CALIFORNIA
ADULT EDUCATION
PROGRAM

Coastal North County Adult Education Consortium (CNCAEC)

General Meeting
Tuesday, August 8, 2023
4:00 p.m.
MiraCosta Community Learning Center
1831 Mission Ave., Oceanside – Community Room – Room CLC127

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. APPROVALS
    A. April 24, 2023, Special Meeting Minutes

4. PUBLIC COMMENTS: Members of the audience may address the CNCAEC on any item listed on the agenda during this time. Comments will be limited to three (3) minutes per person for a total of thirty (30) minutes of public comment. Members of the CNCAEC are not required to respond directly to comments made at this time.

5. CHANGES IN AGENDA ORDER

6. ACTION ITEMS
    A. Accept Board Member for San Diego Workforce Partnership
    B. Approve Proxy for Oceanside Unified School District

7. CONSENT ITEMS
    A. Review and Approval of the AEP Annual Plan 2023-24

8. ADJOURNMENT

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Coastal North County Adult Education Consortium (CNCAEC)

Special Meeting
Monday, April 24, 2023 - 4:00 p.m.

Draft - Minutes

MiraCosta College Community Learning Center
1831 Mission Ave., Oceanside, CA 92058
Community Room - CLC127

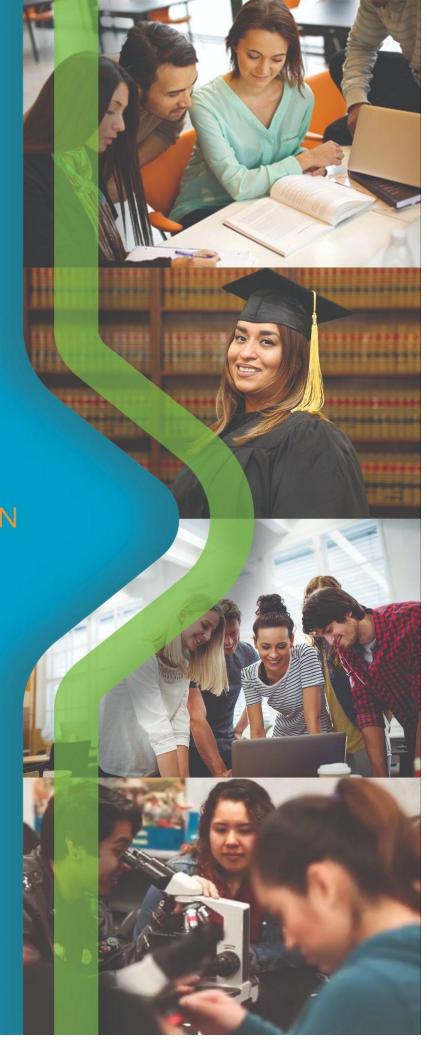|	Agenda Topic	Discussion	Outcome
1	**Call to Order**	Meeting called to order at 4:01 p.m. by John Makevich	
2	**Roll Call**	John Makevich, Vicki Gravlin, MaryLynn McCorkle	Absent: Manuel Zapata and Frank Pancucci
3	**Approve Meeting Minutes**	A. December 12, 2022, General Meeting Minutes B. April 17, 2023, General Meeting Meetings John Makevich noted that April 17, 2023 minutes are absent minutes because quorum was not met. No questions, comments, or corrections.	John Makevich motioned for approval. MaryLynn McCorkle moved for approval, and Vicki Gravlin seconded. The board approved unanimously.
4	**Public Comments**	No public comments.	
5	**Changes in Agenda Order**	John Makevich requested change in order for Action Items to: A. CNCAEC Bylaws Amendment B. Consortium Fiscal Administration Declaration (CFAD)	
6	**Consent Items**	A. 2023-2024 General Meeting Calendar Update to General Meeting Calendar to: August 8, 2023 4:00 pm December 19, 2023 4:00 pm April 16, 2024 4:00 pm	John Makevich motioned for approval. Vicki Gravlin moved for approval, and MaryLynn McCorkle seconded. The board approved unanimously.
7	**Action Items**	A. CNCAEC Bylaws Amendment B. Consortium Fiscal Administration Declaration (CFAD)	A. John Makevich motioned for approval. Vicki Gravlin moved for approval, and John Makevich seconded. The board approved unanimously. B. John Makevich motioned for approval.

