

California Adult Education Program Implementation Meeting

May 16, 2024 ♦ 1:00pm-3:00pm

Webex Meeting Agenda

Agenda Item		Purpose	Person(s) Responsible	Timeframe
I.	Introduction	A. Welcome	Alfred	5 min
II.	Minutes	A. Review & Approval of Minutes for April 18, 2024	Board	5 min
III.	Public Comment	A. Community Comments	Community	5 min
IV.	Strategic Planning	A. Labor Market Report B. Review of Annual Plan 2024	MaryAnn	30 min
V.	Professional Development	A. Preparing for 2024-2025 B. Partner Updates	GlendaleLEARNs	45 min
VI.	Next Meeting	A. Next meeting date: May 16, 2024		
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

April 18, 2024 ♦ 1:00pm-3:00pm

Attendees: Gamid Ahkmedov, Alees Gharibian, Hilda Ghazarian, Edith Gonzalez, Laura Isaacs-Galvan, Ani Khachikyan, Jonathan Pelletier, Melina Sardar

Board Members: Alfred Ramirez, Judith Velasco

Coordinator: MaryAnn Pranke

Meeting Notes

Agenda Item		Outcome
I.	Minutes	A. Approval of Minutes 1. Minutes for March 21, 2024 were presented and approved by the Board.
II.	CFAD	A. Consortium Fiscal Administrative Declaration (CFAD) 1. The CFAD was presented and approved by the Board. 2. MaryAnn will submit the CFAD to the Chancellor's Office by the deadline of May 2, 2024.
III.	Professional Development	A. Emotional Hijack: How to Not Take Things Personal! 1. Melina Sardar conducted the webinar.
IV.	Next Meeting	Next meeting will be held: May 16, 2024; 1:00-3:00pm

***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”

1542	MW	8:00 am — 12:00 pm	REMOTE	6/17-7/20
1545	S	8:00 am — 12:00 pm	REMOTE	6/17-7/20
1568	TTH	8:00 am — 12:00 pm	MP 314	6/17-7/20
1543	MW	12:30 pm — 4:30 pm	REMOTE	6/17-7/20
1571	TTH	12:30 pm — 4:30 pm	MP 314	6/17-7/20
1544	TTH	5:00 pm — 9:00 pm	REMOTE	6/17-7/20

***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”

1546	MW	8:00 am — 12:00 pm	REMOTE	6/17-7/20
1547	S	8:00 am — 12:00 pm	REMOTE	6/17-7/20
1569	TTH	8:00 am — 12:00 pm	MP 314	6/17-7/20
1548	MW	12:30 pm — 4:30 pm	REMOTE	6/17-7/20
1572	TTH	12:30 pm — 4:30 pm	MP 314	6/17-7/20
1549	TTH	5:00 pm — 9:00 pm	REMOTE	6/17-7/20

***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 Quick-Books and Peachtree formats. “may join at any time”

1550	MW	8:00 am — 12:00 pm	REMOTE	6/17-7/20
1551	S	8:00 am — 12:00 pm	REMOTE	6/17-7/20
1570	TTH	8:00 am — 12:00 pm	MP 314	6/17-7/20
1552	MW	12:30 pm — 4:30 pm	REMOTE	6/17-7/20
1573	TTH	12:30 pm — 4:30 pm	MP 314	6/17-7/20
1553	TTH	5:00 pm — 9:00 pm	REMOTE	6/17-7/20

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.

1554	TTH	8:00 am — 12:00 pm (+8 hrs online per week)	6/18 — 7/25	REMOTE/HYBRID
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STV 33 — Business Letter Writing - This course covers business letter composition, English essentials, and the production of other workplace documents such as agendas and minutes.

1762	MW	8:00 am — 10:00 am (+4 hrs online per week)	7/1 — 7/24	REMOTE/HYBRID
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**TUITION - FREE
SUMMER 2024**

CONTINUING EDUCATION
BUSINESS AND COMPUTER
CLASSES

June 17 — August 10, 2024

Glendale Community College
Garfield Campus
1122 East Garfield Avenue
Glendale, CA 91205

Contact Information:
(818) 240-1000, ext. 5690
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 — Classes end 7/27

1575	MTWTHS	8:00 am — 12:00 pm	MWS REMOTE	TTH	MP 315
1559	MTWTH	12:00 pm — 4:00 pm	MW REMOTE	TTH	MP 315
1538	MTWTH	4:00 pm — 8:00 pm	REMOTE		

