

ABC Adult School

12254 Cuesta Drive, Cerritos, CA 90703
(562) 229-7960

Institutional Advisory Meeting
February 18, 2022
11:00 a.m. to 1:00 p.m.
Cuesta, E-7

Committee Members Present:

Gina Cisneros, Great Clips
Jodie Kresl, SELACO
Elizabeth (Betty) McPeak, RN, Long Beach Health Department
Maribel Macias, Department of Rehabilitation
Cristina Ramos, UAI Workforce Development Department
Wendy Rojas, PIH Health
Dr. Leslie Gargiulo, Genesis Medical College
Silva Mendia, DOR, Business Specialist
Rocky Pavone, Financial Educator, Heartland Institute of Financial Education

Committee Members Absent:

Andrew Bruce, EDD Workforce Services

In Attendance:

Nancy Amara, **Principal**; Kathy Evans, **Assistant Principal**; Chuck Minear, **Assistant Principal**; Jose Vasquez, **Dean**; Georgia Grissom, **TOSA/Lead Instructor**; Ty Holloway, **Job Developer**; Melissa Van Aalsburg, **Secretary II**

Minute Items

Welcome

By Nancy Amara

Chuck started the meeting by welcoming everyone to our Institutional Advisory meeting. He provided some background by mentioning we are accredited by the Council on Occupational Education (COE). They require our school to receive feedback from industry professionals on how we are running our career training programs. They provide us with a list of items we are required to review with the committee in every meeting. In today's meeting we will review all the highlights of our school plans. As a condition of COE membership we are required to hold two advisory meetings for each occupation and one for the institution as a whole. Today's meeting may not just impact our CTE program, but also our other departments as well. Currently we have 5000-6000 students, and we have seen an approximate 50% drop in attendance.

Nancy welcomed our advisory committee as well. She is the new principal of ABC Adult School. She started with ABC back in 2003 as an academics instructor. She later became the Teacher on Special Assignment (TOSA) for the department, then moved on to becoming the Assistant Principal and site administrator for our Cabrillo Lane campus. PaoLing retired at the end of last school year.

Our enrollment numbers have dropped due to the COVID pandemic, but we are slowly bringing back our numbers. All the schools in our area have seen similar drops in their enrollment numbers. We have had an interesting year trying to determine the best ways to serve our students. Last April, no one wanted to come back on campus. As a

result some of our departments now have hybrid classes, so we may be able to reach out and accommodate all of our students based on their level of comfort. Our CTE classes are currently only approved for in person instruction, and in order to teach hybrid or distance learning classes, the programs would need to be approved by COE. Currently, our Medical Assistant program has received approval to offer hybrid classes. We are working on getting the other programs approved. We are always looking for new ways to expand and continue to offer our community training in relevant areas. We are looking forward to starting a HVAC program in the fall.

Introductions and Meeting Overview

Review Mission Statement

By Kathy Evans

The purpose of our meeting today is to get your input on how we can do better as a school. COE is an internationally recognized accrediting agency. We sought this additional accreditation for our career training program to be able to offer our students financial aid.

"The Mission of the ABC Adult School is to improve the quality of life by providing our diverse community meaningful opportunities to fulfill career, educational, and personal goals through lifelong learning." ABC Adult School also has an accreditation with the Western Association of School and Colleges (WASC). WASC requires us to have a mission statement, and we review it as a school every time we are up for accreditation.

Minutes of Previous Advisory

By Chuck Minear

The advisory committee reviewed the previous minutes from last year's Institutional Advisory meeting. Betty McPeak, RN, Long Beach Health Department, motioned to approve the minutes. Cristina Ramos, UAI Workforce Development Department, seconded the motion, and the minutes were approved by the committee.

Review of the Following Documents:

- **Strategic Plan & Update on Progress**
- **Completion/Placement/Licensure Plan**
- **Marketing Materials/Plan (Catalog)**
- **Plan for Improvement of Physical Facilities and Technical Infrastructure**
- **Operations & Maintenance Plan**
- **Health & Safety Plan**
- **Recommendations on how to retain students in all programs**

By Chuck Minear

Strategic Plan & Update on Progress

The first plan we reviewed was the Strategic Plan and our current progress in the plan. We have recently reviewed and updated our strategic plan for the next couple of years. ABC Adult School has a vision and mission statement, along with our district who has learning outcomes that they would like the schools to focus on. Our strategic plan is used to help us find the way to best implement our vision, mission, and learning outcomes.

