

Our Vision: All adult learners will have access to and participate in education and resources leading to meaningful employment or higher education.

AEBG Implementation Meeting

Department of Rehabilitation

May 18, 2017 ♦ 1:00pm-3:00pm

Agenda

Agenda Item		Purpose	Person(s) Responsible	Time Frame
I.	Introduction	A. Welcome & Introductions	Alfred	5 min.
II.	Public Comments	A. Community Comments	Community	5 min.
III.	Minutes	A. Review & Approval of Minutes for March 30, 2017	Alfred, Scott, Judith	5 min.
IV.	Preparing for New Program Year	A. Partner MOU B. Annual Plan 2017-2018	MaryAnn	15 min
V.	Discussion & Next Steps	B. Unscheduled Business 1) Announcements & Discussion 2) Next meeting date: June 22, 2017	Consortium Team	10 min.
VI.	Committee Action Planning	A. Committee Updates and Feedback B. Breakouts	Consortium Team	1 hr 20 min.
VII.	Adjourn	3:00pm		

AEBG Implementation Meeting

Verdugo Jobs Center
March 30, 2017 ♦ 1:00pm-3:00pm

Members: Scott Anderle, Alfred Ramirez, Judith Velasco

Partners Present: Lauren Castillo, Maria Czech, Juan Garcia, Jesse Holm, Deborah Kinley, Tiffany Nakawatase, Ellen Oppenberg, Nancy Osipo-Peera, Naomi Sato, Rick Saunders, Jason Schlatter, Rasheedah Scott, Alana Theard, Joylene Wagner, Jan Young, Jonathan Fein, Hilda Ghazarian

Glendale LEARN Staff MaryAnn Pranke, Tiffany Israel

Minutes

Agenda Item		Purpose
I.	Introduction	A. Welcome & Introductions 1) Alfred welcomed the group and opened the meeting.
II.	Public Comments	A. Community Comments 1) No community comments entered.
III.	Minutes	A. Review & Approval of Minutes for February 16, 2017 1) Minutes unanimously approved as presented.
IV.	Discussion & Next Steps	A. Unscheduled Business 1) IRC reminded the group that ESL and citizenship classes are available at no cost to immigrants. ESL classes will be offered on Tuesdays 10:30am to 12:00 noon. 2) Alfred reported that an Emotional Intelligence session was held on March 29 th as a follow up to the workshop held. Alfred has received positive feedback and will be scheduling another workshop which will be open to all partner staff and leaders. MaryAnn will send out information for partners to register. 3) GCC announced that April 7 is CTE day. 4) MaryAnn shared a flyer for the upcoming one-day conference on autism scheduled for May 5. Interested attendees can email MaryAnn. Alfred confirmed that AEBG will cover registration fees for partner staff attendees.
V.	Committee Action Planning	A. Committee Updates & Breakout Groups 1) Committees broke out to work on their respective action plans.
VI.	Adjourn	3:00pm

Career & College

PATHWAYS

For Adults with Disabilities

Be Prepared for the Workplace or College

Getting a job or going to college are exciting experiences and will require new skills to be successful. Glendale Community College is offering a 2-class program that will make you ready for the workplace and/or transition to college with confidence.

Join us this summer for one or both classes!

Workplace Readiness Class

Dates: June 19 – August 9, 2017

Success in College Class

Dates: June 20 – August 10, 2017

For more information, check out our website:
www.glendalelearns.org/careerandcollegepathways

Or contact:
Jesse Holm, DSPS Counselor
Glendale Community College—Garfield Campus
818.240.1000 Ext 5027
jholm@glendale.edu

AEBG Implementation Committees

Committee: ESL & Contextual Curricula (Includes curriculum development for contextual ESL)	
First Name	Last Name
Megan	Ernst
Melina	Hovsepian
Lora	Martinolich
Debbie	Robiglio
Danette	Roe
Naomi	Sato
Judith	Velasco
Sona	Zinzalian

Committee: Marketing	
First Name	Last Name
Scott	Anderle
Tiffany	Israel
Deb	Kinley
Ellen	Oppenberg
Alfred	Ramirez
Jason	Schlatter

Committee: Career Pathways (including Adult Basic & Secondary Education)	
First Name	Last Name
Lauren	Castillo
Nare	Garibyan
Nancy	Osipo-Peera
Jan	Young

Committee: Professional Development	
First Name	Last Name
Deb	Kinley
Debbie	Robiglio
Jason	Schlatter
Joylene	Wagner
Jan	Young
Rasheedah	Scott

