

California Adult Education Program Implementation Meeting

May 18, 2023 ♦ 1:00pm-3:00pm

Webex Meeting Agenda

Link: <https://gca.webex.com/gca/j.php?MTID=me747a4e76ba43f3e7e17ef11c57e39cf>

Agenda Item		Purpose	Person(s) Responsible	Timeframe
I.	Introduction	A. Welcome B. Roll Call	Alfred MaryAnn	5 min
II.	Public Comment	A. Community Comments	Community	5 min
III.	Minutes	A. Review & Approval of Minutes for April 20, 2023	Board	5 min
IV.	Director's Report	A. Updates from the Director	Alfred	15 min
V.	Strategic Planning	A. Annual Plan B. Upcoming Professional Development	MaryAnn	40 min
VI.	GlendaleLEARNs Partners	A. Partner Updates	Partners	20 min
VII.	Next Meeting	A. Next meeting date: June 15, 2023		
IX.	Adjourn	A. Adjournment		

Our Mission: The Glendale Community College Regional Consortium welcomes adult learners of all abilities and provides accessible pathways to skill acquisition and education towards viable employment, through multiple career partners.

Adult Education Implementation Virtual Meeting: WebEx

April 20, 2023 ♦ 1:00pm-3:00pm

Attendees: Ani Khachikyan, Alees Gharibian, Lina Jazrawi, Laura Isaacs, Jonathan Pelletier

Board Members: Judith Velasco, Alfred Ramirez

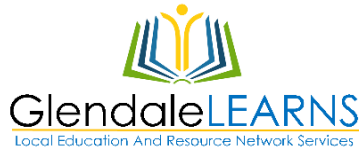
Coordinator: MaryAnn Pranke

Meeting Notes

Agenda Item		Outcome
I.	Minutes	A. Review & Approval of Minutes for March 16, 2023. 1. Minutes for March 16, 2023 were unanimously approved.
II.	Director's Report	A. Director Update & Report 1. Alfred reported that enrollments are high at the Garfield Campus in non-credit classes; however, enrollments are down in credit courses (Verdugo Campus). Enrollments in non-credit by Fall, will be higher than pre-pandemic. 2. Garfield Campus is currently on Spring Break; hence, the lower participation number in today's meeting. 3. Alfred also noted that the increase in enrollments, including Basic and Secondary Education, is due to multiple factors including influx of refugees. Computer classes are also filled to capacity, not just ESL.
III.	Partner Presentation	A. Department of Rehabilitation – Jonathan Pelletier 1. Jonathan presented an update on programs and services available through Department of Rehabilitation.
IV.	Partner Updates	A. Department of Rehabilitation (DOR) 1. No further update to report. B. Verdugo Jobs Center (VJC) 1. Ani announced that Dislocated Worker funding is still available for anyone laid off from a job. Career services are available for anyone, including Garfield students. Ani also noted that VJC is actively enrolling Garfield students in externships, specifically for dental and medical assistant graduates.

Agenda Item		Outcome
		C. JVS SoCal 1. Lina reported that new arrivals are receiving benefits from Department of Public Social Services (DPSS) to be prepared to live in this country. DPSS mandates that new arrivals participate in workforce development programs. a. Program provides supportive services to assist with training including: ancillary allowance payments, technology support, transportation support, etc. b. Program also provide employment assistance, job club, work readiness, life skills. Workshops are available in multiple languages including Arabic and Farsi.
V.	Next Meeting	Next meeting date: May 18, 2023; 1:00pm-3:00pm

Meeting Schedule Program Year 2022 - 2024



Month	Date	Partner Presentation
May	May 18, 2023	Strategic Planning: CAEP Annual Plan
June	June 15, 2023	Home Again LA Keynote: <i>Fundamentals of Emotional Intelligence in the Workplace</i> : Melina Sardar
July	July 20, 2023	Professional Development: <i>Stress Management: Manage your stress before it manages you!</i> Melina Sardar
August	August 17, 2023	Frank D. Lanterman Regional Center
September	September 21, 2023	The Campbell Center
October	October 19, 2023	JVS SoCal
November	November 16, 2023	Professional Development: TRAUMA! The Most Powerful Hidden Barrier to Employment - Larry Robbin
December	December 21, 2023	No Meeting
January	January 18, 2024	Armenian Relief Society
February	February 15, 2024	
March	March 21, 2024	
April	April 18, 2024	
May	May 16, 2024	
June	June 20, 2022	



