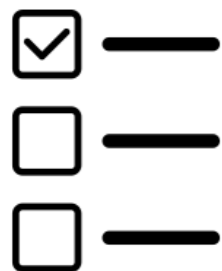




Planning Tools & Self-Assessment

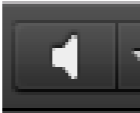

January 15, 2019



Poll #1

I am a(n)...

Getting Started

- No need to call in if you have speakers or a headset
- If you can't hear, click on the speaker icon on the top left of your screen
- Change this  to this 

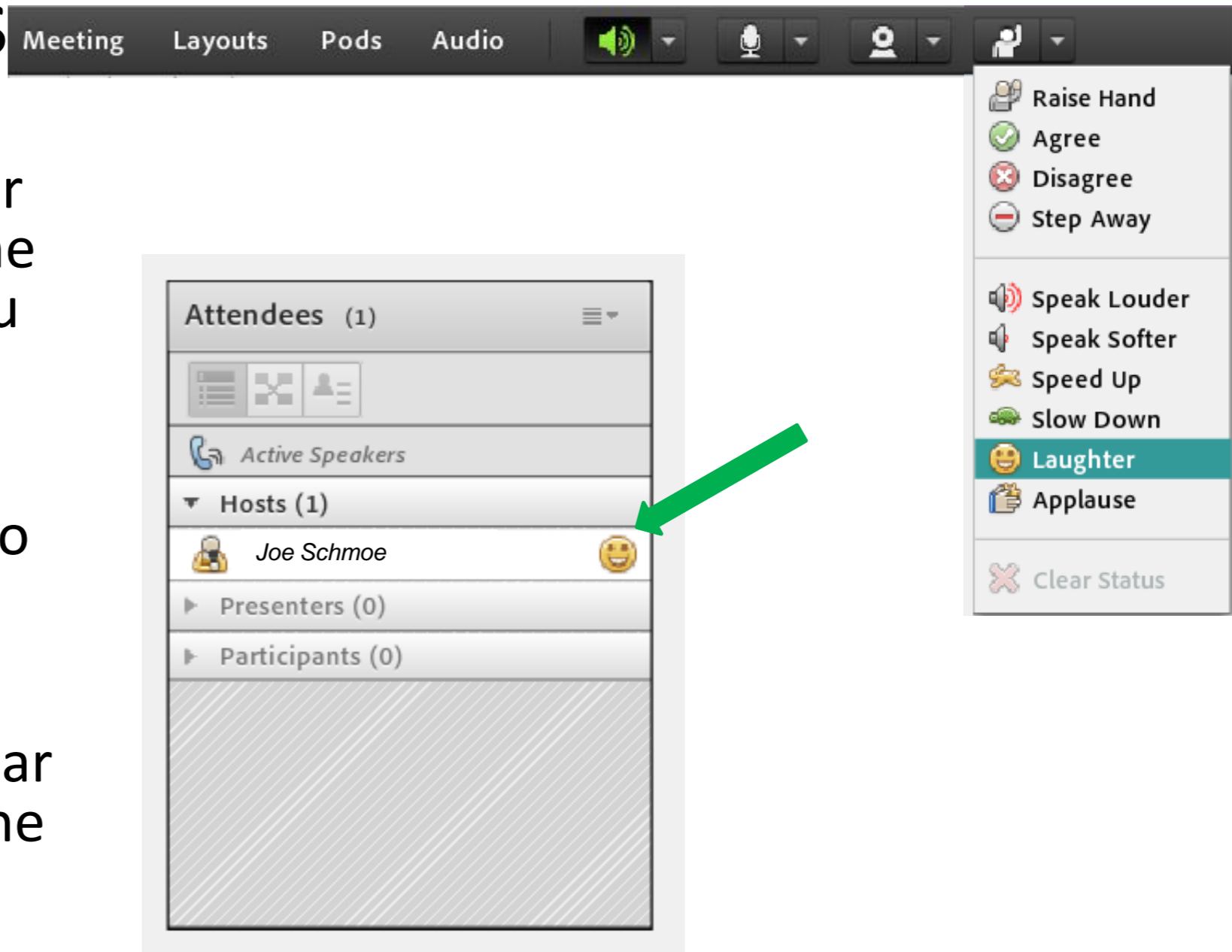
Resources are available

- Resources are located in the PowerPoints and Handouts pod
- Select the file name and then select Download



