

# LAKE TAHOE ADULT EDUCATION CONSORTIUM

04/06/2016

12:30pm – 1:45pm

Assessment & Transition Working Group (A&T)  
Meeting Notes

LTCC Aspen Room  
 and Conference Call:  
 888-450-4821  
 Passcode: 405798

**Co-Chairs:** Frank Gerdeman, Adult Ed Director  
 Bob Grant, LTUSD

**Facilitator:** Michael Ward, HighBar Global

**Recorder:** Frank Gerdeman, Adult Ed Director

**Partners:** Bob Albrecht, Maxine Alper, Susan Baker, Rich Barna, Tina Barna, Aaron Barnett, Virginia Berry, Kristin Brinks, Jeremy Brown, Denise Castle, Angelo Clelan, Christopher Croft, Lt. Eslick, Lisa Foley, Laura Fruitman, Sue Gochis, Bob Grant, Holly Greenough, Pat Harnett, Kathy Haven, Steve Heggen, Chad Houck, April Kerwin, Ivone Larson, Bill Martinez, Cindy Martinez, Wendi McCray, Barbara Mick, Katharine Miller, Sabrina Owen, Randy Peshon, John Pillsbury, David Publicover, Shane Reynolds, Brian Richart, Michelle Risdon, Laurie Salinas, Kim Stephenson, Eric Sturgess, Gary Sutherland, Amber Tanaka, Tessa Thomas, Tere Tibbetts, Patrick Traynor, Pete Van Arnum, Michael Ward, Cheri Warrell, Brian Williams, Jenny Wilson, Jude Wood  
 Present Call-In

## AGENDA ITEMS

Topic	Timing	Approach or Action Needed	Agreements/ Notes
1. Welcome, Introductions	5 min	Preview Agenda, Brief Updates	
2. Director's Report	10 min	Information Updates	Frank announced that the three adult education positions (program assistant, Transition Coordinator and HTRR Coordinator) have been posted and will close this week. He also talked about LTCC plans to move forward with becoming a GED testing site with a goal of testing students by late June (or early July).
3. Transition Specialist Position Update	5 min	Select a representative from the workgroup to participate in initial interview 4/20/16 (tentative)	Interviews for this position are tentatively scheduled for the week of April 18 <sup>th</sup> and Bill Martinez graciously agreed to participate as a workgroup and community member.
4. Reporting inputs and	15 min	Discussion of reportable outcomes (deliverables) between now and end of fiscal year 1	Bob started off a discussion on what deliverables/products

outcomes		(June 30, 2016)	would be expected by the end of June. Michael led the group through a brainstorming activity using the LTUSD task of providing services to assist parents/guardians in helping school-age youth improve math and literacy skills (see attached image for results of session).
5. Integration of Support Services, especially for non-Native English Speakers and Adults with Disabilities	20 min	Map out and describe services available and access routes/points	This was moved to “homework” assignment for each partner organization/agency to bring a list of services and access to the workgroup in May to begin a more detailed process of mapping resources.
6. Assessment Protocol – Based On Multiple Elements Approach	15 min	Discuss and resolve key elements to include all Adult Ed Assessment services linked to pathways and enrollment	The group continues to discuss assessment and the two major categories – skill assessments and aspiration assessment. Currently, a number of organizations/agencies have existing tools and protocols which should remain in place. Coordinating (and where possible, aligning) processes will be part of the work of the Transition Coordinator. The idea of student stewardship and ownership of information and results was brought up and this resonated with group members. Not only does it reduce the need for potentially cumbersome release forms but it is

			an essential element of remaining student-centric.
7. Next Steps A&T Meetings – 1 <sup>st</sup> Wednesday	10 min	Action Items Review Revisit meeting schedule for next year  May 4, 12:30am-1:45pm June 1, 12:30am-1:45pm	Frank will connect Bill to LTCC HR for coordination of his participation in the interview process. Members will come to May's meeting prepared to share out services and access for mapping project.