Committee: Programs for Individuals with Disabilities	
First Name	Last Name
Karen	Ingram
Tina	Andersen-Wahlberg
Lauren	Castillo
Maria	Czech
Jesse	Holm
Ellen	Oppenberg
Nancy	Osipo-Peera
Janette	Panganiban
Rick	Saunders
Alana	Theard

Glendale Community College Regional Consortium

AEBG Implementation Action Plan

Committee: Marketing				
Activities: <ul style="list-style-type: none">• Create website• Develop marketing brochures and pamphlets• Create media packet		<ul style="list-style-type: none">• Create ambassador presentation for project• Develop marketing plan• Develop communication system for key stakeholders		
Action:				
Project Leader: Tiffany Israel				
Measure(s): <ul style="list-style-type: none">a. 100% Completed Plan: A consistent, cohesive and responsive marketing planb. Increase enrollment in AE Classes by 10%:: A student-oriented website that makes information easy to access				
Task / Key Results Area		Target Due Date	Date Done	Task Leader
1.	Create marketing plan	11/17/16		Tiffany
2.	Create brand image: Glendale Learn --- Logo	9/27/16	9/20/16	Tiffany
3.	Website review and edits	11/17/16		Team, Tiffany
4.	Create marketing tools based on marketing plan: media packet, brochures, pamphlets	11/30/16		Tiffany
5.	4a. Create & Print ESL Brochure for GUSD parents	11/15/16		Tiffany
6.	4b. Create & Print Job Skills Brochure for GUSD parents	11/15/16		Tiffany
7.	4c. Create & Print VJC/ OSY Brochures for GUSD	11/15/16		Tiffany
8.	4d. Create Glendale Learn Consortium Program Brochure	9/27/16	9/20/16	Tiffany
9.	Business Breakfast- Managing Today's Diverse Workforce	9/27/16	9/27/16	MaryAnn
10.	Create Media Packet	12/30/16		Tiffany
11.	Create Ambassador Presentation	12/30/16		Tiffany
12.				

Glendale Community College Regional Consortium

AEBG Implementation Action Plan

Committee: Programs for Adults with Disabilities				
Activities: <ul style="list-style-type: none">• Coordinate programs for adults with disabilities• Counsel DSPS students: Provide counseling to AWD students on site• Identify available services from AEBG partners (i.e. DOR, Regional Center, etc.)		<ul style="list-style-type: none">• Hire Learning Specialist to assist students in the classroom• Develop a system for assessing challenges and identifying disabilities• Assist with coordinating AWD Summit		
Action: Career & College Pathways for Adults with Disabilities (C²PAD)				
Project Leader:				
Measure(s): <ol style="list-style-type: none">1. Enroll __ of AWDs2. Transition ____ AWDs into career pathways leading to employment3. Transition _____ to higher education4. Wage at placement:				
Task / Key Results Area		Target Due Date	Date Done	Task Leader
1.	Review 21 st Century Skills from PCC as model	5/20/16	5/20/16	Rick
2.	Hold Committee planning meeting	5/20/16	5/20/16	Rick
3.	Recruit Instructor and Learning Specialist	10/31/16		Jan/Tina
4.	Instructor develops curriculum outline	7/15/16	7/15/16	Tina
5.	Instructor develops curriculum for C²PAD	7/15/16	10/20/16	Tina
6.	Develop information flyer for Special Ed staff, DIS staff, Teacher Specialists to inform them of pilot	6/30/16		Rick
7.	Develop referral process & form to be used by K-12, DOR, Regional Center and VJC to refer candidates	7/15/16	7/15/16	Alana
8.	Coordinate pilot launch	8/28/16		Rick/Tina
9.	Refer candidates to pilot	8/1/16		Rick
10.	Coordinate Open House	1/2017		MaryAnn
11.	Send Save the Date flyers for Open House	1/2017		MaryAnn
12.	Hold Open House	1/2017		Committee
13.	Launch Pilot 1	1/2017		Committee
14.	Provide career counseling and workforce preparation classes for Uniquely Abled students	6/28/16	8/26/16	VJC
15.	Provide job placement assistance to UA students	8/26/16	On-going	VJC
16.	Coordinate job interviews for UA students	8/26/16	On-going	VJC
17.	Co-enroll with WIOA OJT salary reimbursement for employers	8/26/16	8/26/16	VJC

