Notes

Data Group Meeting
October 2, 2023   1:00 – 3:00 p.m.   Chaffey Adult School, Main Campus

1. **Welcome and Introductions**
   Chaffey College – Maria Rodriguez; Chaffey Adult – Sandra Palmerin; Chino Valley Adult – Bev Hatch, Laura Miller; Fontana Adult – Kathryn Harris, David Camberos; Upland Adult – Rosa Alatorre; WECC – Dana Galloway

2. **Chaffey College transition data match project** (Ariel Sales)
   o Ariel was unavailable for the meeting. Dana will contact her to determine the status of the project.
   Chaffey College dual enrollment program (Maria Rodriguez)
   o Maria is the new Adult Education Pathways manager at the college. As of Spring semester, the Dual Enrollment program will continue to be available to adult school students, and the Partnership program will be phased out. There will be a single form to be completed, open course options, and students will self-register and enroll. By taking a more active role in the process, students are better able to navigate the system and have more control over their educational journey.

3. **Round Table**
   School updates; topics of interest/concern; questions
   Fontana Adult School
   o How to account for counseling service hours. Discussion of the meaning of the different types of services (Transition, Supportive, and Training.) Most of what adult schools do for students falls under Transition Services, although others could apply. Dana will send out a more detailed description from the WIOA/CAEP Data Dictionary. Schools are not currently required to keep track of services, but it may be important in the future and may also be of use to the member school. Dana suggests that we agree to do this as a consortium.
   o ELL Healthcare Pathways grant
   WECC has applied for this grant and Fontana Adult School will receive the funds as the only member who currently offers the programs that qualify (MA and Pharm Tech.) Other members could start new programs and apply for funds in subsequent years in the 3-year cycle.
   o FAS will host a CALPRO training this spring, Supporting Student Transitions to Postsecondary Education and the Workforce. Sessions will be online and in person.
   Upland Adult School
   o Upland's ESL classes are now taught by Chaffey College instructors. Welding will start this month. HSD/HSE are still offered online at Hillside Continuation School.
   Chino Valley Adult School

- o NOVA Program Hours report is different in TE than the NOVA template. How to calculate EL Civics hours separately from ESL hours? Dana contacted Jay Wright, and it is not necessary for adult schools to indicate separate EL Civics hours in NOVA if this is built into their ESL classes. This category was probably created for institutions that have separate EL Civics classes for either ESL or ABE students. As an FYI, Bev mentioned that she and CASAS have determined that an importing issue caused the inflated attendance hours in TE for CVAS in the past several years. The problem has been corrected for this year and Bev will see if she can correct last year's figure.
  - o Discussion of EL Civics programs 231 and 243. It was not necessary to offer IET/IELCE in order to use the 243 coaaps in the past, but this may have changed. According to the June 2023 CASAS PowerPoint, the payment point value is the same for both ($104.)
  - o On the TE class test report, why do some students show up as N/A for class enrollment if they are enrolled in the class? Bev will call CASAS tech support to follow up.

Chaffey Adult School
  - o Sandra explained some personnel changes and shifts in data responsibilities at Chaffey Adult School.

Chaffey College
  - o Laura Alvarado is now the Director of Workforce Development at the college, and among other things, oversees the InTECH Center. Laura and Maria are now housed in the Math building.

4. **WECC Update**
   - New member reps: George Matamala, Laura Alvarado, Chino Valley (TBA)
     - o Todd Haag has retired; Matthew Morin has moved on to the position of Dean of Workforce Innovation; Carl Hampton is retiring, and his replacement should be selected soon.
   - New Program Coordinator (TBA)
     - o Dana will work through December; the Executive Committee is exploring options to fill the position.
   - *WECC Adult School Programs 2023-24*
     - o See updated chart.
   - *WECC Annual Plan 2023-24* is posted on the WECC website
     - o Hard copies were distributed, and Dana demonstrated where all plans can be found on the WECC website.