GlendaleLEARNs

Local Education And Resource Network Services

CAEP ANNUAL PLAN 2023-2024

Identified Barriers

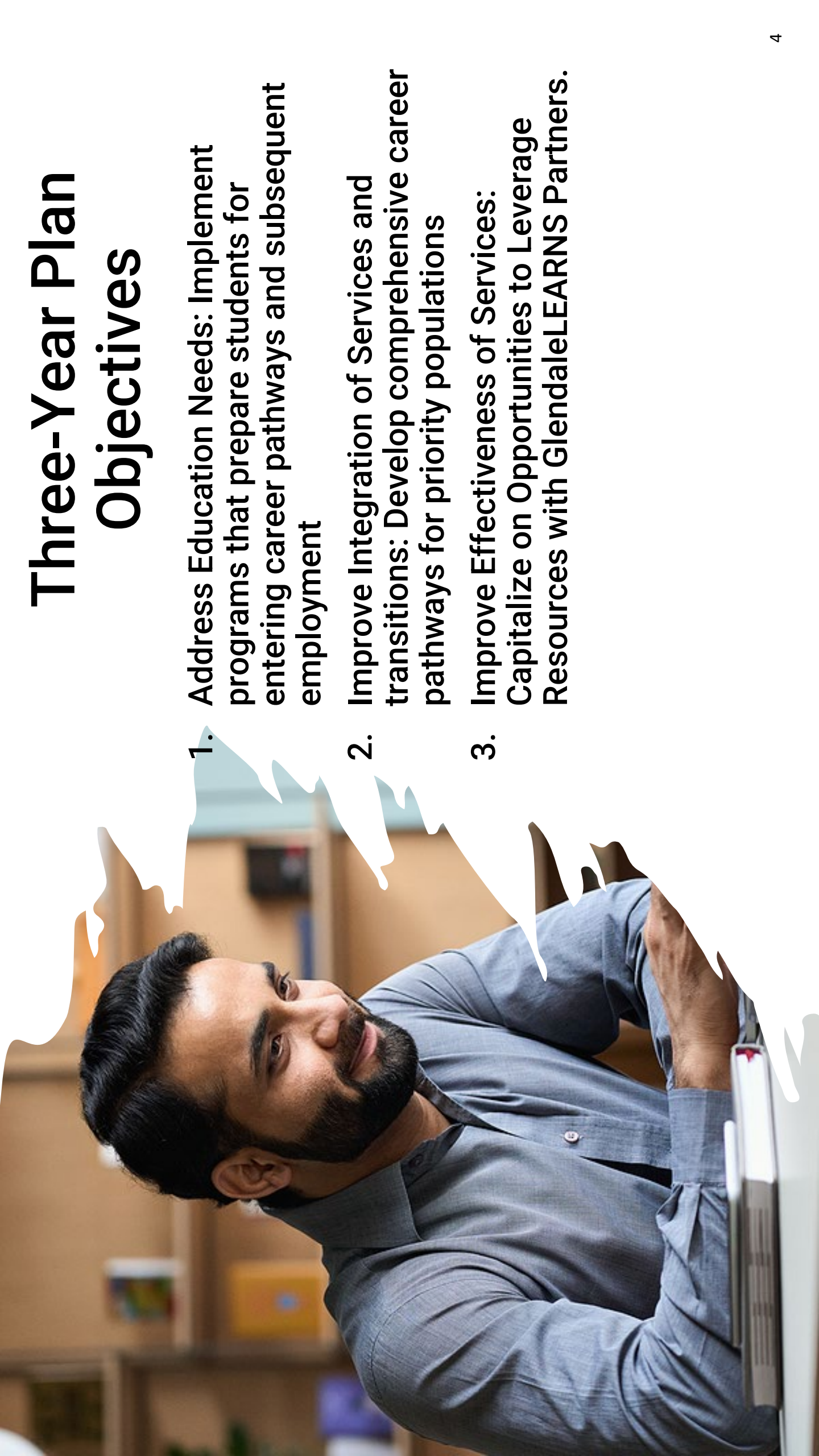
- Lack of Technology: Hotspots
- Financial challenges due to inflation
- Fear of Public Transportation
- Unstable Lives/Changing Schedules
- Loss of Shelter/Homes
- Mental Health & Well Being Issues
- Fear of Going Back to Work/College
- Lack Work Experience
- Not Able to Establish Partnership with Students for Encouragement In-Person
- Language barriers
- Adults without diplomas/HSE
- Uncertain economic environment
- Uncertain educational levels resulting from lockdowns
- Continued pandemic cases and deaths
- Mismatch between skills of unemployed and skills in demand





