

Workgroup Leads

- **Ute Maschke**, Director of Continuing Education, Palomar College
- **Joe Stark**, Director of Apprenticeship, Regional Consortium

Presenter:

- **Greg Hill Jr.**, WestEd

Participants

- **Steve Bailey**, Director II, Career Technical Education, Grossmont Adult Education
- **Heidi Bergener**, K12 Pathway Coordinator, San Diego County Office of Education, Southwestern Community College District
- **Stephanie Bradley**, Project Specialist, Regional Consortium
- **Bradley Dorchel**, Interim Dean of ABE/High School Diploma/Equivalency & CAEP Consortium Director, SDCCE
- **Jennifer Dunfresne**, Workability II Coordinator, Vista Adult School
- **Jay Marquand**, Director of Adult Education, Sweetwater Union High School District
- **Virginia Mendoza**, Assistant Principal, San Ysidro Adult School
- **Crystal Robinson**, Director of Continuing Education, Southwestern College
- **Leslie Wisdom**, K14 TAP Coordinator, Regional Consortium

1. Goal review

- a. Create & implement an Adult Education & NC Recommendation Process
 - i. Ute shared this will help the region assess current offerings at adult schools and non-credit programs, explore potential partnerships with colleges or other adult schools, and determine if some programs should be reviewed or transferred to other entities for more effective implementation.

2. Review [Data Repository](#)

- a. Greg discussed an overview of the data repository, which captures Career and Technical Education (CTE) offerings from adult schools and community colleges.
 - i. How to use [Data Repository Guide](#)
 - ii. Data captured is what is needed for comparison across agencies
 1. CALPADS
 2. Sector/Pathway (auto populates)
 - a. pathway can be slight off, check CALPADS code (it could be pulling 4000 when you have updated to the 7000)
 3. Occupational Training Program (OTP) Name: what you call the program at your school. Bundle of individual courses or modules that make up a particular program. This allows you to have individual courses listed but the OTP would be the same if they are part of a pathway (certificate or certification).

4. OTP/Program URL - this is a gap that needs to be filled as it is pulled into the K14 Program Finder for students to find the program online. If blank it will do to your school landing page.
 5. Course Description - copy from your site
 6. Duration in weeks / hours / internships hours can be a range
 7. TOP code - the community college code to which it aligns
 8. SOC code - focus because that is a goal we all share because we want our students to have a career/lead to a job
 - iii. Contacts: who updates: Data Lead - administrator appointed
 - b. Padlet Activity - Data Repository Best Practices [responses](#)
 - i. Jennifer shared that her site hasn't been using the tool, but emphasized that as long as each site updates and maintains it, it serves as a valuable resource
 - ii. Steve shared that he's been a frequent user of the tool while building a program. He uses it to check what others in the region are offering before starting a new program and to identify similar programs for guidance.
 - iii. Ute uses when business partners approach and need to train to see what is available to share with them in the region
3. Repository Update Time
 - a. Pair activity: 25 minutes to update your [Data Repository](#) information and reflect with partners what is going on at your site
 - i. Suggestion to create a locked version to share with faculty and staff etc so access without being able to make changes
 - ii. Reminder K14 Program Finder is the tool for counselors & students which is frozen and polished so we would want to keep the Data Repository for staff as a development tool.
 - iii. The group stressed the need for accuracy if we are using it as a tool to develop new programs
 1. Reminder to update the Data Repository
 - a. K14 Program Finder updated: January 15, May 15, September 15.
 - b. **Group commits to update by the next meeting, Nov 15 and move forward quarterly to update**
 - c. Please update contact list
4. Roundtable
 - a. SuperRegion meeting September 18, 2024 @ 2:00pm
 - b. Ute shared request to let us know who else should be invited to workgroup

9/17/24

- [Additional Resources](#)
- [Recording](#)

Next meeting October 15, 2024 @ 1:00pm (zoom)