

GUIDED PATHWAYS PROPOSAL FORM

Complete this form for initiative and funding approval decisions on Guided Pathways proposals. Submit the completed form and accompanying documentation to Kim Palmore and Lydia Hearn with a request for a briefing meeting **at least seven days in advance of the planned Core Team Presentation date.**

2021-22 submission deadlines vary per team; Core Team presentation opportunities are available the first and third Tuesdays of each month from 2:00 -3:30pm.

Team Name	Intersegmental Group
Date	08/17/2021
Team Specialty	Adult Education
Initiative Name	Bridge Workshops for Adult Education students
Team Leads	Jayme Brown
Initiative Lead	Iva Tracey, Felisa Vilaubi
Contact Information	traceyiva@fhda.edu ; vilaubifelisa@fhda.edu
Resources / Initiative Team Members	Iva Tracey, Felisa Vilaubi

Associated Initiatives / Prior Decisions

We are mandated by the state to work collaboratively with Community Colleges and Adult Education programs to provide specific transitions from one institution to another. De Anza belongs the North Santa Clara County Adult Education Consortium. It consists of five institutions: De Anza College, Foothill College, Mountain View-Los Altos Adult School, Palo Alto Adult School, and Fremont Union High School Adult School. Specific work with transitions, articulation, alignment and student support have been in the works for years.

For more information about the consortium and work that has been done already please see our website:

<https://nscadulthood.com/>

This data is pre-covid (Fall 2019) and obviously numbers are down, but it is important to think about the programs at the height of enrollment.

Five Agencies Working Collaboratively

SEVEN CAEP AREAS IN COLLABORATION:

1. English as a Second Language
2. Adult Basic Education
3. Short-Term Career and Technical Education
4. Adults with Disabilities
5. Workforce Entry/Re-entry
6. Pre-Apprenticeship
7. Adults Training to Support Child School Success

IN CASE YOU DIDN'T KNOW...

ADULT SCHOOL ANNUAL ENROLLMENT:

FUHSD: **11,247 students**; 3,378 CAEP-specific.

MVLA: **8,183 students**; 3,948 in CAEP-specific.

PALO ALTO: **1,438 students**; 832 in CAEP-specific

COMBINED ADULT SCHOOL TOTALS:

20,868 students; 8,158 CAEP-specific.

2 years ago, we amended board policy to include specific language about Adult School students being eligible for dual enrollment and have actively been trying to expand our dual enrollment opportunities.

Creating specific Bridge workshops for the many diverse programs that the Adult Schools have to offer would help with a warm handoff from the Adult Schools to the Community College. These programs include English as a Second Language, Career Technical Education, Adult Secondary Programs (High School Equivalency and High School Diploma), Adults with Disabilities, Parent Education, and other CAEP funded programs.

Alignment to Objectives

Our project objective is closely aligned with several Equity Core Values. By creating bridge workshops we are embracing the institutional responsibility to be student-ready and assist students in obtaining necessary resources. We are also focused on acknowledging and advocating for the multiple access points and varying education goals that exist for students. And, with our partners, we will strive to eliminate any unnecessary bureaucratic barriers that are within local control. These values are prioritized and carefully considered throughout this proposal.

Purpose and Solution

The purpose of this initiative is to support students transitioning from our local Adult Education programs and successfully completing their goal. Guided Pathways project will help solve the problem of declining enrollment by assisting students in their transition from adult schools to the community college.

Key Activities, Timeline and Outputs

Activities	Start Date	End Date	Deliverable/Metric of Success
List key activities and steps required to achieve the project goal.	Enter start date for each key activity/step.	Enter end date for each key activity/step.	List anticipated outcomes to result from this activity when successfully completed.
Step 1: Find out the names of the leads of ESL, career technical education (CTE: can include nursing CNA – certified nursing assistant, CMA-medical assistant), adult secondary education (ASE), and Transitions Staff at the Adult Schools.	August 2021	October 2021	*have the contact information of key stakeholders who will be able to help start the initiatives
Step 2: Send e-mail messages introducing our Guided Pathways Initiatives and find out if there is an interest in cooperation.	September 2021	October 2021	* introduce Guided Pathways Initiatives and gather support for cooperation.
Step 3: Request contact information for staff and faculty that are willing to participate in brainstorming what students would need for “Bridge Workshops”	September 2021	October 2021	*get support of people who might be not have the decision-making power but have the student need expertise

Step 4: Work with College and Adult school staff and faculty to create orientations specifically for adult school students	October 2021	May 2022	*start the process of information exchange
Step 5: Organize Zoom meetings to discuss Adult School student needs and to have faculty experts at the college help create a narrative about the successful student in college. Analyze the commonalities and differences. → Zoom meetings in Winter'22	January 2022	May 2022	*continue the information exchange and articulation
Step 6: Look for articulation pathways across different levels of ESL programs.	January 2022	December 2022	*take concrete steps in articulation process to design entry points into De Anza's ESL program
Step 7: Assist Adult Schools in modifying their curriculum to prepare students for transition to college classes.	January 2022	December 2022	*collaborate with adult school teachers on the process of curriculum update

Assumptions

For the Adult School world, there is less to assume. These initiatives are things that have been in the works for years and that the Adult Schools have been requesting. Getting discipline experts at the college is no longer a concern thanks to Guided Pathways!

Campus Consultation and Impact Assessment

Tutoring Center, Outreach Program, De Anza Assessment Center, Counselors, EPS Counselors, De Anza ESL Department, De Anza English Department, De Anza Institutional Research.

Index of Supporting Documentation

Consortium Website:

<https://nscadulted.com/>

Opening Day presentation from Fall 2019:

<https://docs.google.com/presentation/d/10Ts9vdl108GquwNqrYNijxQNJ2SWwpHTeh4gUfKelU4/edit#slide=id.p>

Resources	Explanation
External Resources	N/A

Project Funds – One-Time Funds

In this section, break out expenses by line item for new/additional one-time project costs.

- List estimated one-time costs for implementing project, for example: recruitment or training costs, new technology, software upgrades, and one-time meeting or travel costs.

• Do not include existing staff compensation or costs already incurred.						
Expense Description	Y 21-22					Total
Describe expense.	\$ 0.00					\$ 0.00
Describe expense.	\$ 0.00					\$ 0.00
Describe expense.	\$ 0.00					\$ 0.00
Describe expense.	\$ 0.00					\$ 0.00
Describe expense.	\$ 0.00					\$ 0.00
Total	\$ 0.00					\$ 0.00
Explain Expenses	<p>There is some funding through CAEP- if we can utilize meetings and systems that are already in place then we might not need any Guided Pathways funding. However, if we want to add meetings or expand on what is currently in place, there may be a need for additional funding.</p>					

Project Sustainability	
Project Costs after Y2021-22	Unknown
Sustainability after Y2021-22	Unknown

Please do not complete the below sections during the submission process. These sections are reserved for ongoing information gathering between reviewers and project team, as needed.

Stakeholder Review	Reviewed?	Details
Guided Pathways Leadership Team	Yes or No	Detail engagement including dates, participants, and feedback. Enter N/A if not applicable.
Guided Pathways Core Team	Yes or No	Detail engagement including dates, participants, and feedback. Enter N/A if not applicable.
Other Reviews	Yes, No, or N/A	Detail any others groups who have been engaged or consulted, including dates, participants, and their feedback. Enter N/A if not applicable.

Final Determination on Initiative

Summary Recommendation from Review Committee:

Include proposal name, brief description, costs, funding source and division.

___ Approved

___ Not Approved

___ Approved with the following modifications:

Additional comments:

Final Approval Body

Date