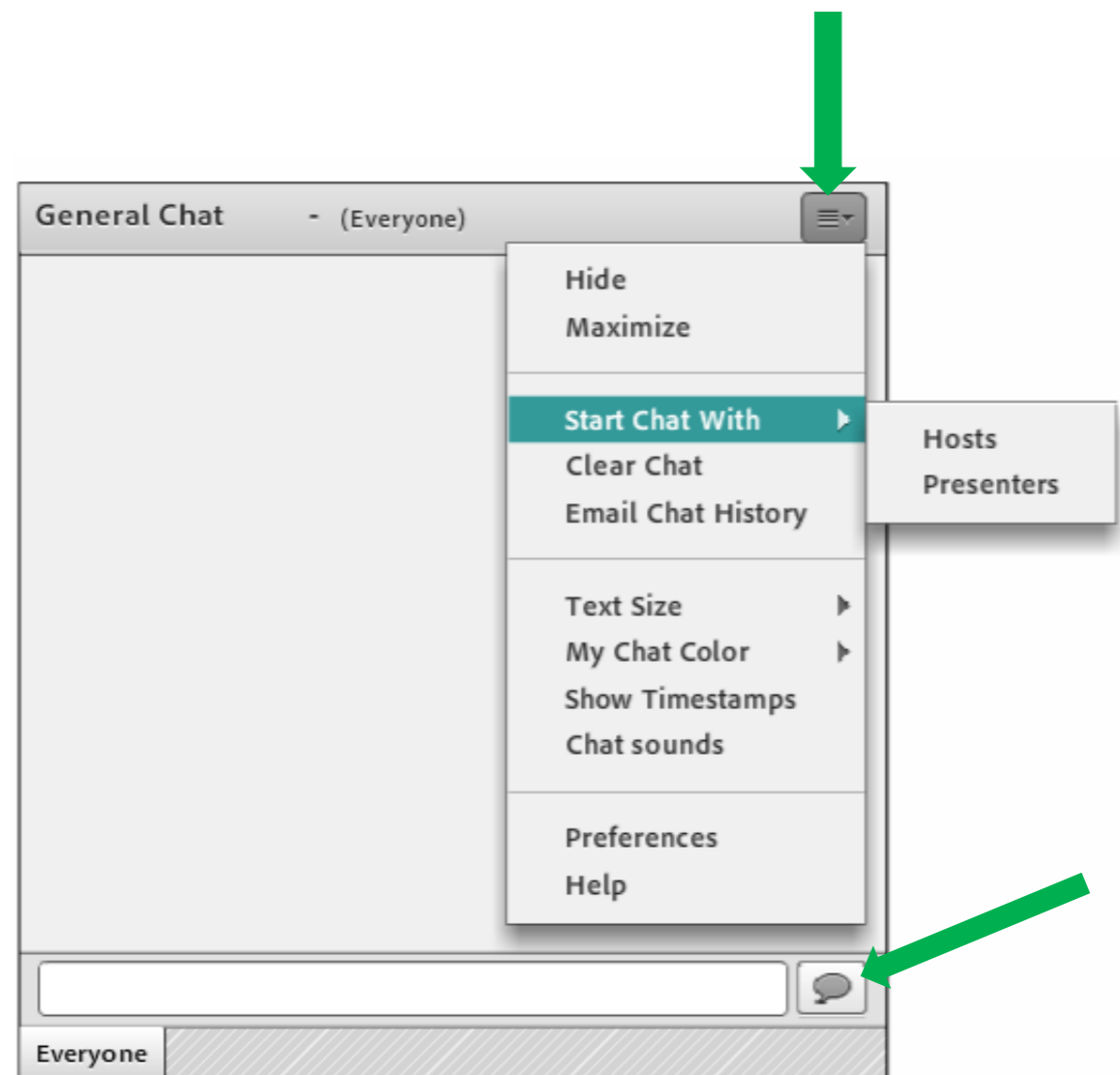
Menu functions

- At the top right of your screen, you will find the Communications menu
- Open the menu by clicking on the arrow to view your options.
- An icon will then appear beside your name in the attendee list.



