

**Brief overview of your agency (# of students, location, what program areas you are working with)**

The Apple Valley Adult Education Campus consists of 11 buildings and a courtyard. We are an innovative campus with 3 computer labs and 7 instructional rooms. We pride ourselves on building a program that is centered on the ever-evolving needs of our 21st-century learners. This year, AVAES has increased enrollment in all programs. Our student population has grown from 460 to over 640. Through a facilities-use agreement with Victor Valley College, we were able to meet the needs of an additional 250 ESL students. Over the past 6 years, this is AVAES and Victor Valley Community College's attempt at a 5th pilot. This ESL non-credit pilot is by far the most successful pilot yet. Together with our community college, we are trying to accelerate our combined learner's matriculation rate to both credit-bearing classes and into the workforce.

**Introduce team members, mention on-site extended team members**

Our team consists of 1 administrator, Coordinator, Adele McClain,, and 2 office support staff Claudia Escobar, the office Coordinator and Melina Bezada, Administrative Clerk II. Administrator Adele McClain brings 27 years of teaching experience and a long history of teaching ESL and HSE classes. She has held an administrative credential for 7 years. Claudia Escobar is an immigrant from Honduras. Claudia has worked in a variety of school office settings and is used to providing assistance to whole families. She has also worked for a local employment agency. Melina Bezada is an AVAES graduate and OTAN student success winner. Melina is a product of both AVAES and VVC. She helps to encourage our hesitant students with her own story as a successful bilingual single mother of 2. She is a proud first-generation college student of 2 immigrant parents.

At my site, I have 1 full-time teacher that possesses both an Adult Education Credential and a master's degree in TESOL. We also have a paraeducator assigned to proctor all of our casias tests and follow up on our E & E survey. We have 8 Independent study teachers and 3 Career Technical Education teachers for our construction and medical college articulated classes

**How did IDEAL 101 and the development and completion of a site plan help meet your program and DLAC goals?**

Our team at Apple Valley had to come up with what we could do that was actionable to support the goal of a shared student orientation process. Each staff

member on my team has a role to play in supporting the orientation process. We possess a wait list with the information necessary for the college to create a student profile and enroll students in non credit classes. All of my staff help with language support and advertisement of support services to insure the persistence of our learners.

IDEAL 101 has helped us with communication tools. It has helped us to discover our strengths so that we can build a better team based on our strengths.

### **Accomplishments to date**

We created an orientation specific to adult learners increasing access and equity to all the opportunities available at the community college.( Eventually we can add all courses at all k12 schools )

We have identified transitional pathways between the k12 and college. We are streamlining the registration and orientation processes by assigning different tasks to specific individuals while making sure we all understand the processes in registration.

How have you used the skills learned at training sessions:

### **Team Building**

### **Handling Conflict**

### **Communications Skills**

### **Using and Encouraging Strengths**

This project has shown us the unique strengths each of us has so that we leverage these strengths and keep from irritating each other.

Thanks to Dr. Porter and the OTAN team we have been fine tuning the art of compromise through constructive disagreements . We started with a foundation of trust and then engaged in healthy conflict and debate . We all made a commitment to Collaboration time on Fridays to both plan orientation times and reflect on our progress. We held each other accountable every Friday, even when only some members could engage. We honor our commitment to this time.

We learned through the Gallup skills workshop and ( refer to the power point slides where we worked together )

We have practiced team building by tackling tasks such as out reach and public relations and marketing to people with the traits best suited for this.

We now have the 5 elements of a highly effective team.

### **What Challenges, barriers, and setbacks have you encountered**

Our biggest challenge is to try and navigate 2 systems with 2 different hiring processes.

As the administrator of Apple Valley Adult School I had to find ways to engage and build relationships with my facilities and maintenance department to create the facilities use agreements with back up locations for expansion .

I needed the fiscal office to assist.

I enlisted my Information technology teams to set up the Burlington English labs .

Our maintenance department brought me surplus desks, cabinets , shelves, chairs, picnic tables, and a Pop up for my site course completion celebrations .

Our preschool Department gave me the surplus child care furniture, toys, and consumable curriculum .

Title 3 Family Center and the EL department is matching my funding to provide a child "supervision proctor.

We had to learn the various pathways to student registration and identification A group fieldtrip to the college gave us locations and key personelle that students ok k12 staff might leverage to better help students leverage VVC resouces . some of these include the one stop student registration center Calworks , the EOPS program ( extended oppportunities for Students program) , the access program (this is for students with disabilities ), the help center , the tutoring center , the food bank , the student cafeteria and the Associated Student Body office , where students gaet their ID that acts as a bus pass for the semester.

### **What Changes have been made**

Key staff have been assigned to support transitions. Our staffs have come to understand not only the resources available at the college but the application and navigation processes that exists at each student service location.

### **What are your planned “next steps”**

We will continue to support ongoing enrollment and support during planned orientation and registration days .

Next semester , in Spring 2024 , Apple Valley will take over Level 1 reading and writing and listening and speaking courses. We will work towards institutional MOUs to support CASAS data sharing to cut down on duplicated efforts to test students .

### **What support do you and your team need?**

We still need help navigating between Google ( the k12 uses this exclusively) and Word ( the college uses this exclusively).

### **What help do you need from DLAC staff?**

Our teams have become much stronger by understanding each others strengths . It was very interesting to realize how much the big picture dreamers that lead our programs can frustrate the practical detail oriented staff that we work with . We truly realized that we need each other’s strengths and we realize how differently we view the world .

### **Other areas you feel are important**

#### **Summary**

In Summery we have a new orientation and planned registration policies and procedures in place.

We need to continue strategic planning to fill in the Gaps in the services that students need in our region. We need data sharing agreements and to maintain facility use agreements . We have identified how we can support the work of our College colleagues to more smoothly and sometime concurrently onboard students from K12 to college or college to k12 . We have systems in place to support and record these transitions . At the k12 we are advising student who score lower than a 236 on goals or life and learning CASAS tests to take more ESL classes or ABE classes inorder to support student success and increase student retention and persistance.