*STV 12 — Intermediate Keyboarding — Classes end 7/27

1576	MTWTHS	8:00 am — 12:00 pm	MWS REMOTE	TTH	MP 315
1560	MTWTH	12:00 pm — 4:00 pm	MW REMOTE	TTH	MP 315
1539	MTWTH	4:00 pm — 8:00 pm	REMOTE		

*STV 13 — Advanced Keyboarding — Classes end 7/27

1577	MTWTHS	8:00 am — 12:00 pm	MWS REMOTE	TTH	MP 315
1561	MTWTH	12:00 pm — 4:00 pm	MW REMOTE	TTH	MP 315
1540	MTWTH	4:00 pm — 8:00 pm	REMOTE		

*STV 14 — Keyboarding/HS Credit — Classes end 7/27

1562	MTWTH	12:00 pm — 4:00 pm	MW REMOTE	TTH	MP 315
1541	MTWTH	4:00 pm — 8:00 pm	REMOTE		

STV 70 — Introduction to Computers

1579	MW	5:30 pm — 9:30 pm	6/17 — 6/26	REMOTE	
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STV 80 — Windows

1563	TTH	9:00 am — 11:00 am (+4 hrs. online per week)	7/30 — 8/8	REMOTE/HYBRID	
1643	TTH	5:30 pm — 9:30 pm	6/18 — 6/27	REMOTE	

STV 72 — Google Workspace Fundamentals

1564	MW	9:00 am — 1:00 pm	6/17 — 7/10	SG 137 (Verdugo Campus)	
1565	MW	12:30 pm — 2:30 pm	6/17 — 7/10	REMOTE/HYBRID	

STV 73 — Google Workspace Intermediate

1756	S	8:00 am — 12:00 pm	6/22 — 8/10	REMOTE	
1755	MW	9:00 am — 1:00 pm	7/15 — 8/7	SG 137 (Verdugo Campus)	
1567	MW	12:30 pm — 2:30 pm (+4 hrs. online per week)	7/15 — 8/7	REMOTE/HYBRID	

M = Monday T = Tuesday W = Wednesday TH = Thursday F = Friday S = Saturday

STV 90 — Beginning Microsoft Excel

1566	MW	12:30 pm — 4:30 pm	7/1 — 8/7	MP 316	
1763	MW	1:30 pm — 5:30 pm	6/24 — 7/31	SG 137 (Verdugo Campus)	

STV 91 — Microsoft Advanced Excel

1758	TTH	5:30 pm — 9:30 pm	7/2 — 8/8	REMOTE	
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STV 100 — Beginning Microsoft Word

1580	TTH	9:00 am — 11:00 am (+4 hrs. online per week)	6/18 — 7/25	REMOTE/HYBRID	
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STV 111 — Microsoft PowerPoint

1644	MW	9:00 am — 11:00 am (+4 hrs. online per week)	6/17 — 7/10	REMOTE/HYBRID	
1759	T	12:30 pm — 4:30 pm	6/18 — 8/6	MP 316	

STV 150 — Integrated Technology

1760	MW	9:00 am — 11:00 am (+4 hrs. online per week)	7/15 — 8/7	REMOTE/HYBRID	
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*STV 61 — Administrative Medical Assisting

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

1555	MTWTH	8:30 am — 10:30 am (+8 hrs. online per week)	REMOTE/HYBRID		
1556	MTWTH	11:00 am — 3:00 pm	TTH REMOTE	MW SO 102	
1557	MTWTH	4:00 pm — 8:00 pm	REMOTE		

STV 65 — Basic Review for California Certified Medical Assistant

1574	TTH	8:30 am — 10:30 am (+8 hrs online per week)	6/17 — 7/6	REMOTE/HYBRID	
1574	MW	12:30 pm — 2:30 pm (+8 hrs. online per week)	6/17 — 7/6	REMOTE/HYBRID	
1646	MTWTH	8:30 am — 10:30 am (+8 hrs. online per week)	7/8 — 7/27	REMOTE/HYBRID	

*STV 120 — Computer Lab Open Lab for Garfield Campus students. “may join at any time”

1558	MTWTH	8:00 am — 7:00 pm	MP 309	7:00 pm — 9:00 pm	REMOTE
	F	8:00 am —12:00 pm	MP 309	12:30 pm — 4:30 pm	REMOTE
	S	8:00 am — 3:00 pm			REMOTE



