

**Adult-Education College and Career Educational Leadership (ACCEL)  
North Collaborative Action Team (NCATS)  
2016-2017 Report**



Adult-Education Career and College Educational Leadership (ACCEL) has nine participating member organizations: Cabrillo Unified School District, Cañada College, College of San Mateo, Jefferson Union High School District, La Honda Pescadero School District, San Mateo Union High School District, San Mateo Community College District, Sequoia Union High School District, South San Francisco Unified District, and Skyline College.

Within ACCEL there are four subregions, Collaborative Action Teams (CATS), which include North County (NCATS), Central County (CCATS), South County (SCATS), and Coastal County Areas (Coast CATS).

As defined by ACCEL, Collaborative Action Teams roles and goals consist of the following:

**Roles:**

1. Review data on assets, needs, and gaps
2. Identify coordination, alignment, and acceleration strategies
3. Participate in strategy teams
4. Develop skills, knowledge, and processes to support ongoing collaboration
5. Serve as ambassadors to internal and external partners

**Goals:**

1. Improve assessment, planning, and placement
2. Provide Transition Support Services
3. Expand Counseling and Wraparound Support Services
4. Coordinate Student Outreach and Communication

The North County Collaborative Actions Group (NCATS) is comprised of three schools: South San Francisco Adult School, Jefferson Adult School, and Skyline College. NCATS core philosophy can be defined as a student-centered approach accomplished through collaboration, innovation, and change. NCATS have supported students through the maintenance and building of bridge programs, NCATS-wide and ACCEL-wide planning and development meetings, collaboration with outside organizations, events and workshops, outreach and college tours, and professional development activities.

## CURRENT PROGRAMS

### **Hospitality and Tourism Management Adult School Bridge Experience**

The Hospitality and Tourism Management Adult School Bridge Experience is designed for English as a Second Language (ESL) adult education students. Held at South San Francisco Adult School, students begin by taking noncredit courses and then transition into Skyline College credit courses. A shuttle between Jefferson Adult School and South San Francisco Adult School enables students at both schools to have an opportunity to earn up to 7.5 college credits and obtain a “Guest Service Entry-Level Professional” certificate through Skyline’s Hospitality and Tourism Management Program. The course is taught by English for Speakers of Other Languages (ESOL) instructor at Skyline College, Serena Chu-Mraz.



Hospitality students working on a project



Hospitality class visiting the Doubletree Hotel

In the fall semester, 40 students completed the Hospitality Advance course (0 units). 23 students next attended HTM 124, Excellence in Service (0.5 units) with 17 enrolled in the course. 12 students attended HTM 125, Restaurant/Banquet Operations (1 unit) with 6 students enrolled. In the spring semester, 10 students attended HTM 101, Introduction to Hospitality and Tourism Management (3 units) with 4 enrolled. 8 students attended HTM 230, Hotel and Resort Management (3 units) with 5 enrolled. In the spring semester, students went on fieldtrips to visit the Doubletree Hotel and Marriot Hotel.

3 students completed the 7.5-unit certificate and received the Skyline College “Guest Service Entry-Level Professional” certificate.

### **Gateway to Health Careers**

The Gateway to Health Careers course is held at Jefferson Adult School and is designed for English as a Second Language (ESL) students. Students are introduced to the health care field and learn about various professional and career opportunities. The class is co-taught by Science, Math, and Technology Skyline instructor Paul Rueckhaus and ESL instructor at Jefferson Adult School, Stephanie Tang.

During the fall 2016 semester, 30 students entered into the class. 13 students completed the course. 10 students passed the healthcare provider CPR



Health class students receiving certificates of completion by co-instructors Paul & Stephanie

training. 1 student passed the civilian level CPR training. 2 students received internships at the Department of Public Health. During the spring 2017 semester, 11 students entered (or continued) in the class. 4 students completed the course and were supported with a 2-day resume workshop where they learned tips on building a successful resume and then created their own resumes for future employment.

