

Action Planning Teams



2022-2023 Action Planning Teams Areas of Focus

During the three-year planning activities in the spring of 2022, consortium stakeholders outlined specific action planning teams and activities for the next several years. A summary of activities can be found below. A complete description of activities can be found in the LARAEC three-year and annual plans.

1. Action Planning Teams – General Activities for ALL groups

Action Planning Teams - The APT model provides an opportunity for inter-district teams to work together to complete 3YP and annual plan activities and support implementation in their respective districts. These APTs meet in consortium-wide meeting four to five times during the year and coordinate completion of tasks with their co-chairs. Proposed APTs for next year may include: Support for Special Populations, Data Collaboration and Best Practices, Data for Strategic Planning, Counseling and Transitions, Marketing and Outreach, and Remote Learning and Engagement.

Information and Spotlight Sessions - LARAEC staff will work with member-districts and APTs to identify best practices for integrating resources into practice and sharing resources with students. LARAEC staff will coordinate with appropriate parties to secure created or researched content. LARAEC can host information sessions as part of the Lunch with LARAEC series or have pre-recorded content included as part of the resource toolkit. These information sessions will provide faculty and staff with opportunities to share tools and strategies that have worked in member-districts or outside consortia.

Web-based Resource Toolkit - LARAEC consortium staff will work with APTs to identify shared resources to support students and staff in areas such as: support services (community-based and campus programs), transitions to post-secondary, adults with disabilities, curriculum and engagement, and career preparation. These activities were started during the 2020-2022 school years. The basic toolkit will be beta tested in the fall of 2022. After full release, APT members and LARAEC staff will conduct focus groups or survey research to identify items for the next cycle of development.

Knowledge Base - As documents and resources are created by action planning teams, previous subject-matter expert groups, staff, or member-districts, LARAEC will create an area of the website for easy access. Items for this shared knowledge base may include items such as: counseling guide, transition and admissions processes, CAEP data reminders, curriculum, calendars, and three-year and annual plans, and consortium data.

FAQs- LARAEC staff will work with district point persons and APT members to create a list of Frequently Asked Questions related to the consortium and the California Adult Education Program. FAQ topics may include: funding, consortium model, consortium and district leadership, contacts, program areas, and where to find more information.

Outcomes

- By June 2023, LARAEC.org will host a basic resource toolkit, including program search, transition and counseling resources, and PD and teacher resources.
 - Baseline usage data will be collected through Google analytics for each semester of the 2022-2023 school year.
 - LARAEC staff will work with APTs to add created and new content to the toolkit.
 - By June 2023, LARAEC will have created a knowledge area of the website to host common plans, guides, curriculum, information, data, and FAQs with starting answers.
-

Action Planning Teams

2. Counseling and Transitions APT

Focus on 1) Induction and orientation, 2) student engagement and support services, 3) dual enrollment, and 4) college and career pathways.

In addition to the activities listed in section 1, this APT will focus on:

Onboarding Best Practices - The staff survey showed that 72% of respondents indicated that they are moderately or extremely concerned about the student onboarding process, with 86% concerned about students' digital literacy skills. In some cases, students are unprepared for the digital literacy skills needed to register, communicate with staff, utilize software, access support, or engage in remote instruction. Based on the LARAEC student survey, 16% of respondents indicated they saw a counselor during the registration process and only 14% said they had an education plan for their coursework. LARAEC will continue work with the Counseling and Transitions APT in sharing best practices for registration, enrollment, orientation, and goal planning for students. LARAEC staff will archive recordings, handouts, and websites so that all member-district schools can access resources.

Outcomes:

- General APT outcomes listed in section 1 (spotlight session, resources, and knowledge base) By June 2023, contribute to the LARAEC knowledge area of the website to host common plans, guides, curriculum, information, data, and FAQs with starting answers. By June 2023, contribute to the LARAEC resource pages for students and staff.
- LARAEC staff will continue to work with the Counseling and Transitions APT to create opportunities for sharing best practices related to registration, enrollment, orientation, and goal planning. By June 2023, LARAEC will host at least one event specifically addressing onboarding.

