigh Anne Shaw, Skyline College
 Eric Saavedra, San Mateo Adult School
 Raj Bechar, Cabrillo Unified School District
 Melina Boyd, Transition Coordinator, CSM
 Anne Adamson, ACCEL Executive Director
 Caroline Ouyang, Transition Coordinator, Canada
 Vera Jacobson Lundeborg, SMCOE
 Lionel DeMaine, Sequoia Adult School
 Tim Doyle, San Mateo Adult School

Michael Coyne, South San Francisco Adult School
 Lisa Dolehide, San Mateo Adult School
 Stacy Nojima, Skyline College
 Jenny Castello, Canada College
 Leigh Anne Shaw, Skyline College
 Marina Kravtsova, San Mateo Adult School

Consultant

Paul Rosenbloom
 Paul Downs

Other Attendees

Glenn Cunliffe, San Mateo Adult School

Outcomes

- 2016-17 Implementation Plan
 - Bridge Prep
 - Bridge 1
 - Bridge 2
 - LFM
- Steering Committee Reorganization
- Updates / Miscellaneous
 - AEBG Annual Summit
 - Other

Time	Element
12:30	Lunch
1:00	I. Introduction
1:05	II. 2016-17 Implementation Plan
1:30	III. Steering Committee Reorganization
2:30	IV. Updates/Miscellaneous
2:55	V. Summary and Next Steps
3:00	<i>Close</i>

Key Discussion Points

2016-17 Implementation Review

Bridge Prep

- Use Google docs to share TIF input and info share/identify gaps
- SMAS October PLC will review ACES/TIF.
 - Exploring Effective Communication skill area
 - ID opportunities for ACCEL-wide PD
- JAS/SSF: Have not done a lot with it. Are aware of TIF and support idea of shared PD
- Emphasis is on “Rethinking what you already do.” This is not an additional task that teachers are being asked to do.

Update: Vera Jacobsen Lundeberg, San Mateo County Office of Education

- Vera will invite ACCEL Steering Committee to informational call with Joseph Valero, InfoCom. Vera attended InfoCom conference that highlighted Audio/Visual industry opportunities
 - Canada College has a Theater Arts program that could be start of a potential bridge
- Vera will share New World of Work resources with Steering Committee members
 - Based out of Feather River College
 - Skyline building on it
 - “Blurring the Edges” Paper highlights needed soft skills

ACCEL Reorganization Discussion

- A series of organizational alternative graphics and descriptions will be shared with the Steering Committee in advance of the October 13 Steering Committee.
- A key focus of the October 13 Steering Committee will be review and discussion of the organizational alternatives.
- Goal is for shared agreement on new direction by end of 2016.
- Key elements of the organizational alternatives options will address the following:
 1. Confirming the purpose and role of committees
 - a. Streamline decision-making process
 - b. Clarify participant roles
 - c. Identify potential leaders for each Pathway Bridge element team (i.e. Bridge Prep, Bridge 1, Bridge 2)
 - d. Clarify shared agreement and voting roles
 2. Committee representation and composition
 - a. Method of including community-based organizations
 - b. Student and teacher representation is key in some form
 3. Ensuring robust, timely communication
 - a. Meeting agendas in advance
 - b. Meeting minutes following meetings and posted online
 4. Meeting frequency and timing
 - a. Maximize time for teachers, staff and administrators to spend with students.

Preliminary Discussion: Board and Steering Committee Functions Compared

Body	Function
Board	<ul style="list-style-type: none">• Oversight• Not actively engaged in day to day work
Steering Committee	<ul style="list-style-type: none">• Actively doing the work• Steers

Supporting Program Development at Adult Schools

- In the context of the staff role conversation, Pat Brown asked for clarification on who is responsible for program development and Adult Schools and emphasized that additional resources may be needed for this activity.
- Steering Committee members clarified that program development is a collaborative effort and the Transition Coordinators will play a key role. Transition Coordinators will need to engage CTE faculty at Community Colleges.
- The Leading From the Middle process will be an opportunity to develop and ACCEL-Wide approach to address this need.

North CAT update

- Health and Hospitality programs are well subscribed. Navigators/coordinators doing great job addressing logistics
- Skyline Gateway to Health curriculum based on ESL for healthcare. Designed for students at level 4/5 at Skyline. Designed to be accessible for students at a lower level.
 - No guarantee that students are ready for CAA upon completion.
 - There is still a gap to help students make the jump to CAA.
 - Modeled on the “Welcome Back” curriculum

Shared Agreement

- La Costa Budget Request for additional \$66,788 approved using shared agreement
 - Question: Will this become a fixed cost of the Coast budget?
 - Yes, this will be an ongoing request (an expanded Coast baseline budget)
- ACCEL Scholarship for Administrative Training approved using shared agreement
 - **Funding amount not to exceed \$40,000**
 - Request to form a committee to work on the rules/administration of the scholarship, including scholarship conditions, outreach materials. These draft materials will be shared with current steering committee members.
 - Discussion
 - Concern RE outreach/advertising the opportunity. Ensuring equal access

Next Steps

- Share ACCEL reorganization materials
 - Provide models for review, send in advance of 10/13 for local CAT discussion
 - Visuals, highlights, and space for comments on a 1-page handout
- Develop regional fund request process including
 - Timeline for fund use
 - ACCEL budget surplus snapshot
 - Clarifying cost type (ongoing versus one-time)
 - Instructions for use of Regional Project Proposal template

- 11/1-11/2 AEBG Conference
 - Anniqua Rana to send abstracts for presentation proposal reference (due 9/9)
 - Attendees:
 - Anne Adamson
 - Melina Boyd
 - Patricia Brown
 - Francisca Wentworth
- Develop college engagement strategy RE CTE and ACCEL-wide pathways
 - Leverage AEBG funds
 - Engage deans and CTE faculty to identify
 - Skills that students need to be successful at college
 - Expected pre-requisites
- Share current information on Adult School teacher stipend program