5. **CASAS Update**
   - There is now a field in TE for an ITIN (Individual Tax Identity Number, always starts with 9.) Use the same form as you do for consent to collect SSN. Authorized for EDD data match as of July 2023.
   - Local Assessment Policy – update now. Consider CASAS testing series changes. (See chart, *Appropriate Administration of CASAS Assessments*.) The Life & Work series is valid through this year, then STEPS will have to be used. Either series is valid for 2023-24, but pre-/post- will have to be in the same series.
     - o FAS is currently using the new STEPS series and finding that students are scoring slightly lower than with Life & Work. Students must test in the same series in order to have a pre-/post-test pair, so keep this in mind when planning the transition.

- WIOA/CAEP Data Dictionary. 2023-24 Summary of Changes on CASAS website.
- Text proxy date will remain May 1 from now on.
- New Instructional Reports in TE (due to test changes)

6. **CAEP Update**
   - Beginning of Year Letter   https://caladulted.org/DownloadFile/1320
   - NOCC is the new CAEP TAP for community college data support
   - Program Area Reporting, due Dec. 1. (No estimates were required this year.)

7. **Data Analysis**
   WECC CAEP 2022-23 DIR Targets
   - CAEP State averages: https://www.casas.org/docs/default-source/networking/caep-data-integrity-report-averages-eoy-2022.xlsx?sfvrsn=4ac2375a_4?Status=Master
     o Once again, the biggest challenge for WECC member schools is getting students post-tested. Each member should take a look at how their percentages compare to the state averages to see where they can improve (and note the highlighted fields.) All are encouraged to reach out to other member schools for advice when needed.

   CAEP Summary Report   Should be run and examined monthly. https://caladulted.org/DownloadFile/841
     o Dana mentioned to keep in mind that the HSE figure may not be accurate, even after Q4 data is submitted, because the GED data match takes at least several months. The state sends a verification letter once the match has been done.

   WECC Enrollment Trends
     o All member schools are rebounding from the pandemic; some faster than others.

   WECC Outcomes Over Time
     o Dana will schedule a data review with each of the principals to review the reports listed in this section.

8. **LaunchBoard Demonstration**
   https://www.calpassplus.org/LaunchBoard/Home.aspx
     o LaunchBoard data is from TE for adult schools and other WIOA institutions, and MIS from non-WIOA colleges. The time lag is at least a year. Also, some definitions do not match in TE and MIS, so data may be misleading. Still, the system is used by the state, and it is useful to see the data they are looking at. Be sure to click on "VIEW" each time you change a filter, or the screen will not refresh.

9. **WECC Website**
   Data Group agendas and minutes
   CAEP *Outcomes Reference Sheets (update records)*
   Updated *School Fact Sheets*
     o Dana demonstrated where to find these items on the WECC website.

10. **Information Items:**

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

- **Oct 31:** Student Data due in TOPSPro (Q1)
- **Oct 31:** Employment and Earnings Follow-up Survey
- **Jan 31:** Student Data due in TOPSPro (Q2)
- **Jan 31:** Employment and Earnings Follow-up Survey

Data Group tentative meeting schedule for 2023-24: October, December, February, April
   o The next meeting will be scheduled for early December, possibly virtual or at a different member site.

Resources:

CAEP Website: www.caladulted.org
CASAS Website: www.casas.org
WIOA II Data Portal: https://www2.casas.org/dataPortal/
WECC Website: www.westendcorridor.org
LaunchBoard: https://www.calpassplus.org/LaunchBoard/Home.aspx
Centers of Excellence for Labor Market Research:
https://experience.arcgis.com/experience/c36da81abafc4492b5df2caa07bd76dc/

Calendar of Events

Upcoming events: (To register for most state-organized events, go to: https://caadultedtraining.org/)

~~Oct. 3~~, Oct. 10, 1:00 p.m.	Statewide WIOA II networking meeting (virtual)
Oct. 6, 9:00 a.m.	Statewide TE networking meeting (virtual)
Oct. 24 – 26	CAEP Summit, Hilton Universal City
Nov. 17 - 18	CCAE Southern/South Coast section conference, Palm Springs

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