Chat pod

- See the top right dropdown menu of the pod for chat options.
- You can enter in text at the bottom, click the message bubble or Enter to send and share with everyone!



If ATTENDING with other colleagues from your site...

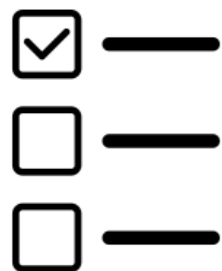
- Please type in the chat pod the names of others who are attending but not logged in.
- This will help us keep accurate attendance.

Joining the session with my colleague Jane Smith!
Please mark her attendance!

This webinar will be recorded

- The session will be recorded for future viewing
- Need technical support during the session?
 - Use the chat pod to ask for help





Poll #2

**Where are you in the 3-year
planning process?**

Objectives

- Provide an opportunity to review trainings, materials, and planning resources
- Have a structured discussion around strategic planning and particularly related to pre-planning

Today's Webinar

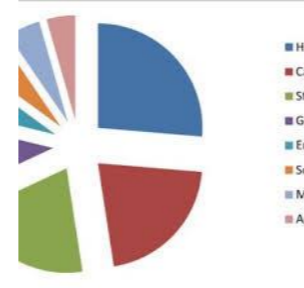
- Planning Activities and Resources Review
- Strategic Planning in Context
- Self-Assessment
- Preview upcoming strategic planning webinars

Planning Activities and Resources Review

Webinars & Trainings



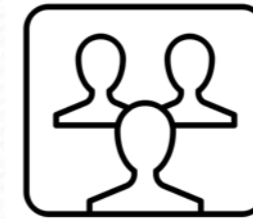
Human-Centered Design



Data Tools Workshops



Logic Modeling Webinar



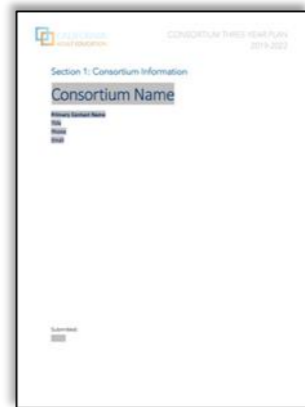
Other TAP Trainings / Webinars

Guidance & Templates



Three-Year Plan Guidance

<https://caladulthood.org/DownloadFile/549>



Plan Template

<https://caladulthood.org/DownloadFile/550>



Template Tables

Planning Resources

Community Needs Data

<https://caladulthood.org/DownloadFile/677>



Self-Assessment Tool

<https://caladulthood.org/DownloadFile/656>



Other Resources

Planning Tools



Planning Tool Website

CCCCO Intranet Home | Home Page - California Adult Education | California Adult Education

Not secure | resources.caladulthood.org

Suggested Sites | Imported From IE | Classifieds | New Tab | New folder | Bramble Big Six - ESP | Home Page - Adult Education | Free Things to Do in | How to Teach a 2-3

Select Language

Request Support | Google Custom Search

CALIFORNIA ADULT EDUCATION

HOME | STUDENTS | EDUCATORS | ADMINISTRATORS | EVENTS

California Adult Education

Planning Tool

The planning tool consists of all the resources needed to successfully complete the CA Adult Education Program 3-year planning process. Filter by the planning section, resource type or both, or view all.

Planning Section | Resource Type | Refine Search

11:10 AM 1/2/2019

Archived Planning Webinars

CCCO Intranet Home | Home Page - California Adult Education | Annual Plan/3-Year Planning (Administrators) | California Adult Education

https://caladulthood.org/Administrators/379

ADMINISTRATORS

“Leadership isn’t about a title. It’s about impact, influence and inspiration.”
-Susan Lytle Gilmore, Ph.D., Director of Adult Education, Sacramento City Unified School District

HOME | ADMINISTRATORS | WEBINARS | ANNUAL PLAN/3-YEAR PLANNING

- NEWS
- AEP EVENTS
- Q&A
- FUNDING
- GOVERNANCE
- PLANNING
- POLICY
- REPORTING
- WEBINARS
 - Annual Plan/3-Year Planning
 - Pathways
 - Fiscal Data Reporting

