WEST END CORRIDOR

CHAFFEY REGIONAL ADULT EDUCATION CONSORTIUM

Chaffey Joint Union – Chino Valley Unified – Fontana Unified – Upland Unified – Baldy View ROP
Chaffey Community College

Notes

Data Group Meeting
November 9, 2020   1:00 – 3:00 p.m.   Via Zoom

Permission granted by all to record the meeting.

1. **Welcome and Introductions (5 min.)**
   Chaffey College –Ariel Sales, Laura Alvarado; Chaffey Adult – Sandra Palmerin; Chino Valley Adult – Bev Hatch; Fontana Adult – Scott Gutman; Upland Adult – Erica Cisneros; Dana Galloway – WECC

2. **Round table discussion/questions (20)**
   - What is working well this year?

Attendance may actually be better in some programs due to the convenience and flexibility offered by online learning. Also, schools have put much effort into reaching out to students who are having attendance issues. Upland follows the same schedule as K-12 schools in their district for ESL. Also at Upland, teachers are using office hours to follow up on students.
   - What are the biggest challenges?

Lots of time and effort are being devoted to technology training and assistance for students. A suggestion was made to capture the hours spent by creating a class under "Special Programs/Family Literacy" per CASAS. At FAS, teachers record the time, but attendance is put in later by office staff. There is a YouTube channel at Upland for students to consult on tech issues.

At FAS, much effort is spent running reports and contacting students who have stopped attending. Phone calls are usually made by office staff. Although labor intensive, it is often effective.

Remote testing is not proving feasible. Small groups are being scheduled for testing, and early on, this was done outdoors or in the student's car in the parking lot. Upland is having challenges finding a place to test students under current requirements, (such as distancing,) as they are not permitted to test at the district office.

There are several models that may be used to calculate attendance for DL students, and it is sometimes hard to determine which is the best match. CASAS has addressed this issue repeatedly in recent webinars and memos.

   - Interesting or ongoing data projects?

Enrollment and attendance data Scott has been working on will be discussed later in the agenda.

   - What can this group do to support you?

Continue to use SLACK and contact one another with questions or helpful suggestions. Contact Dana at any time. Please note that WECC does not currently have a contract with WestEd, so do not make requests of Greg Hill Jr. for the time

being, although he is willing and eager to help us and would like to keep the momentum going. Dana will inform the group when there is a new contract.

3. **Information Items: (5)**
   a. ***20-21 B o Y Letter:*** https://caladulted.org/DownloadFile/1047

   The updated letter states that agencies are to use the Quarterly Data Submission Wizard from now on. Everyone remarked that it is very easy to use and submits for both CAEP and WIOA.

   b. ***Due Dates:*** https://caladulted.org/DueDates

   The next student data submission is January 31.

4. **Data Systems Quality Improvement and Professional Development project (20)**
   Deliverables:
   Data Reporting Guidelines and Resources manual (posted on Slack)
   Program Growth and Performance
   https://drive.google.com/file/d/1cnZGKPmK8q8FDAV48IyOhGBQeP0u79L6/view?usp=sharing
   https://drive.google.com/file/d/16rSisojfdXb2eG_Sxfplo2CMKeii0VCH/view?usp=sharing

   *Group members who have had a chance to look over the **Data Manual** commented that it is very thorough, accurate and useful.*

   *Dana showed the consortium report **Program Growth and Performance** produced by Greg. The data used was pulled from LaunchBoard. LaunchBoard takes data from TE for the K-12 schools and is relatively accurate, (insofar as that data is reported accurately,) but other filters may be applied down the line. Once community college data is added, it gets very muddy, as definitions often do not match. Consortium-wide reports should be analyzed carefully to determine reliability.*

5. **School Fact Sheets (5)**
   Please forward to me if you have your own
   Need 2019-20 data to update WECC copies
   Dana can get most of the statistical information but may need to get some details from you. These publications may be used by schools for their own purposes as needed.