The ABC Adult School Strategic Plan Directions were designed to look at the following: Where are we now, Where are we going, What is going to get in our way and What do we need to do to get to where we want to go. The Strategic Plan highlights five major areas of focus: 1. Academic Achievement for All; 2. Professional Growth for Employees; 3. Family and Community Engagement; 4. System to Support Student Success; 5. Effective Resource Management. Dr. Leslie Gargiulo, Genesis Medical College asked about the achievement for all and is there a way we can increase it with our current student population. Chuck mentioned that we can assume our goals are being met. We could always increase our graduation rates, but that is not what is most important. Our most important outcome is that students complete the programs and get a job. Our goal is short-term job training. There needs to be a way to increase the graduation rates as well. The Strategic Plan committee created these based on recommendations from our district who mainly focuses on K-12 education, and we, as an adult school, are required to find meaning in what we are given.

In strategic area #1 our CTE department wants to 1. Create a new Dental Assistant Career Path/Program; 2. Develop a progress survey and an exit survey and a way to distribute it to students; 3. Work with PAACE to develop ways to articulate between consortium schools; 4. Hire a new Job Developer and reorganize the job center. We have completed adding a Dental Assistant program and hiring a new Job Developer. We are currently working on finding the best way to survey our students and working on an articulation agreement with our other PAACE Consortium schools to offer more training to our students. Betty McPeak, RN, Long Beach Health Department, asked what CASAS is? CASAS is a group of tests that allow us to measure our students' progress in our ESL and Academics departments. Based on the funding our school receives we are required to give our students in those departments a CASAS test twice a trimester/semester.

Strategic Area #2 focuses on professional growth for our employees. Our CTE program focuses on 1. Have teachers more involved with organizing and running industry advisories. Visit partner industry locations; 2. Encourage teachers to attend more staff development opportunities; 3. Create quality just in time training for Friday staff meetings. We have worked very hard to have our teachers involved in our industry advisory meetings along with quality training in our staff meetings. We are still continuing to improve. With our second strategic area, we are wanting our teachers to participate in more staff development. Betty McPeak, RN, Long Beach Health Department, is there any incentives for your instructors to participate in staff development. We are unable to provide our instructors with compensation to encourage them to participate in staff development because our instructors are paid by the school district and their agreements are provided to them through their union contracts.

Strategic Area #3 focuses on family and community engagement. We do this by celebrating students with several school site events including our career fair, International Day for our ESL department, Outstanding Student Award ceremony, graduation ceremony, new student orientations, an annual open house, and much more.

Strategic Area #4 focuses on providing a system to support student success. Our CTE program focuses on 1. Support staff will be better trained to answer walk up counter questions accurately; 2. Implement Federal Financial Aid (PELL); 3. Students will be encouraged to better utilize the Transition Counselor to gain skills outside of CTEC. We are working on getting our support staff better training on helping our students who call or come into the office. In the past we have had staff assume certain information regarding classes because they want to seem to know what they are talking about. The implementation of financial aid has tremendously helped our students to be able to afford to come and take classes with us. We do not have a transition counselor right now, but we do have Jose, Ty and Georgia to help our students with everything they may need. Betty McPeak, RN, Long Beach Health Department, if a student is having trouble in classes how are they identified by the teacher? We have found that if our students are having difficulty in a class, they just stop attending the class. The teacher and office staff will reach out to the student. We have a study hall class led by a paraeducator along with a credentialed instructor to provide any additional assistance to our students. The teachers really try to help the students, and if the student continues to struggle, they are referred to either Jose or Georgia. Betty McPeak, RN, Long Beach Health Department, asked how can this one person help with all the different classes we offer. If the paraeducator is unable to assist the student, they will reach out to the instructor for further assistance. Wendy Rojas, PIH Health, mentions that there is time while teaching the class to assist students one-on-one if they need more personalized assistance. Maybe the school can create a more formalized program for remediation. Chuck mentioned that it would be nice to set up office hours for our instructors. Currently, our instructors are only able to be paid when they are teaching the class, so we would need to find a way to get funding for the teachers to be able to provide office hours. Rocky Pavon,, some students prefer to learn online and some are unable to adapt to online learning. Are we working on creating hybrid programs to assist both types of students? We are working on getting approval to offer our students hybrid classes. We need to obtain approval from COE. Currently, only our Medical Assistant program has approval.