Annual Plan/3-Year Planning

- 11/30/2018** Logic Modeling to Support the 3 Year Planning Process
 - PowerPoint PPT
 - Recording
- 11/28/2018** 3 Year Planning Key Resources
 - Presentation PPT
 - Recording
 - Community Attributes Maps
- 11/9/2018** Overview of Final Three-Year Plan Documents
 - Presentation PDF
 - AEP Community Data Workbook
 - Recording
- 9/20/2018** 3 Year Planning Overview
 - Presentation PPT
 - Recording
- 8/17/2018** 3 Year Planning that Matters – Using Human Centered Design to Support Learning on a Human Scale
 - Presentation PPT
 - Recording

Adult Education Data Tools

CCCCO Intranet Home | Home Page - California Adult Ed | Annual Plan/3-Year Planning (Ad | California Adult Education

Not secure | resources.caladulthood.org/?rstype=13

Suggested Sites | Imported From IE | Classifieds | New Tab | New folder | Bramble Big Six - ESP | Home Page - Adult E | Free Things to Do in | How to Teach a 2-3

Tool Name	Planning Section	Description	How to Use it	Action
AEP Adult Education Data Unlocked Course	2.3 AEP Data	This is a training scheduled for October on new data tools to support the consortium 3 year planning processes. It will focus on three types of data and tools: community need and customer segmentation data, labor market information and supply and demand tools and the LaunchBoard adult education data pipeline.	Send consortium staff or K12 and CC representatives, including key partners, to learn more about understand how to use community, economic, and student data to inform consortium planning.	Register for AEP Adult Education Data Unlocked Course in Your Region
LaunchBoard Data Dictionary	2.2, 2.3, 2.4, 2.5 AEP Data	The definitions for data in LaunchBoard.	Use this as a reference to review data definitions.	View LaunchBoard Data Dictionary
LaunchBoard Data Sources Infographic	2.3 AEP Data	This infographic provides an overview of what the data sources that feed into LaunchBoard.	Use this to learn more about the data sources that build LaunchBoard.	View the LaunchBoard Data Sources Infographic
TOPSPRO Consortium Manager Report	2.2, 2.3 AEP Data	The TOPSPRO Enterprise (TE) consortium manager report datasets are based on direct reporting from practitioners with self-reported outcomes.	Use this to review current student data.	Visit TOPSPRO Consortium Manager Report

11:14 AM 1/2/2019

Adult Education Reports

The screenshot shows a web browser with several tabs open. The active tab is 'resources.caladulted.org/?rstyle=14'. The page displays three report cards, each with a title, planning section, description, and how to use it, along with a download button.

Report Title	Planning Section	Description	How to Use it	Download Button
CLASP Adult Education Evaluation	2.5 AEP Reports	In January 2016, the Center for Law and Social Policy (CLASP) commenced an 18-month project to study the implementation of California's Adult Education Block Grant (AEP) initiative. CLASP set out to foster greater understanding of the implementation of California's AEP governance and direct service activities, analyze current and potential impacts of the AEP initiative for partners and participants, and offer recommendations for potential policy and implementation changes in future rounds of AEP funding and other coordinated funding streams.	Use this to gain insight on recommendations from CLASP based on their study of AEP.	Download CLASP Adult Education Evaluation
End-of-Year Report for the 2016-2017 Program Year	2.2, 2.3, 2.4, 2.5 AEP Reports	This report on the 2016-2017 program year includes comprehensive state-level data on student enrollment, outcomes, skills gains, student demographics, and other data using the new adult education data and accountability metrics described in the August 1, 2017, report. It will also identify the types and levels of services provided including enrollment in the seven adult education program areas and students receiving services, but not enrolled in programs.	Use this to report as a reference regarding the work being done across the state as part of the Adult Education Program.	End-of-Year Report for the 2016-2017 Program Year
Hanover Research 2017 Adult Education Block Grant Report Analysis	2.4, 2.5	Hanover Research analyzed the 2017 Adult Education Block Grant Report Analysis.	Use this report to learn about what	Download Hanover Research