3. Special Populations APT

Providing support, resources, and strategies to counselors and teachers working with special populations like AWD, immigrants, returning citizens, foster youth, or those with food and housing insecurity.

In addition to the activities listed in section 1, this APT will focus on:

Equity Topics: LARAEC staff will work with point persons and APTs to host sessions or professional development on relevant equity-related topics such as equitable instructional models and engagement strategies outlined in previous sections. These topics can include district personnel, action planning team members, subject matter experts, and guest speakers to address equity in instruction, access to programs, elevating curriculum, and working with diverse populations.

Student Community Topics - LARAEC staff will work with action planning team members and point persons to develop presentations of high interest to students. These sessions will offer students an opportunity to interact with experts and receive information about a variety of relevant topics including legal aid, immigration, mental health, and financial literacy.

- General APT outcomes listed in section 1 (spotlight session, resources, and knowledge base) By June 2023, contribute to the LARAEC knowledge area of the website to host common plans, guides, curriculum, information, data, and FAQs with starting answers. By June 2023, contribute to the LARAEC resource pages for students and staff.
 - LARAEC staff will work with the Supporting Special Populations APT to identify student topics of interest. By June 2023, LARAEC will host at least 1 student-focused community topic.
-

Action Planning Teams

4. Data Collaboration and Best Practices APT

Create and implement strategies for data collection and sharing best practices. Create resources for the LARAEC website and host collaborative sessions to share with the wider community.

In addition to the activities listed in section 1, this APT will focus on:

Data Definitions - As with any educational entity, there are many descriptors that are used for program elements, students, and outcome measures. LARAEC will create a glossary of major definitions that are used in LARAEC and adult education programs. These definitions may help with having a common understanding when using the same or similar terms across institutions. Although some definitions have distinct and different understandings that are institutionalized in specific districts, LARAEC will provide a glossary of terms for consortium and field staff to have a better understanding about the use of these terms in each context. Some of these terms include: completers, persisters, participants, students, virtual, hybrid, and hy-flex.

Outcomes:

- General APT outcomes listed in section 1 (spotlight session, resources, and knowledge base) By June 2023, contribute to the LARAEC knowledge area of the website to host common plans, guides, curriculum, information, data, and FAQs with starting answers. By June 2023, contribute to the LARAEC resource pages for students and staff.
- LARAEC staff will work with the Data APT and point persons to determine needed definitions. By June 2023, a definitions guide will be created that documents the term, definition(s), and districts that utilize the definition.

As an extension of previous year's work: continue to develop and share support to the field related to the identified umbrellas of data including:

- Incoming Data:
 - Phone calls
 - Email
 - Google Forms
 - Walk ins
- ASAP Data Enrollment & Attendance
- Tops Pro (TE) data & reports, CAEP Summary Reports
- Classroom and Classroom Support Data (Gradebooks, Grad Plans, APEX & BE data, HiSET
- Outcomes data: CASAS, EL Civics, HiSET results, Diplomas earned, Level promotions
- Transitions: academic (college) and/or career/workplace

Action Planning Teams

5. Marketing Collaboration and Strategies APT

With the support of consulting services, develop strategies and resources for faculty and staff for outreaching to communities of need. Emphasis will be on non-traditional strategies that compliment districts marketing campaigns. This APT will be tasked creating strategies for intentional outreach to identified target populations, working with LARAEC staff to develop marketing materials, and providing information/training sessions to member-districts and field personnel.

One-Pagers. LARAEC staff and point persons will work with the newly formed Marketing APT (see next section for details) to design engaging one-pagers highlighting adult education as a program along with directions for more information. These one-pagers can be utilized by all districts and easily customized. This collateral material will allow for consistent and distinct branding consortium wide; provide useful material to distribute to community partners; create consistent messaging around consortium programs and offerings; and provide a resource to facilitate access to websites, phone numbers and registration information. Since word of mouth is one of our most used marketing tactics, these one-pagers can also be used by existing students as they share about programs. This gives potential students an informational item and call to action.