GlendaleLEARNs

Local Education And Resource Network Services

CAEP ANNUAL PLAN 2024-2025

Identified Barriers

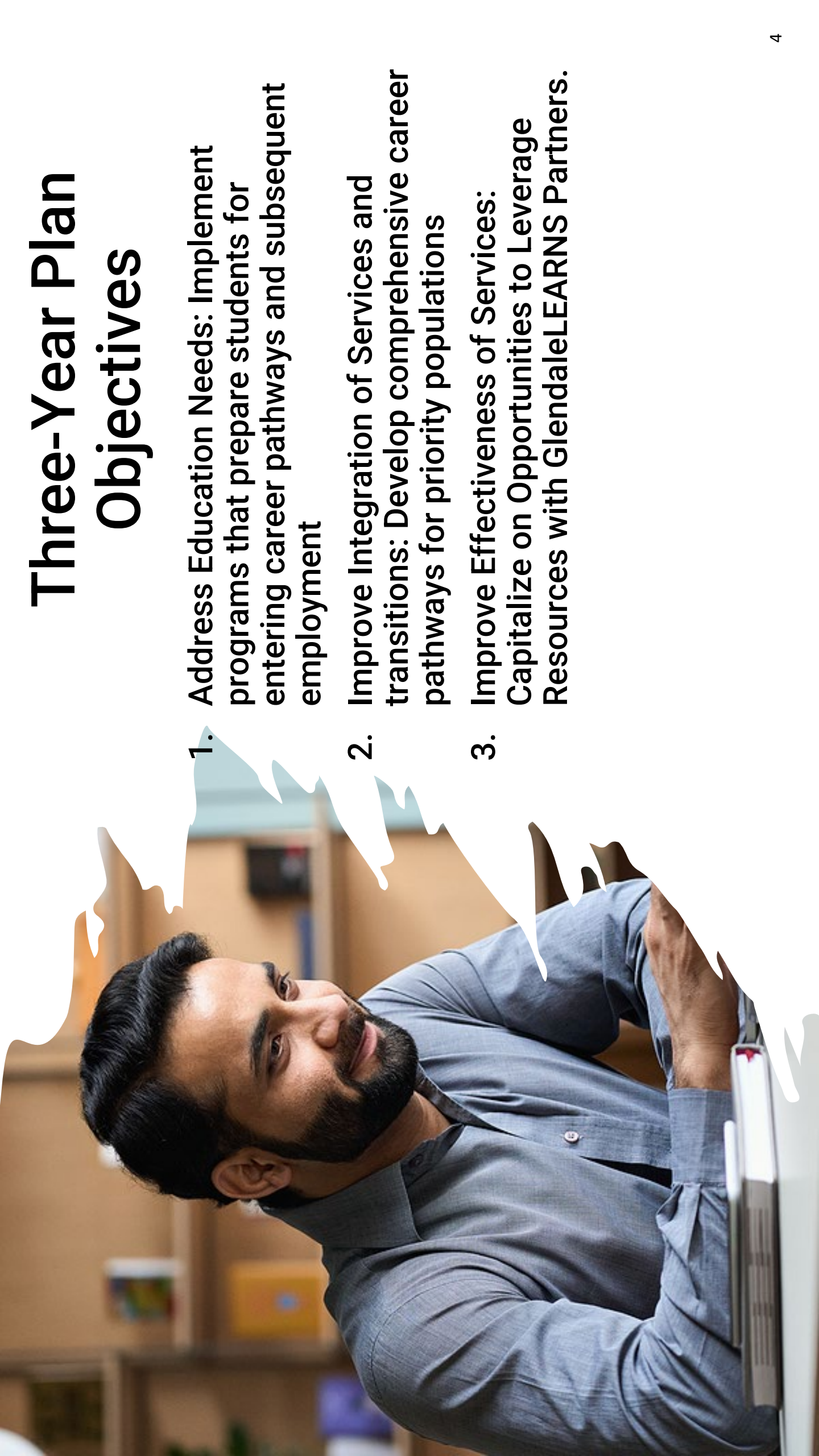
- Lack of Technology: Hotspots
- Financial challenges due to inflation
- Fear of Public Transportation
- Unstable Lives/Changing Schedules
- Loss of Shelter/Homes
- Mental Health & Well Being Issues
- Fear of Going Back to Work/College
- Lack Work Experience
- Not Able to Establish Partnership with Students 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

23-24

- 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 2024-2025