Identified Needs

- Supportive services
- Paid work-based learning
- Comprehensive career pathways
- Bridge programs
- Hybrid opportunities for education and training: in-person and distance learning
- Continue co-enrollment to meet student needs
- Continue building partnerships with emphasis on K-12 counselors
- Continue professional development opportunities



Three-Year Plan Objectives

1. Address Education Needs: Implement programs that prepare students for entering career pathways and subsequent employment
2. Improve Integration of Services and transitions: Develop comprehensive career pathways for priority populations
3. Improve Effectiveness of Services: Capitalize on Opportunities to Leverage Resources with GlendaleLEARNs Partners.

Annual Plan Goals

22-23

- Develop Comprehensive Career Pathways for Priority populations
 - Develop programs to meet needs of ELL, AWD, Low-income, Low education levels
- Implement Educational Programs that Prepare Students for Entering Career Pathways and Employment
 - Expand access to ABE/ASE/ESL
 - Contextualize ABE/ASE/ESL in career pathways





Annual Plan Goals (continued)

- Access supportive services to reduce or fully address barriers that students face.
 - Access resources to assist with living expenses
 - Include access to mental health services
- Continue hybrid opportunities that offer distance learning opportunities and continued digital literacy offerings.

Annual Plan Goals (continued)

- Capitalize on opportunities to leverage resources with GlendaleLEARNS partners
 - Continue co-enrollments with other funding sources (i.e. WIOA) to maximize services to students.
 - Continue professional development and expanding knowledge of partner programs and services.