### Digital Literacy Class & ServSafe Class

The Digital Literacy class is designed for ESL students to learn basic computer skills including Microsoft Windows, Excel, PowerPoint, emailing, and web browsing. Classes were held in the spring semester and 34 students entered into the Digital Literacy class. 17 students completed the course. Throughout the semester, 23 students received certificates in “basic computer skills,” 21 students received certificates in “world wide web,” 28 students received certificates in “Windows,” 15 students received certificates in “email,” and 18 students received certificates in “Word.”

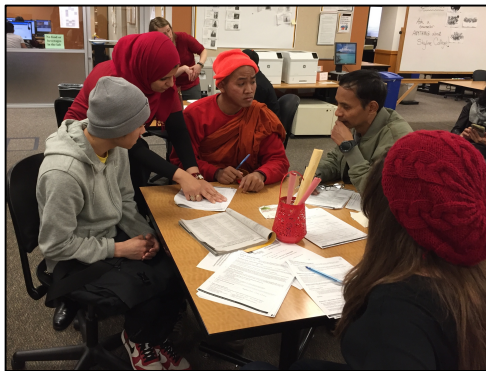
6 students entered into the ServSafe class (food and alcohol safety training). 5 students completed the class and received ServSafe certifications.



Digital literacy class celebrating the end of the semester with a potluck

## WORKSHOPS AND EVENTS

### English Language Institute & ESL Registration Day at Skyline College



Students registering for college at ESL Registration Day

The English Language Institute (ELI) at Skyline College holds various workshops and outreach presentations for adult school students which aid in a warm hand-off between adult school sites and Skyline College’s ESOL department. Each semester, the ELI holds its ESL registration day for incoming Skyline students. South San Francisco Adult School and Jefferson Adult School had information booths during ESL registration day to provide information about adult school classes and to help support adult school students through the college registration process.

### Immigration Workshop

Approximately 90 students from South San Francisco Adult School, Jefferson Adult School, and Skyline ESOL attended an immigration workshop on February 27, 2017. Guest speakers were Amy Lee and Lance Starin from Jubilee Immigration Advocates. They discussed adjustment of immigration status, the impact of Trump’s new policies, and legal rights for undocumented students including concrete tips when encountering ICE. After the

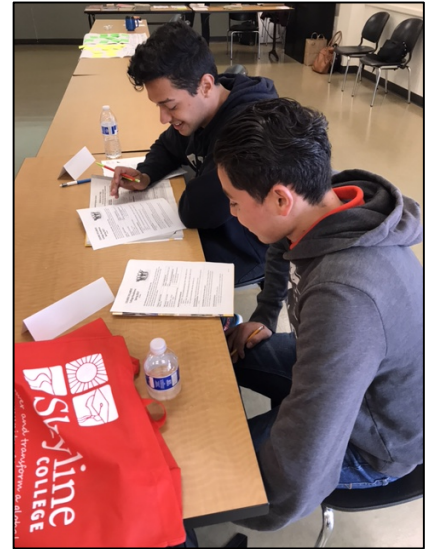


Students preparing to hear speaker, Amy Lee, at the immigration workshop

presentation, there was a generative Q&A portion with translators available to help clarify and disseminate information to ESL students in attendance. Those with more complex legal questions were able to have short individual consultations with lawyer, Amy Lee. The event was coordinated by Skyline College’s English Language Institute and Dream Center, Jefferson Adult School, South San Francisco Adult School, and ACCEL.

### **College Readiness Workshop Series**

Between 9-18 students attended four days of workshops in May led by adult school and college instructors and designed to prepare students entering into college during the summer or fall. 7 students attended all four days. By the end of the workshop students received assistance in applying for Skyline, EOPS, financial aid, and utilizing services like the Skyline career counselors and SparkPoint.



Students completing an activity at the “College Essentials” workshop

### **Skyline College Tours and Outreach**

Skyline outreach presentations at the adult schools were conducted to approximately 190 (ESL and GED/HiSET students) during 2016-2017.