			MaryLynn McCorkle moved for approval, and Vicki Gravlin seconded. The board approved unanimously.
8	**Adjournment**	Meeting adjourned at 4:15 p.m. by John Makevich	

Coastal North County Adult Education Consortium

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Annual Plan

2023-2024

Section 1: Plans & Goals

Executive Summary

The **Coastal North County Adult Education Consortium (CNCAEC)** was established in 2014. Through the Consortium, K-12 school districts with MiraCosta Community College District (MCCD) collaborate to serve the educational needs of adults in our region. The CNCAEC members are MCCD, Oceanside Unified School District (OUSD), and San Dieguito Union High School District (SDUHSD). The CNCAEC Board includes partner representation from the San Diego Workforce Partnership (SDWP) and the Alliance for Regional Solutions (Alliance). While the MiraCosta Community College District serves the communities of Oceanside, Carlsbad, Encinitas, Solana Beach, Del Mar, Rancho Santa Fe, and Carmel Valley, all programs offered by the college (credit and noncredit) are open to the public, regardless of the city of residence.

The **CNCAEC** continues its endeavor to increase and improve adult education opportunities for North San Diego County residents. During 2023-24, planned allocations are consistent with our current three-year adult education plan, as all strategies and activities align directly with our three-year plan and directly address our regional needs.

The CNCAEC 2022-2025 Three-Year Plan identified the following strategies to address CAEP's Three Priority Objectives:

Address Educational Needs
- Develop ideas for additional college and career preparatory skills courses and certificates
- Identify and define methods for more effectively promoting learning gains and advancement through educational pathways
- Engage in robust marketing and outreach by amplifying our efforts toward student recruitment through a comprehensive marketing design
- Improve communication with students and collaboration with stakeholders to increase student success

Improve Integration of Services & Transitions
- Better integrate district-wide support services for students
- Build on our success in defining ESL pathways maps by creating versions for our other adult education programs

Improve Effectiveness of Services
- Expand effective use of data for program improvement
- Improve physical and technological resources for students
- Increase faculty professional development opportunities and develop accountability tools to evaluate professional development activities

For 2023-2024, the CNCAEC will continue its efforts to implement digital credentials for students and create student educational maps in all four of our academic areas. We began coordination of our professional development tracking with systems used by our institution and will continue to improve on the implementation in the coming year. We also had success in expanding the use of data in presentations and professional learning and seek to grow these efforts this year. Furthermore, we continue to integrate district-wide support services for students.

CNCAEC members are committed to ensuring learners throughout our region have access to equitable Adult Education programs, enabling all students to improve their opportunities for better jobs and lives. MCCD respectfully serves our diverse community of lifelong learners by providing holistic learning opportunities, enabling and empowering learners to live successfully today and in the future. MCCD offers tuition-free noncredit courses and programs in the following four academic areas:

- Adult High School
- English as a Second Language and Citizenship
- Adults with Disabilities
- Short–Term Vocational & Workforce Preparation

Regional Planning Overview

By focusing on aligning to our region's needs, the CNCAEC continues to execute on our three-year plan through our strong partnerships with education, workforce, and community partners, thereby serving the diverse needs of the Coastal North San Diego County community. To accomplish this, the CNCAEC will implement the following strategies from our three-year plan for 2023-2024.

Strategies to Address Educational Needs
- Engage in robust marketing and outreach by amplifying our efforts toward student recruitment through a comprehensive marketing design
- Identify and define methods for more effectively promoting learning gains and advancement through educational pathways

   Progress Indicators:
   1. By May 2024, a draft marketing and outreach plan will be completed.
   2. By June 2024, a digital credentialing platform will have been integrated into Canvas LMS with a pilot group.

Strategies to Improve Integration of Services & Transitions
- Create educational maps for our adult education programs

   Progress Indicators:
   1. By June 2024, educational maps will be developed for each of the four program areas that can be used to promote program opportunities to current and prospective students.

Strategies to Improve Effectiveness of Services
- Expand effective use of data for program improvement
- Increase faculty professional development opportunities and develop accountability tools to evaluate professional development activities

   Progress Indicators:
   1. By March 2024, multiple staff members will have been trained on examining data from both MIS and TOPSPro and utilizing this data to form hypotheses about future program goals.
   2. By June 2024, there will be a 10% increase of participation in adult education-related professional development opportunities.