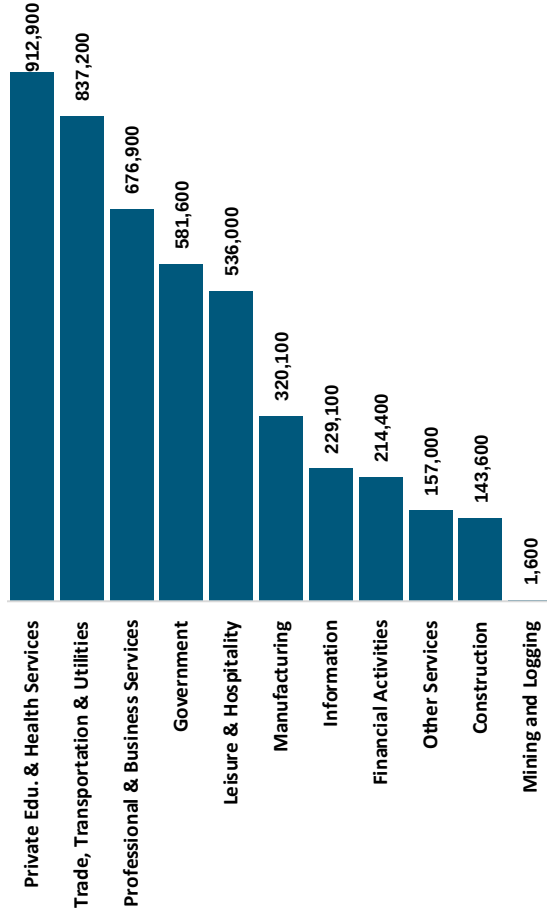


GlendaleLEARNs

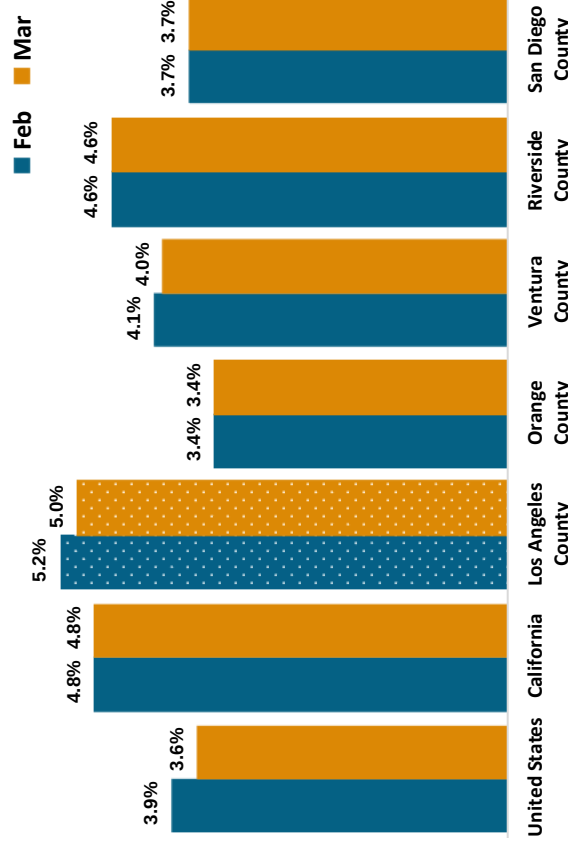
Local Education And Resource Network Services

CAEP ANNUAL PLAN 2023-2024

March Industry Sectors Ranked by Employment Size¹



Unemployment Rate (%)²



Online Job Advertisements – March 2023 Help Wanted Online³

Top 10 Employers

Northrop Grumman	2,381	Registered Nurses
University of California, L.A.	2,319	Managers, All Other
Space X	1,508	Retail Salespersons
Starbucks Coffee Company	1,175	Sales Reps., Wholesale & Mfg., excl. Tech & Sci. Products
Kaiser Permanente	1,077	Computer Occupations, All Other
University of Southern California	968	Customer Service Representatives
Cedars-Sinai	846	First-Line Supervisors of Retail Sales Workers
Providence Health & Services	836	Software Developers, Applications
Marriott International Inc.	629	Medical and Health Services Managers
Allied Universal	619	Combined Food Prep. & Serving Workers, incl. Fast Food

Top 10 Occupations

Registered Nurses	7,129	Los Angeles	70,570
Managers, All Other	4,899	Pasadena	6,774
Retail Salespersons	4,218	Long Beach	6,653
Sales Reps., Wholesale & Mfg., excl. Tech & Sci. Products	4,027	Burbank	5,696
Computer Occupations, All Other	3,509	Santa Monica	5,180
Customer Service Representatives	3,417	Torrance	4,623
First-Line Supervisors of Retail Sales Workers	3,390	Glendale	3,591
Software Developers, Applications	2,570	Santa Clarita	3,516
Medical and Health Services Managers	2,288	El Segundo	3,428
Combined Food Prep. & Serving Workers, incl. Fast Food	2,266	Palmdale	2,733