Completion/Placement/Licensure Plan

We need students to become completers of their program in order to fulfill our requirements for COE accreditation. A completer is a student who either graduated from the program or obtained enough knowledge to be able to get a job

in the field. The numbers that were provided to you were from 2019. The numbers we report on are based on a calendar year. We are required to have a completion rate of 60% and a placement rate of 70%. If our numbers drop below the required thresholds, we are required to write a plan on how to mitigate the problem in the future. We have the time of our longest program to fix our numbers.

Due to the COVID pandemic, the numbers we reported on last year are not subjected to penalization. Next year's numbers, COE will allow for schools to bring up the numbers. One example to provide you all with is our Video Media Design program. 67% of the students in that program completed and 100% got jobs. We only had 3 students in the program though, so in programs where we have such low numbers, it can go one of two ways. Either our numbers can work in our favor, or if just one student doesn't get a job, we do not meet the threshold required by COE. Dr. Leslie Gargiulo, Genesis Medical College asked when do we determine if a program is no longer viable. Chuck mentioned that we use the numbers reported on at the end of the year to make the determination. We have to ask ourselves, are we getting the enrollment or are we solely missing our benchmarks. If we don't meet the benchmarks for two consecutive years, we can either lose our accreditation as a whole or we can drop the program. If we were to choose to drop the program, we would be able to teach out our current students. We cannot leave our students high and dry.

Marketing Materials/Plan (Catalog)

Marketing has been hard for us to accomplish due to budgeting constraints. Our largest marketing tool is our brochure. Now we have our brochure laid out for the entire academic year. Prior to our Spring semester, we send out a postcard to remind our community to enroll. The catalog is currently the basis of our marketing. Betty McPeak, RN, Long Beach Health Department, mentioned that our brochure is too wordy. It should be more concise and straightforward. Silva Mendia, DOR, Business Specialist asked if we do any online marketing. We have social media accounts, but we did not have the staff to maintain them 100% of the time. We now have someone new taking care of our social media, and it is starting to improve and get better. Silva also asked if we attend community events to promote our programs. Norwalk just had a community resource fair. Cristina Ramos, UAll Workforce Development Department, likes how we are much cheaper than a lot of the schools around us. She also likes how we promote Federal Student Aid and the Pell grant to our students. Rocky Pavone, Financial Educator, Heartland Institute of Financial Education recommended we move the financial aid information above the cost. When students see the price, they may be taken aback, so if they are provided with financial aid prior to looking at the price, it may offset some of the shock. Rocky also mentioned that the start dates are a bit confusing. He gets that we have them in date order, but for a student who is taking semester or trimester classes they do not care about the quarter start date and vice versa. The session types should be in order instead of putting the sessions in order of the dates. Wendy Rojas, PIH Health, had the idea of putting the program information with the courses. Chuck mentioned that it is a good idea in theory, but many of our classes overlap. We feel our brochure is long enough as it is, and repeating the same information on multiple pages would take up too much space and lengthen our brochure.

Plan for Improvement of Physical Facilities and Technical Infrastructure

We have a technology plan in place to help us make sure we are on track of technical infrastructure.