Promising Practices

CCCO Intranet Home | Home Page - California Adult Education | Annual Plan/3-Year Planning (Adult Education) | California Adult Education

resources.caladulthood.org/?rstype=12

Suggested Sites | Imported From IE | Classifieds | New Tab | New folder | Bramble Big Six - ESP | Home Page - Adult Education | Free Things to Do in | How to Teach a 2-3

Category	Planning Section	Description	How to Use it	Action
eMagazine	2.4, 2.5 Best Practices	The eMagazine was developed by the AEP Office in 2017 to provide an overview of AEP as well as information on outcomes to date and highlight best practices in each of the program areas.	The eMagazine features and overview of AEP, infographics about AEP program areas and highlights best practices.	Download eMagazine
Hanover Research: Best Practices for Marketing to Adult and Non-traditional Students	2.4, 2.5 Best Practices	Hanover Research analyzed best practices for marketing to adult and non-traditional students. The report includes an overview of institutions that serve large adult and non-traditional student population and provides recommendations on how to outreach to these unique populations.	Use this report for ideas on how to develop new or improve current outreach practices.	Download the Hanover Research Best Practices for Marketing Report
Investments That Count: Consortia Innovations	2.4, 2.5 Best Practices	A report highlighting a variety of innovative best practices implemented by adult education consortia.	Use this for ideas on innovative practices that can be implemented in your region.	Download Investments That Count: Consortia Innovations
Practices with Promise Site	2.4, 2.5 Best Practices	A collection of best practices, student success stories and employer success stories.	Use this collection of best practices and success stories as reference when developing new or improving existing strategies to be	Visit Practices with Promise site

Adult Education Economic Data

Center of Excellence Making Use of Labor Market Information: Where to Find Data for Common Community College Decisions

Planning Section: 2.2
Economic Data

Description: This guide from the Center of Excellence provides a brief overview of labor market information sources, structured around the types of questions that community colleges commonly ask related to developing new programs, designing curriculum, writing grant applications, conducting program review, and engaging in regional planning.

How to Use it: Use this guide to learn more about the types of labor market information available, where to find it, and how to use it to make decisions.

[Download the Center of Excellence Where to Find Data Guide](#)

Centers of Excellence LMI reports

Planning Section: 2.3
Economic Data

Description: For the COE's 7 major economic regions and 15 economic sub-regions, a variety of industry, occupation, and other special topic labor market reports are available. See the COE Making Use of Labor Market Information Guide to learn more about using their reports and tools.

How to Use it: These reports can be used to assess community need as well as to learn more about high demand industries and occupations in a region.

[Download Centers of Excellence LMI reports](#)

Centers of Excellence Supply and Demand Tools

Planning Section: 2.3
Economic Data

Description: For the COE's 7 major economic regions and 15 economic sub-regions these tools provide information on program awards by community colleges and other post-secondary institutions and occupational demand. See the COE Making Use of Labor Market Information Guide to learn more about using their reports and tools.

How to Use it: These tables can be used to assess gaps where industry demand is not being met by educational program supply.

[Download Centers of Excellence Supply and Demand Tools](#)

Partner & Other Resources

CCCCO Intranet Home | Home Page - California Adult Education | Annual Plan/3-Year Planning (Adult Education) | California Adult Education

resources.caladulthood.org/?rstype=19

Planning Section | Partner Resources | Refine Search

2 Items | View all | Planning Section

WIOA Planning Guidance

Planning Section: 2.3
Partner Resources

Description: Planning guidance for WIOA recipients.

How to Use it: Use this guidance to learn more about aligning your region's services with other regional plans and planning processes including those required under the Federal Workforce Innovation and Opportunity Act (WIOA) Title I and II.

[Download WIOA Planning Guidance](#)

WIOA Planning Partner Directory

Planning Section: 2.2
Partner Resources

Description: This directory lists planning partners for each WIOA I regional planning unit (RPU) in California.

How to Use it: Use this directory to find WIOA funded partners in your region.

[Download WIOA Planning Partner Directory](#)

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AEBG
PARTNERING FOR A STRONG CALIFORNIA WORKFORCE

Partner & Other Resources (cont.)