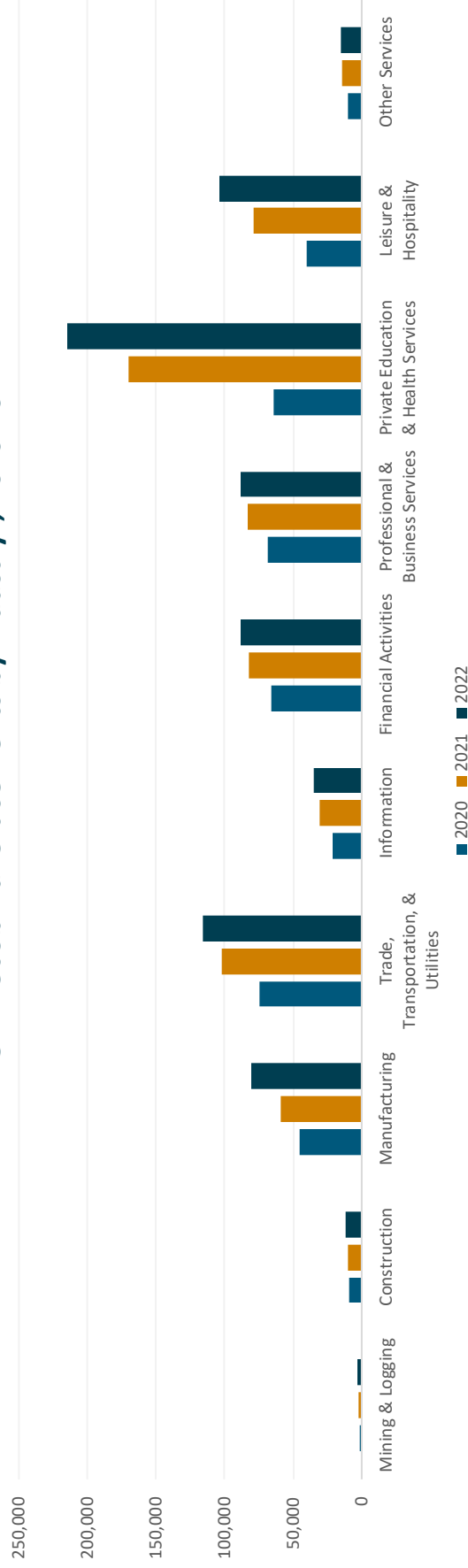
Top 10 Cities

Los Angeles	70,570
Pasadena	6,774
Long Beach	6,653
Burbank	5,696
Santa Monica	5,180
Torrance	4,623
Glendale	3,591
Santa Clarita	3,516
El Segundo	3,428
Palmdale	2,733