We have two major plans of improvement for our facilities and technical infrastructure. The first is we are wanting to tear down some of our portable classrooms along with closing our south parking lot and build two quads of classrooms, and in the middle have a large outdoor gathering area. Our second is to update all of our classrooms with 21st century technology. We update our computers every three years, and we are currently utilizing fiber technology across our campus. We want to upgrade our classrooms to be able to teach distance learning and in person learning simultaneously. Dr. Leslie Gargiulo, Genesis Medical College asked about the current reduction of students and what our projections are for them in the future. We are projecting the students will come back to the classrooms. Our population of students do not get their best learning from distance. We are looking at possibly moving to a hybrid classroom where students will get their lectures online and come into class for hands-on learning. Our current requirements are that all instructors are required to teach from on campus. Some of our students are not

very tech savvy; whereas, some of our younger students are very tech savvy. We need to learn to balance between being able to teach both types of students simultaneously.

Operations & Maintenance Plan

With our operations and maintenance plan we want to be sure that everything needing repair is completed in a timely manner. We have a work order system in place to keep track of all repairs needed. When work orders come in we review them and determine the level of priority required for the issue. We have our general maintenance worker along with our own IT department, but any specialized work needed is provided by our school district. Unfortunately, we do not have much control over district timeliness, but they are pretty good overall at making sure our repairs are done in a timely manner. For some specialties, we have been able to convince the school district to place staff on our campus once a week. For instance, we have a district electrician on our campus once a week. All issues whether IT or maintenance go through our general maintenance worker or IT staff to determine if they are able to fix the issue themselves or if it needs to be outsourced to our district staff or a contractor they have an agreement with.

We also have a plan in place for any obsolete items we may have in our possession. Since we are a public school, we first offer any obsolete equipment to our fellow schools. If no other school is in need of our obsolete equipment, we dispose of it based on the standards provided by our school district.

Health & Safety Plan

Prior to our advisory today, we provided everyone with a copy of our health and safety plan. In our plan we have a poster that we have posted in every classroom. It gives a short and simple description of what steps need to be taken in an emergency. Rocky Pavone, Financial Educator, Heartland Institute of Financial Education asked if we have any issues with vandalism or theft. We do not have very many issues, we have had some in the past but not much. Both our campuses do have security patrolling around all day. This year we added a fence around our Cuesta campus. As a condition of receiving Title IV aid, we are required to report any serious incidents not only on campus, but also on the street directly in front of our campus. On our Cuesta campus, we have had a homeless problem, but it has been resolved with the building of the fence.

Recommendations on how to retain students in all programs

Rocky Pavone, Financial Educator, Heartland Institute of Financial Education asked if we offer any grants or scholarships to our graduates. We do offer a scholarship for our graduates if they are wanting to continue their education. We do not know if the scholarships are general knowledge to our students, but we do inform our graduating students in their graduation letter. We also provide all of our graduating students with a scholarship application. Rocky Pavone, Financial Educator, Heartland Institute of Financial Education recommends mentioning this scholarship to the students as they enroll, so they have something to look forward to once they graduate. For our high school equivalency students, our assessment center does have a bulletin board of all the students who have passed their high school equivalency exams. Since they have done this, they have found that much more students are inclined to participate in graduation. These students did not know that they were able to participate in graduation just for passing their high school equivalency exams with us. Rocky Pavone, Financial Educator, Heartland Institute of Financial Education also asked if we have students meet with a counselor when they enroll in classes. He recommended that we have the students meet with someone, so the student can get a continuous reminder of when their graduation will be.

Betty McPeak, RN, Long Beach Health Department, asked if we offer our students an orientation, and if so, how often and how do we advertise the orientation to our students. We do offer an orientation to all new students, and the dates are posted in our brochure. We have been struggling with getting the word out about our orientation to prospective students. Chuck mentioned that we can possibly have a midpoint orientation to just update and reiterate to our students everything that is needed and expected halfway through their programs. Rocky Pavone, Financial Educator, Heartland Institute of Financial Education mentioned that having a lunch forum for our former students and graduates to come back. This will allow for them to speak with current students and help us promote the necessity of

completing the programs. Jodie Kresl, SELACO, mentioned that it would be a good idea to reach out to our local high schools. She mentioned that we should create a flier that appeals to the younger students.

Adjournment

Chuck thanked everyone for coming to today's Institutional Advisory Meeting. We appreciate all the input provided and will review it with our leadership team to make any necessary improvements to our school.

Transcribed by: Melissa Van Aalsburg

Signature: _____ Date: _____