Strong Workforce Program Summary Data and Analytics

Planning Section:
2.2
Other

Description:
The Strong Workforce Program seeks to expand and improve technical education to increase social mobility and fuel regional economies with skilled workers. This leading-edge state economic development program is driven by “more and better” CTE. The summary data and analytics provides an overview of the state and by region, the funding amount for projects approved and requested and a listing of projects by sector and occupation.

How to Use it:
Use this resource to review what kinds of Strong Workforce Program projects are being implemented in your region and to find out the dollar amount being invested in these programs in order to contribute to your community asset map.

[View the SWP Summary Data and Analytics](#)

The Past, Present and Future of Noncredit Education in California

Planning Section:
2.4, 2.5
Other

Description:
A report that provides an overview of how Community Colleges around the state are using noncredit education to meet the needs of their regions. It includes recommendations on how community colleges can use noncredit programs to improve services.

[Download the Past, Present and Future of Noncredit Education in California](#)

W.K. Kellogg Logic Model Development Guide

Planning Section:
2.4
Other

Description:
The Logic Model Development Guide provides nonprofits and community members orientation to the underlying principles of “logic modeling” to learn how to use the W.K.Kellogg logic model tool to enhance their program planning, implementation, and dissemination activities.

How to Use it:
Use this guide to learn to to effectively use the logic model tool provided as part of the AEP Planning Guidance.

[Download W.K. Kellogg Logic Model Development Guide](#)

3 Year Planning Package

Self Assessment Tool

Planning Section: 2.2, 2.5
Planning Package

Description: The Consortium Program Quality Self-Assessment Tool is designed to provide consortia with a way to begin important conversations about the quality of their collaboration and impact within their communities using a self-directed quality improvement process. This training is not yet scheduled. More information is coming soon.

How to Use it: Created with input from practitioners and experts in the field of Adult Education, the Consortium Program Quality Self-Assessment Tool was created to help consortia evaluate their effectiveness in the following key areas: capacity, connection, entry, progress and completion/Transition. For each area, a number of prompts are provided that may be used to describe the effectiveness of regional consortia and their members. While there are many right ways to use the self-assessment tool, it was primarily designed for use in formative assessment and by program improvement and planning teams.

[Download Self Assessment Tool](#)

Student Progress Framework

Planning Section: 2.4
Planning Package

Description: The Student Progress Framework aligns elements from Completion by Design Momentum-Loss Framework with the objectives, populations, and core outcomes of AB104.

How to Use it: The Student Progress Framework provides a visual organizer for thinking about how consortium goals and activities are aligned to student journeys, momentum points, and the AEP metrics, and can be a valuable resource for making decisions about logic.

[View the Student Progress Framework](#)

3 Year Planning Package (cont.)

CCCCO Intranet Home | Home Page - California Adult Education | Annual Plan/3-Year Planning (Adult Education) | California Adult Education

resources.caladulted.org/?rstype=17

Suggested Sites | Imported From IE | Classifieds | New Tab | New folder | Bramble Big Six - ESP | Home Page - Adult Education | Free Things to Do in | How to Teach a 2-3

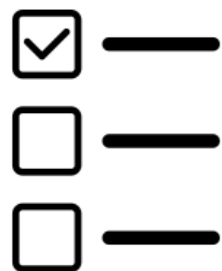
Section	Description	How to Use it	Action
Planning Section: 2.4 Planning Package	Description: The Student Progress Framework aligns elements from Completion by Design Momentum-Loss Framework with the objectives, populations, and core outcomes of AB104.	How to Use it: The Student Progress Framework provides a visual organizer for thinking about how consortium goals and activities are aligned to student journeys, momentum points, and the AEP metrics, and can be a valuable resource for making decisions about logic model activities and outputs.	View the Student Progress Framework
Planning Section: 2.2, 2.3, 2.4, 2.5 Planning Package	Description: The guidance from the AEP Office to be used by regions for the 3-year planning process.	How to Use it: Use this to create your region's 3-year plan.	Download Three year Plan Guidance
Planning Section: 2.2, 2.3, 2.4, 2.5 Planning Package	Description: The template is the suggested format for organizing responses to the 3-year planning guidance. Plans cannot exceed 35 pages, single spaced and must be submitted in NOVA as a PDF.	How to Use it: Use this template to organize your region's responses to the guidance.	Download Three Year Plan Template