Materials for Special Populations. LARAEC staff and point persons will work with the Marketing APT to create alternate versions of one-pagers that market to specific populations. A focus in this new three-year plan is to intentionally outreach to underserved populations and communities of need. Marketing materials can be created that specifically target Spanish speakers, unemployed job seekers, and those without high school diplomas. Materials may also be created to address unique needs of returning citizens (formerly incarcerated), unhoused individuals, disconnected youth, and 50+ students. Unique marketing materials can highlight specific programs and support services that are attractive to these population segments and make continuing education more accessible.

Websites and Social Media - Based on the student survey, the top two ways that students find out about member-district programs are family or friends (51%) and school websites (20%). Focus area group members commented that many schools need to enhance their websites to make them more user friendly and have direct connections to services and registration. LARAEC staff and point persons will work with a Marketing APT and consultants to offer information sessions on strategies for making more engaging websites that promote connections with the school, registrations, and calls to action. Although some sites have skilled staff that support web development and robust social media presence, there is a marked unevenness from site to site. Focus at the LARAEC level may provide more equitable support.

Outcomes

- General APT outcomes listed in section 1 (spotlight session, resources, and knowledge base) By June 2023, contribute to the LARAEC knowledge area of the website to host common plans, guides, curriculum, information, data, and FAQs with starting answers. By June 2023, contribute to the LARAEC resource pages for students and staff.
 - By June 2023, a highly engaging one-pager will be created along with matching digital marketing campaign materials.
 - By June 2023, At least one collateral item for Spanish speakers, job seekers, and HSD will be created.
-

Action Planning Teams

6. Remote Learning APT

Translating staff survey results into a plan for professional development in order to build faculty knowledge and expertise with tech tools, online resources, and remote teaching practices.

Remote Learning APT - LARAEC will create an Action Planning Team to strengthen remote learning in all program areas. On the staff survey, the top 5 areas of requested professional development were all technology related. Staff requested PD in incorporating digital resources, using advanced technologies (video editing, LMS management, and Google suite), strategies for blended and remote learning, using cloud-based technologies, and basic computer skills. APT members will outline and create opportunities for school-level staff to build their knowledge and expertise with technology tools, online resources, and remote teaching practices. APT members will work with LARAEC staff to organize and promote events, lunchtime sessions, and PD.

Methods, Pedagogy/Andragogy, and PD - LARAEC will support member-district remote, hybrid, and in-person learning by organizing a variety of relevant professional development and events. These staff learning opportunities will include research-based teaching methods, program-specific pedagogies, and adult learning practices. Professional development may also include remote teaching models, like *TPACK* and *SAMR*, as well as engagement and equitable instruction models, like *UDL* and *culturally relevant education*.

Best Practices - LARAEC will create opportunities for member-district or outside consortia personnel to share proven practices that address persistence and completion. The staff survey showed that more than 50% of respondents wanted more support in shared practices for engaging and communicating with students and shared practices for reaching out to non-completers and non-returners. LARAEC staff will work with the district point people to identify personnel that have high conversion rates for participants, high persistence rates, or high completion rates. High performers will be invited to share strategies with other educators.

Outcomes

- General APT outcomes listed in section 1 (spotlight session, resources, and knowledge base) By June 2023, contribute to the LARAEC knowledge area of the website to host common plans, guides, curriculum, information, data, and FAQs with starting answers. By June 2023, contribute to the LARAEC resource pages for students and staff.
 - By June 2023, LARAEC will establish a Remote Learning APT to identify needed support and professional development, and work with LARAEC staff and point persons to coordinate training or best practice sharing sessions.
 - By June 2023, LARAEC will host at least two best practice or sharing sessions specifically designed to address engagement and persistence.
-