Meeting Regional Needs

Regional Need #1

Description of Gaps in Service or Regional Needs

According to data provided by the 2021 CAEP Fact Sheet, there are slightly more than 320,478 adult residents in the CNCAEC service area. Among those adults are 32,843 individuals without a high school diploma, 31,196 living near or in poverty, and nearly 20,000 with limited English. Adults with disabilities account for just under 32,000 students and include anyone over the age of 18 with any self-care difficulty, hearing difficulty, vision difficulty, independent living difficulty, ambulatory difficulty, a veteran service-connected disability, and/or cognitive disability (US Census).

Furthermore, up to 25 percent of adults in our area are in need of educational opportunities in order to prepare for college or new jobs/careers. MiraCosta College is the only comprehensive adult education provider in coastal north San Diego County, so it is crucial that we expand our presence and our accessibility in the region to meet the high demand for adult education. In particular, we aim to refine and expand our programming pertaining to:
- English language acquisition
- Adult high school diploma or high school equivalency
- Job and career training courses and programs
- Workforce skills preparation
- Educational opportunities for an aging population
- Engagement of adults with disabilities

Description of How the Gaps Were Identified

As part of the latest 3-year planning process, the CNCAEC identified needs in the region we serve as well as areas for improvement within MiraCosta College to better meet those needs. The regional data continue to demonstrate a substantial need for high school diploma preparation, English language acquisition, job skills training for entry-level employment, and instructional programs for adults with intellectual or developmental disabilities. These are the instructional areas where the CNCAEC, through its only education provider – MiraCosta College – has concentrated its efforts since the inception of adult education consortia in 2015.

In addition to reviewing data provided by the CAEP office, the CNCAEC continues to engage in rigorous dialogues with adult education practitioners at MiraCosta College and representatives from the region's K-12 districts, workforce development board, and NGOs whose missions are aligned with the goals of the California Adult Education Program. These planning meetings resulted in the development of three specific goals that will expand awareness of educational opportunities through more effective marketing, provide clearly defined pathways for individuals to attain their educational goals, and ensure the rigor and relevance of the educational opportunities through curriculum development informed by our stakeholders. Furthermore, we have surveyed current and potential noncredit students via phone calls and electronic surveys to identify the extent of technological and support needs.

Description of How Effectiveness Will Be Measured

Progress will be measured with quantitative enrollment data, progress, transition, and completion for students in the CNCAEC region. These areas will be directly impacted by improved marketing, clear academic maps, and robust course offerings. In addition, a new digital marketing campaign will be monitored to determine the increase in interest in adult education programs. Finally, we will continue to monitor the retention of students receiving technological and wrap-around services to measure effectiveness.

Section 2: Address Educational Needs
2023-24 Strategies

Strategy #1 - Increase Marketing and Outreach

Activity that Applies to this Strategy
Marketing Plan to Improve Student Recruitment

Metrics that Apply to this Activity/Strategy
- English Language Learner
- Adults who Became Participants
- Number of Adults Served

Strategy Description
CNCAEC plans on engaging robust marketing and outreach by amplifying our efforts toward student recruitment through a comprehensive marketing design. We are finalizing a draft marketing and outreach plan that seeks to increase awareness of AE programs for internal and external partners. This comprehensive plan will provide inclusive and equitable materials for the populations represented in our service area. This effort will be led by MiraCosta College's Noncredit and Adult Education Programs but in partnership with our Public Information Office, our Outreach Department, and an outside marketing consulting firm. With their support, we seek to define our brand better to expand awareness, increase enrollment, and improve student retention/persistence.

As a result of this activity, we will provide innovative approaches for presenting our academic programs to the community and local entities, including expanding outreach opportunities within the local area. Further, we will be able to track analytics for our digital marketing efforts. Overall, having a comprehensive marketing and outreach plan better defines our integration with other departments on campus and other agencies in the community. We will use data and analytics from the use of digital and print materials to measure and improve how effectively our programs are targeted to the English language learner.

By the end of 2023/24, we will have a completed draft plan and will have begun collecting supplemental information from students regarding the effectiveness of our marketing techniques.