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AEBG
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Windows taskbar: 11:25 AM 1/2/2019



Poll #3

**Of the resources we've
shared with you, which have
you already used?**



**Which are you most inclined
to use and why?**

Strategic Planning in Context

Three-Year Plan Approach

Pre-Planning Assessment

- Evaluation of your consortium capacity, identify your key partners and alignment with other regional planning processes

Community Needs and Customers

- Understanding the needs of your community, your current customers, and regional labor market opportunities

Identifying Goals and Strategies

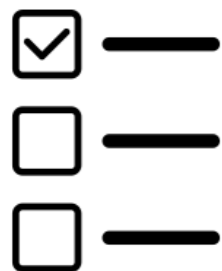
- How and where the consortium will improve programs and services, and the strategies, activities, and expected outputs to get there

Piloting and Implementation

- How you will pilot new strategies, evaluate them, and scale them for full implementation

Typical Strategies

- **Visioning** (developing a shared vision for the community)
- **Goal Setting** (identifying steps to achieve long-term change)
- **Internal assessment** (understanding our strengths and capabilities, self-assessment, etc.)
- **External Assessment** (demographics, labor market, asset mapping, etc.)



Poll #4

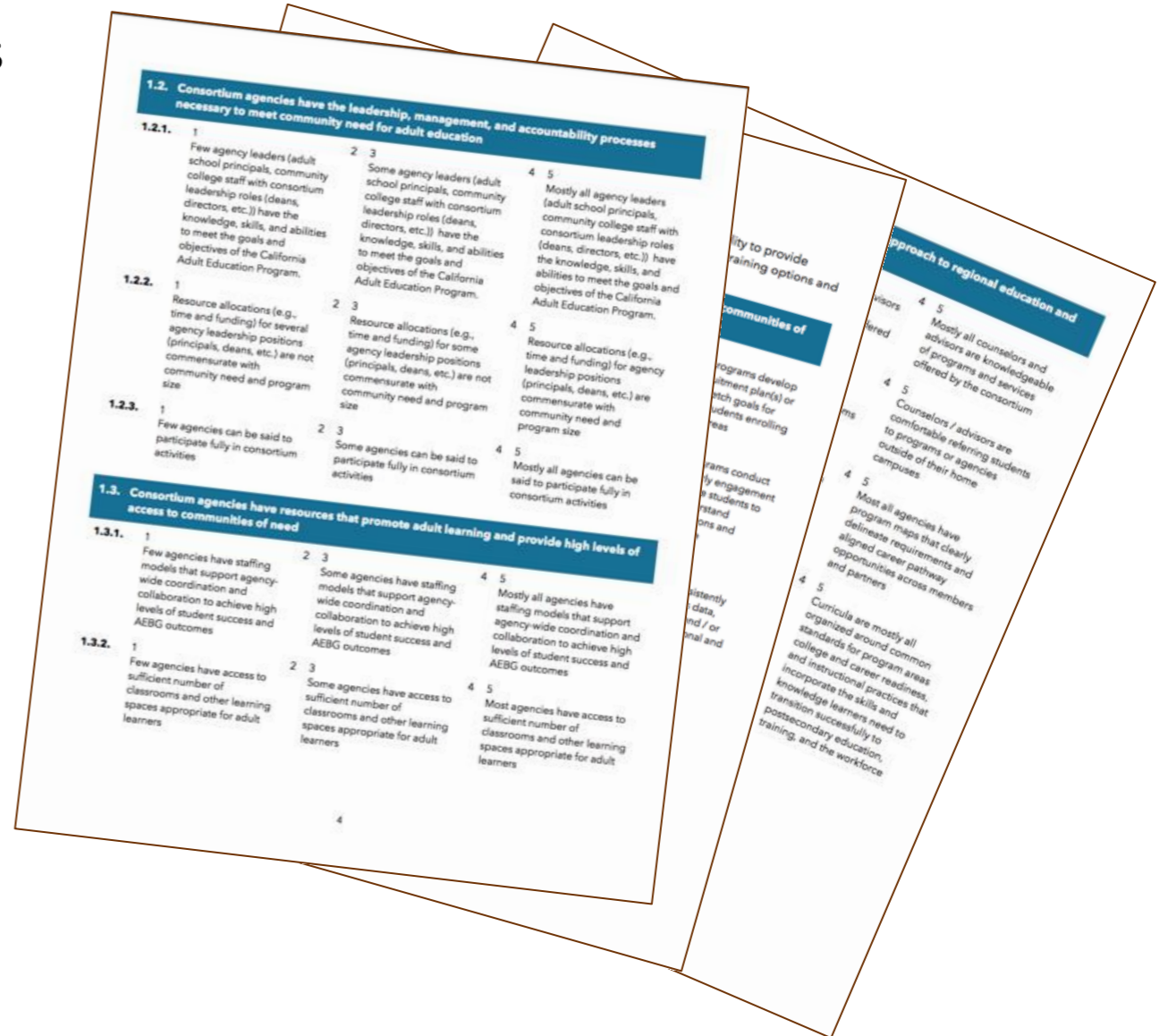
**Which of the processes
we've discussed have you
struggled with most?**