6. **Data Gathering & Reporting (30)**
   ● Enrollment trends over years (attachment)
   Dana explained her excel spreadsheet. Overall adult enrollment statewide has been slowly declining for the past several years, and the decline is slightly more pronounced in 19/20 due to the pandemic.

   ● FAS enrollment (this year vs. last year) Scott
   Scott shared his reports on enrollment trends in the past 3 years. As expected, enrollment is down so far this year.

   ● DIR targets for Q1 (attachment)
   Dana shared her spreadsheet with Q1 DIR data and targets. The quarterly targets are found on the CAEP website, Administrators > Reporting > Student Data Collection > Collection. Some targets are significant, and some are not, (such as goals, that are no longer required.) Importing schedules and data entry issues may affect the numbers, so this is a "snapshot in time."

- What are important data points to track consortium-wide?

This is a question that the member representatives have been struggling with, so Dana requested input from the group. The data point should be relatively easy to track, significant for program planning and evaluation purposes, and can be analyzed on a quarterly basis. Dana will provide some suggestions and ask for feedback in a subsequent email.

7. **Chaffey College (20)**
   Data match (transition) project
   https://drive.google.com/file/d/1VxNbDt8hcUBeAcKNqoPoDJla4hEmNomk/view?usp=sharing

Ariel shared the latest report on the student transition data match. She has done an excellent job reporting outcomes by program. She is now working on another match "layer" using 18/19 data. She has most of the data she needs and will ask you if she requires anything more from your school. Dana commented that she has sent this information along to Neil Kelly at the state at his request. Ours is one of a handful of consortia that are conducting their own local transition data match.

   Dual enrollment data, Fall 2020:
   https://drive.google.com/file/d/1z7a_k46C_y5MwZrGG5dCmlx2Mb6AbioH/view?usp=sharing

Laura shared statistics regarding dual enrollment of adult school students in Chaffey College classes. She briefly explained the provisions of SB554. Offerings and enrollments under the program are expected to grow in the spring. There was discussion of the challenges faced in CTE courses and how welding instruction is continuing at the InTECH Center due to the fact that welders always wear protective gear. Other CTE courses are allowing small groups to do hands-on training or are waiting until conditions are favorable.

Laura also commented that tracking college transitions has a lot to do with the CCCApply process and how the application itself is configured.

Chaffey College has found that during the pandemic, men of color (especially African-Americans) have been dropping out more than students of other demographics. Women of color seem to be maintaining enrollment and making progress. The men state that they lack a "sense of belonging" and associated support systems.

8. **Data Group Community of Practice (C o P) (10)**
   - Reevaluation of Objectives (see below) *Will follow up at the next meeting.*
   - Special projects: Scott (outcomes); Bev (Google forms) *Not discussed; share at next meeting or on Slack.*
   - Continue to use SLACK
   - 2020-21 Meeting calendar

There is interest in continuing the meetings on at least a quarterly basis. The next meeting is scheduled for Monday, December 7.

Calendar of Events

CAEP Summit Did you attend and what did you find useful?

                                        Bethany Ely/CAERC resources: http://bit.ly/caercatcaepsummit2020

November 12, 9 a.m.   Statewide TE Networking Meeting
                                          Register: https://caadultedtraining.org/CASAS/7540

November 12, 1 p.m.   WIOA Region 6 meeting   Register: https://caadultedtraining.org/CASAS/7523

November 13   CCAE Southern Section/South Coast conference
                                          Register: https://sites.google.com/view/ccaefall2020

November 17, 1:30 p.m.   Webinar, TE Futures Register: https://caadultedtraining.org/CASAS/7558

December 1, 1 p.m.   CA WIOA II Networking Register: https://caadultedtraining.org/CASAS/7546

Group Objectives

        Agree on common definitions (standardize consortium data)

        Analyze and interpret consortium reports

        Provide assistance to one another and request additional training, if needed

        Exchange ideas and tools for data collection

        Advise the voting members on data issues

        Assist in the development *and implementation* of the Three-Year Plan