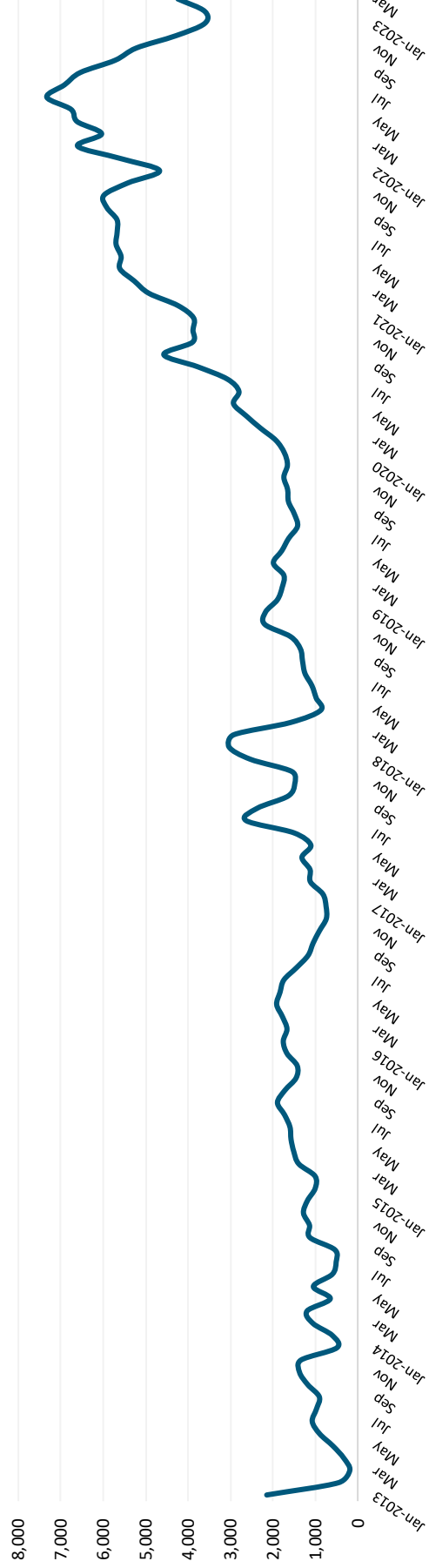
Los Angeles County

Economic Summary 2023 – 1st Edition

Online Job Advertisements by Industry⁴, 2020-2022



Work From Home Online Job Postings⁵, 2013-2023



Sources: ¹Current Employment Statistics (March 2023), ²Local Area Unemployment Statistics (March 2023), ³The Conference Board®-Burning Glass® Help Wanted OnLine® (HWOL) Data Series (March 2023), ⁴The Conference Board®-Burning Glass® Help Wanted OnLine® (HWOL) Data Series (2020-2022), ⁵The Conference Board®-Burning Glass® Help Wanted OnLine® (HWOL) Data Series (2013-2023) – Postings are classified as “Work From Home” if any part of the ad offers work from home, telecommute, work remotely, or related keyword as an option.

***STV 21 — Business Math and Calculators** - Students improve basic and business math skills and learn calculators by touch with speed development and calculator functions. “may join at any time”

1436	MW	8:00 am — 12:00 pm	REMOTE
1439	S	8:00 am — 12:00 pm	REMOTE
1470	TTH	8:00 am — 12:00 pm	REMOTE (TH TR 307)
1437	MW	12:30 pm — 4:30 pm	REMOTE
1476	TTH	12:30 pm — 4:30 pm	REMOTE (TH TR 307)
1438	TTH	5:00 pm — 9:00 pm	REMOTE

***STV 22 — Beginning Account Clerk** - Students will study full cycle accounting in chapters 1-17: financial statements, payroll, and accounts receivable and payable in manual, QuickBooks and Peachtree format. “may join at any time”

1440	MW	8:00 am — 12:00 pm	REMOTE
1441	S	8:00 am — 12:00 pm	REMOTE
1472	TTH	8:00 am — 12:00 pm	REMOTE (TH TR 307)
1442	MW	12:30 pm — 4:30 pm	REMOTE
1478	TTH	12:30 pm — 4:30 pm	REMOTE (TH TR 307)
1443	TTH	5:00 pm — 9:00 pm	REMOTE

***STV 23 — Advanced Account Clerk** - Students will study advanced accounting in chapters 18-24: financial statements, uncollectible, notes payables and receivables, accruals, inventory, and advanced accounts receivable/payable in manual QuickBooks and Peachtree formats. “may join at any time”

1444	MW	8:00 am — 12:00 pm	REMOTE
1445	S	8:00 am — 12:00 pm	REMOTE
1474	TTH	8:00 am — 12:00 pm	REMOTE (TH TR 307)
1446	MW	12:30 pm — 4:30 pm	REMOTE
1480	TTH	12:30 pm — 4:30 pm	REMOTE (TH TR 307)
1447	TTH	5:00 pm — 9:00 pm	REMOTE

STV 40 — 21st Century Employment Strategies - This course prepares students for success in gaining employment. Topics to be covered include resume development, cover letters, interviewing techniques.

1448	MW	8:00 am — 12:00 pm (+8 hrs online per week)	REMOTE/HYBRID
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STV 50 — Customer Service Skills — Hybrid This course is partially online. First day attendance is required. This course covers office procedures, telephone skills, problem solving, interpersonal communication, and other business issues.

1748	MW	8:00 am — 12:00 pm (+8 hrs online per week)	REMOTE/HYBRID
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Glendale, CA 91205

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www.glendale.edu

All classes are subject to change.
Please check our website for our current classroom schedule

* "Students may join this class at any time."