Strategy #2 - Implementation of Digital Credentials

Activity that Applies to this Strategy
Marketing Plan to Improve Student Recruitment

Metrics that Apply to this Activity/Strategy
- English Language Learner
- Adults who Became Participants
- Number of Adults Served

Strategy Description

CNCAEC will begin to implement digital credentials awarded to students through our Canvas learning management system (LMS), which will more effectively promote student learning gains and advancement through educational pathways, and thereby increase recruitment, enrollment, and retention. Through digital credentials, students will receive intermediate recognition through their educational pathway, which has been proven to increase retention. Furthermore, digital credentials can be used to recruit students who are more interested in receiving short-term specific knowledge to help themselves in their careers rather than pursue a degree in the long term. We will promote digital credentials as part of our comprehensive marketing design.

By the end of 2023/24, our digital credentialing platform will have been established, integrated with Canvas LMS, and a pilot group of students and faculty members will be actively involved.

Section 3: Improve Integration of Services & Transitions
2023-24 Strategies

Strategy #1 - Student Educational Maps

Activity that Applies to this Strategy

Create Educational Maps

Metrics that Apply to this Activity/Strategy
- English Language Learner
- Adults who Became Participants
- Number of Adults Served

Strategy Description

CNCAEC will build on our success of defining ESL Pathway Maps by creating additional Educational Maps for our other adult education programs. Students will use individualized education maps that outline pathways to education and career. With clearer educational pathways, established time to program completion is reduced.

By the end of 2023/24, each department will have developed educational maps that demonstrate typical educational pathways through their programs. Multiple educational maps will be established for each of the four program areas. Education maps will be used to promote program opportunities to prospective students. Instructors and counselors will be trained to create program maps, and students and counselors will begin designing individualized education maps. More students will connect to additional educational pathways or jobs related to their course of study.

Section 4: Improve Effectiveness of Services
2023-24 Strategies

Strategy #1 - Develop Professional Development Accountability Tools

Activity that Applies to this Strategy

Develop accountability tools to evaluate professional development activities

Metrics that Apply to this Activity/Strategy
- English Language Learner
- Adults who Became Participants
- Number of Adults Served

Strategy Description

Currently, all faculty participate in professional development activities as part of their contract with the college. However, many of these activities may not be related to adult education. Our goal is to develop an organizational/tracking structure for adult education-related professional development and to curate the available opportunities for faculty.

By the end of 2023/24, MiraCosta College will have developed an online tracking system and have created a working group of faculty to assess learning opportunities.

Strategy #2 - Effectively Use Data for Program Improvement

Activity that Applies to this Strategy

Develop accountability tools to evaluate professional development activities

Metrics that Apply to this Activity/Strategy
- English Language Learner
- Adults who Became Participants
- Number of Adults Served

Strategy Description

To use more effectively use data for program improvement, CNCAEC will provide professional development opportunities for faculty that are focused on examining data from both MIS and TOPSPro and then how best to utilize data to form hypotheses about future program goals. By the end of 2023/24, these opportunities will have been created, made available, promoted to, and attended by our staff.

Strategy #3 - Increase Faculty Professional Development Opportunities

Activity that Applies to this Strategy

Develop accountability tools to evaluate professional development activities

Metrics that Apply to this Activity/Strategy
- English Language Learner
- Adults who Became Participants
- Number of Adults Served

Strategy Description

By creating a more organized and curated collection of adult education professional development opportunities, our courses and programs will be more effective at delivering instruction and services tailored to the adult learner. By creating a working group of faculty to assess learning opportunities and utilizing a professional development online tracking system, we expect an increase in the number of adult education-related professional development opportunities, thus increasing the number of faculty participating by 10%.

Section 5: Fiscal Management

Overview

MiraCosta College is the only education provider in the CNCAEC based on MOUs with the three-member high school districts. Therefore 100% of the funds are allocated to MiraCosta College. Our planned allocations and budget planning process are in alignment with our 3-year plan, and therefore our strategies and activities planned for this year are as well.

Approach to Incorporating Remaining Carry-over Funds

Our 2023-24 Annual Plan provides a framework for the strategies and activities we will pursue this year and are consistent with our 2022-25 Three-Year Plan. As such, all remaining funds from previous years will carry over to support continued and related work in the current year's plan while maintaining no more than a 20% carryover budget. CNCAEC aims to improve our carryover rate by 2% each year.