In spring 2017, Skyline instructor Julia Johnson spoke with students interested in the automotive program. Students heard the career possibilities connected to that field and took a tour of the facilities.

Lauren Ford and the outreach office provided a campus tour to 46 students. Adult school students then interacted with Skyline students to gain a better understanding of the student experience. The tour ended at the career fair, held on campus the same day, where adult school students visited employer booths.



Students touring the automotive facilities with Skyline faculty, Julia Johnson

### **SparkPoint Financial Literacy Workshop**

In spring 2017, SparkPoint held a financial literacy workshop for adult school students. 4 students were in attendance and learned about budgeting, financial websites and free resources, and SMART goals.

## **South San Francisco Adult School and Jefferson Adult School Job Fairs**

In fall, Jefferson Adult School held its annual job fair which was followed by a job fair held at South San Francisco Adult School in spring. Each event had approximately 80 to 100 students visiting over 20 companies/organizations.

### **FUTURE DIRECTIONS**

#### **STEM Math**

In fall 2016, the discussion of a STEM math bridge led to a collaboration between the Department of Science/Math/Technology and included a yearlong of work with two math instructors (Miranda Wang and Jon Freedman). Three programs were identified as a possible bridge between Skyline College and the adult schools in the North County: Energy Systems Technology Management's Solar Installation Career Certificate, Biotechnology Career Advancement Academy, and Engineering.

The goal is that adult school instructors can teach these hands-on projects in GED classes in ways that both enable students to learn GED test related materials as well as introduce students with program concepts in biotechnology, sustainable construction, and engineering. In other words, students will be able to complete the GED test and also walk away with an understanding of their level of interest in these programs and support for continuing this exploration within these programs at Skyline.

#### **Adults with Disabilities**

In the fall semester, the NCATS identified the need for more supportive programs for Adults with Disabilities. General information and research on existing programs in the area was conducted during the school year. This included the following programs and organizations: Disability Resource Center (DRC) at Skyline College; FutureVIEWS program at Skyline College; South San Francisco Adult Transition Program; Jefferson Adult Transition Program; Community Gatepath; Foothill College. In spring 2017, a meeting was arranged between Skyline College and Foothill College to learn about their Transition To Work (TTW) Program. Individualized support for concurrent enrollment students in the South San Francisco Adult Transition Program was instituted by the transition coordinator. Meetings with Skyline's DRC, the ATP programs, and adult school instructor have resulted in a desire to have adult school instructor training by Skyline's DRC.

#### **ESL Alignment Between Adult Schools and Skyline College**

In the fall semester, the NCATS identified the need for a more robust transition between ESL adult school classes and Skyline's ESOL classes. A project was identified to incorporate academic writing at adult school sites that would lead to placement into level 3 ESOL. In the spring semester, the new



Hospitality class student gaining service training at the SSF Adult School job fair snack booth

development of multiple measures placement and the implementation of an exit test between San Mateo Adult School and CSM initiated discussion around the creation of an exit test for Jefferson Adult School and South San Francisco Adult School that could lead to placement in level 3 ESOL classes at Skyline College.

### **Sequoia Adult School Scholars (SASS) Scholarships**

Sequoia Adult School Scholars (SASS) is a non-profit organization with a mission to “empower low income adults, mostly immigrants working minimum wage jobs, by providing them with financial support, tutoring, and other assistance so they can continue their education, get higher paying jobs, and serve as role models and advocates for their children.” SASS has expanded to support current adult school students from Jefferson Adult School and South San Francisco Adult School who will be enrolling part-time at Skyline College, are BOG waiver eligible, and need help paying for textbooks and/or transportation. The scholarship will cover Skyline College bookstore textbooks and a bus pass or student parking pass. 4 students are slated to receive the SASS scholarship for fall 2017.



Adult School ESL students visiting Skyline College