Pre-Planning: Self-Assessment

Self-Assessment Tool

The Self-Assessment Tool helps consortia / members analyze the quality of their programs and to help consortia / members

- **Engage** key stakeholders in conversations about program quality and continuous improvement and **encourage** them to consider ways they might support AE programs and services
- **Generate** action plans to identify professional development and technical assistance support
- **Create** opportunities for more open and meaningful partnerships among agencies



Anatomy of the Self-Assessment

Quality Indicator #1: Capacity 1

Key Concept: This section asks questions about the consortium and individual members' ability to support each other and build capacity to deliver high quality adult education to meet community needs.

1.1. Consortium maintains effective collaborative processes for planning, implementation and accountability. 3

1.1.1 4	1	2	3	4	5
	No staff positions are charged with overall consortium management / coordination		Part-time staff are charged with overall consortium management / coordination		1 or more staff charged with overall consortium management / coordination
1.1.2 4	1	2	3	4	5
	Consortium seldom convenes		Consortium occasionally		Consortium frequently

Key Concepts describe the intent of each section and preview prompts to come

Quality Indicators align to Loss-Momentum Framework

Measures define indicators by features commonly seen among high-quality programs

Rubrics provide examples elucidating degrees of effectiveness

Self-Assessment Rubric

1s: indicate a strong need for improvement and the consortium has an urgent need to address this area.

2s: The consortium is making progress in this area but can improve further. This area needs targeted support in order to improve its outcomes.

3s: The consortium is doing well in this area but needs additional work to be addressed

4s: The consortium is doing very well in this area and need only a few improvements in order to be exceptional.

5s: The consortium is exceptionally proficient in this area, evident in many ways. This area can serve as an example or model for other consortia to follow.

Self-Assessment in Practice

1. Determine areas for assessment and form self-assessment team(s)
2. Conduct self-assessment & share results with key stakeholders and planning teams
3. Identify areas for improvement and develop action plan
4. Evaluate success of the action plans and intended results

Self-Assessment In-Practice, cont.

- Consortia
- Agency
- Counselors



How do you think you will use the self-assessment tool?



**What will you do with the
assessment information
after submitting your 3-year
plan?**

Upcoming Webinars

- **Jan 22** - Community Asset Mapping Based on 3-Year Planning Process
- **Jan 29** - 3-Year Planning: Where Do We Go Next?

Questions?

AEP TAP

The AEP Technical Assistance Program (TAP) provides professional development resources for all AEP agencies statewide.

Technical Assistance Project (TAP)

The Technical Assistance Project (TAP) is a support service for the AEP consortia members and associates who need assistance related to the Adult Education Block Grant. Members and associates can submit a support request to receive help on AEP funding, governance, planning, policy, reporting and professional development.

Log In required in order to submit a support request.

[Click here to login.](#)

[Register as a new user](#)



Thank You!