*STV 11 — Beginning Keyboarding

1483	MTWTHFS	8:00 am — 12:00 pm	REMOTE (TTHF MP 315)
1460	MTWTH	12:00 pm — 4:00 pm	REMOTE (TTH MP 315)
1426	MTWTH	4:00 pm — 8:00 pm	REMOTE

*STV 12 — Intermediate Keyboarding

1484	MTWTHFS	8:00 am — 12:00 pm	REMOTE (TTHF MP 315)
1461	MTWTH	12:00 pm — 4:00 pm	REMOTE (TTH MP 315)
1429	MTWTH	4:00 pm — 8:00 pm	REMOTE

*STV 13 — Advanced Keyboarding

1485	MTWTHFS	8:00 am — 12:00 pm	REMOTE (TTHF MP 315)
1462	MTWTH	12:00 pm — 4:00 pm	REMOTE (TTH MP 315)
1432	MTWTH	4:00 pm — 8:00 pm	REMOTE

*STV 14 — Keyboarding/HS Credit

1463	MTWTH	12:00 pm — 4:00 pm	REMOTE (TTH MP 315)
1435	MTWTH	4:00 pm — 8:00 pm	REMOTE

STV 70 — Introduction to Computers

1488	TTH	9:00 am — 11:00 am (+4 hrs online per week)	8/1 — 8/10	REMOTE/HYBRID
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STV 80 — Windows

1783	TTH	12:30 pm — 4:30 pm	6/20 — 6/29	MP 316
1464	MW	12:30 pm — 2:30 pm (+4 hrs. online per week)	7/31 — 8/9	REMOTE/HYBRID

STV 90 — Beginning Microsoft Excel

1467	MW	12:30 pm — 2:30 pm (+4 hrs. online per week)	6/21 — 7/26	REMOTE/HYBRID
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STV 100 — Beginning Microsoft Word

1490	TTH	9:00 am — 11:00 am (+4 hrs. online per week)	6/20 — 7/27	REMOTE/HYBRID
1796	TTH	12:30 pm — 4:30 pm	7/6 — 8/10	MP 316

STV 72 — Google Workspace Fundamentals

1465	MW	9:00 am — 11:00 am (+4 hrs online per week)	6/21 — 7/12	REMOTE/HYBRID
1466	MW	5:30 pm — 9:30 pm	6/21— 7/12	REMOTE/HYBRID

STV 73 — Google Workspace Intermediate

1468	MW	9:00 am — 11:00 am (+4 hrs online per week)	7/17 — 8/9	REMOTE/HYBRID
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STV 111 — PowerPoint

1795	W	5:30 pm — 9:30 pm	6/21 — 8/9	REMOTE
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STV 120 — Computer Lab

Open Lab for Garfield Campus students.

1459	MTWTH	8:00 am — 7:00 pm (7-9 pm Remote)	MP 309
	F	8:00 am — 12:00 pm (12:30-4:30 pm Remote)	MP 309
	S	8:00 am — 3:00 pm	REMOTE

*STV 61 — Administrative Medical Assisting

- This course includes: Medical Terminology, Front Office Procedures, Medical Billing and Coding, Medical Transcription and Medical Software.

1449	MTWTH	8:30 am — 10:30 am (+8 hrs online per week)	REMOTE/HYBRID
1450	MTWTH	11:00 am — 3:00 pm	REMOTE (MW MP 314)
1451	MTWTH	4:00 pm — 8:00 pm	REMOTE

STV 65 — Basic Review for California Certified Medical Assistant

1482	TTH	8:30 am — 10:30 pm (+8 hrs online per week)	6/20 — 7/6	REMOTE/HYBRID
1482	MW	12:30 pm — 2:30 pm (+8 hrs online per week)	6/20 — 7/6	REMOTE/HYBRID
1797	MTWTH	8:30 am — 10:30 pm (+8 hrs online per week)	7/10 — 7/27	REMOTE/HYBRID



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GYAinfo@glendaleCA.gov

1255 S. Central Ave,
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www.GlendaleYouthAlliance.com



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4 units (2 hrs lecture + 6 hrs lab)
UC & CSU transferable

RECOMMENDED PREPARATION
ENGL 101, MATH 100, BIO 140 or BIO 101 or BIO 112, and CHEM 110 or CHEM 120, or equivalent

Learn common techniques used in labs:

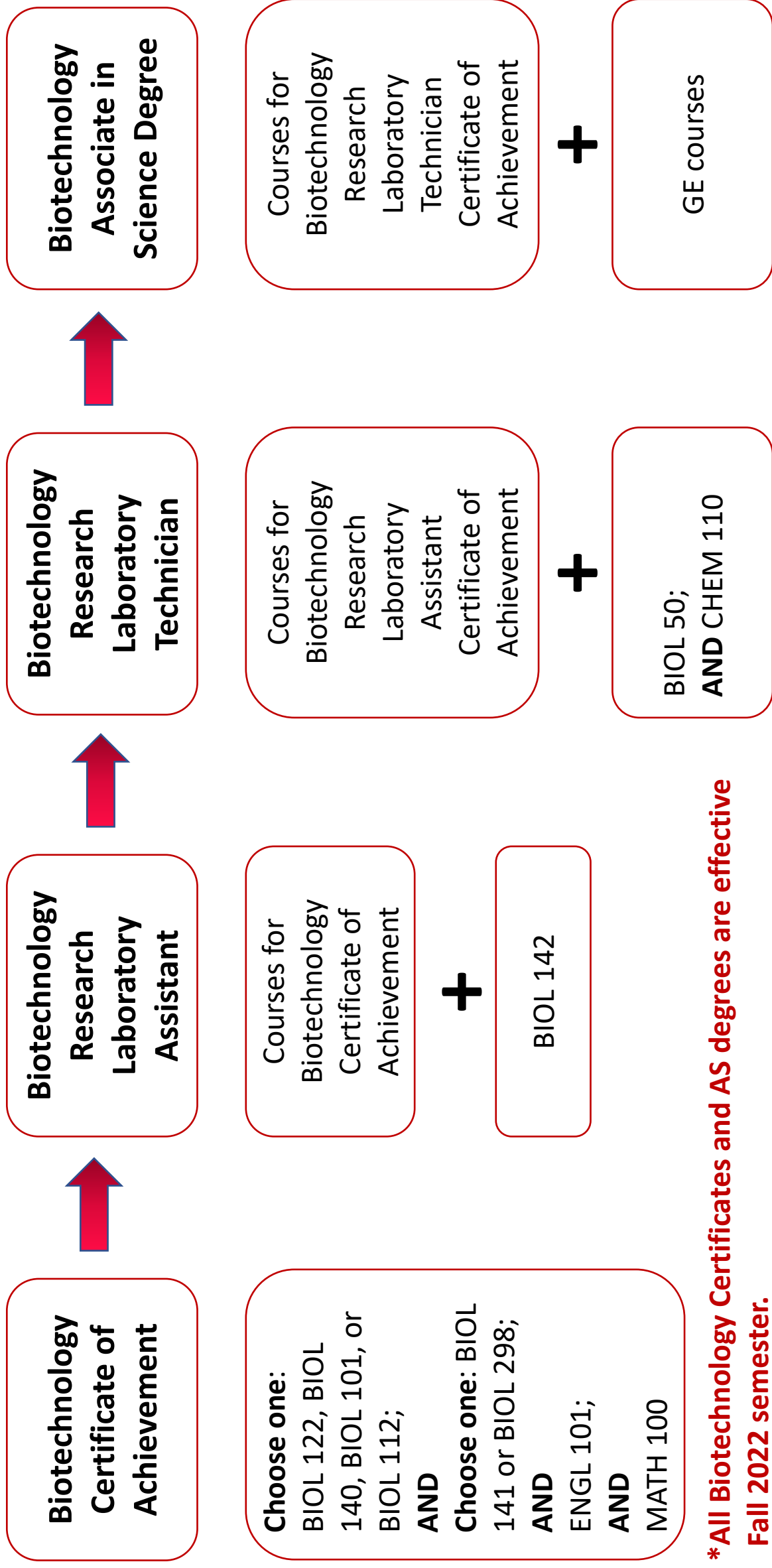
- PCR
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- Good manufacturing practices
- Western blot
- ELISA
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