Glendale Community College Regional Consortium

AEBG Implementation Action Plan

Committee: ESL & Contextual Curricula				
Activities: <ul style="list-style-type: none">• Expand ESL program• Hire ESL instructor• Develop strategy for incorporating contextual ESL in existing career pathways		<ul style="list-style-type: none">• Develop contextual ESL curriculum for career pathways• Identify visible potential sites for offering classes within GCC District• Offer ESL classes at various sites		
Action:				
Project Leader:				
Measure(s): <ul style="list-style-type: none">1. Offered ____ extra ESL Classes and/or hours in 2016-17 in region compared to 2015-182. Hired ____ additional ESL faculty for 2016-173. Offered ____ ESL classes at various sites during 2016-174. Identified ____ site for possible ESL classes5. Develop ____ curricula for career pathways6. Implemented career curricula in ____ ESL classes				
Task / Key Results Area		Target Due Date	Date Done	Task Leader
1.	Expansion of GCC’s ESL offerings from 6-10 weeks	6/1/16	6/20/16	Robiglio
2.	Hired FT Vocational ESL instructor	6/1/16	6/1/16	Robiglio
3.	Expansion of ESL program at 2 new locations for fall 2016: Maple Park and Pacific Park	6/30/16	8/31/16	Alfred, Robiglio
4.	Creation of ESL curriculum for Career Pathways	6/8/16	6/8/16	Hamilton, Robiglio
5.	Opening of 6 new classes for fall 2016	8/29/16	9/29/16	Robiglio
6.	Develop strategy for incorporating contextual ESL in Career Pathways	9/30/16		Sato, Robiglio
7.	Expansion of class offerings at IRC	9/30/16		Hovsepian, Robiglio, Pranke
8.				
9.				
10.				

Glendale Community College Regional Consortium

AEBG Implementation Action Plan

Committee: Career Pathways				
Activities: <ul style="list-style-type: none">• Coordinate more noncredit to credit pathways• Provide workshops for recent immigrants• Outreach to GUSD• High School Collaborative: create more transitions and pathways• Expand GED to Credit Managed Enrollment		<ul style="list-style-type: none">• Expand pre-assessment courses• Offer cultural acculturation workshops• Establish laptop lending program at Garfield and Library• Identify existing career pathways• Identify adult education courses that can be incorporated into existing career pathways		
Action:				
Project Leader:				
Measure(s): <ol style="list-style-type: none">1. Hold 10 acculturation workshops in 2016-17 with average 20 participants in each2. Develop 2 career pathways				
Task / Key Results Area		Target Due Date	Date Done	Task Leader
1.	Develop tracking and reporting system through CalJOBS	11/30/16		MaryAnn
2.	Design Integrated Education & Training flow	11/30/16		MaryAnn
3.	Coordinate services with Glendale Library	11/30/16		Lora, MaryAnn
4.	Review curriculum for acculturation workshops with ARS	6/30/16	6/30/16	Sona, MaryAnn
5.	Schedule acculturation workshops beginning in November	10/31/16		Sona
6.	Complete industry sector intelligence research for: IT, manufacturing, healthcare and service	12/31/16		Tiffany
7.	Conduct staff training on industry sector strategies and career pathways	12/31/16		MaryAnn
8.	Review industry sector intelligence reports	12/31/16		Tiffany
9.	Co-lead industry sector focus groups to gather input on workforce development needs	03/31/17		Committee
10.	Analyze results of focus groups to identify career pathways	04/30/17		Tiffany
11.	Develop plan for career pathways priorities	6/30/17		Committee

Glendale Community College Regional Consortium

AEBG Implementation Action Plan

Committee: Professional Development				
Activities: <ul style="list-style-type: none">• Develop professional development plan• Coordinate training to align adult basic education and secondary education with K-12 and credit		<ul style="list-style-type: none">• Identify online seminars and webinars• Conduct survey to gather input from all partners• Coordinate training in: Serving the AWD Population		
Action:				
Project Leader:				
Measure(s): <ol style="list-style-type: none">1. Number training sessions held: 122. Number attendees per session: 203. Evaluation results: 95% satisfaction4. Competency achievement: 100%				
Task / Key Results Area		Target Due Date	Date Done	Task Leader
1.	Develop needs assessment survey	11/30/16	11/5/16	MaryAnn
2.	Conduct needs assessment	11/30/16		MaryAnn
3.	Partner Presentations each month	10/31/16	On-going	MaryAnn
4.	Training: Working with AWD	12/31/16		MaryAnn
5.	LMI presentations on a quarterly basis	11/30/16		MaryAnn
6.	Develop Professional Development Plan	12/31/16		MaryAnn
7.	Establish Calendar for events	12/31/16		Tiffany
8.				
9.				
10.				
11.				
12.				
13.				
14.				