1. **Norms**

* Practice active listening
* Try to understand others perspectives
* Balance non-judge language, w/honest-truthful feedback
* Come to meetings ready to learn & work /Be present

1. **Obstacles for Students**

* Knowing their options
* Lack of information
* Not setting short and long term goals/a clear understanding of what’s ahead of them
* Busy schedules: work, family
* Lighting in the classroom/needing prescription lenses (glasses)
* Language
* Lack of sufficient computer skills
* Transportation
* No computer at home, No Internet at home
* Learning disability
* Mental Health issues
* Lack of self-esteem
* Insufficient reading skills
* Premature advancement within the Adult Ed Classes
* Lack of acculturation
* Financial
* Conflicting class schedules- class offerings at the same time
* Create a social school environment

1. **How will we know if we succeeded?**

* Track students success
* Got hired
* Enter college/program
* Graduated GED/H.S/ College
* Transition to higher level

**GED – COLLEGE**

**ESL -- ABE**

**VABE – Vocational Class**

* Got a cert (Floral, computers, child development)
* Showing and sharing successes (with students) each quarter
* Encouraging students to come back and share success stories
* Develop some type of tracking system to document student success
* Got hired
* Entered college, etc.
* Students surveys
* Open communication with students through e-mail
* Phone calls and e-mails to former students

1. **What are we doing to assist with transitions?**

* Career/college counselor
* Clear communication about the students placement, and how to achieve the next level
* Job-search workshops, resume writing, interview techniques
* Encouraging students to move on
* Initial Classroom , Assistant one on one discussion of an “IEP” w/short and long-term goals
* Communication between ESL/ABE/CTE teachers
* Make students aware that the goal isn’t GED (Life-long learning.)
* Fieldtrips to community college, (placement) 2+2
* Open Houses – share students work, advertise for school, let students know what we offer

1. **What needs to be in place?**

* More input in teacher decisions about transitions from ESL/ABE/CTE
* More communication between departments
* Norms. Work ethnic attendance, punctuality, accountability
* Financial Assistance, scholarships, childcare, supplies, funding sources- WIA, STATE OF REHAB, etc.
* Collaboration with Admin on decisions
* Collaboration with institutions workforce, community etc.
* Pamphlets with resources for students
* Teacher training/clarity on division wide norms policy

1. **What do we need to improve upon?**

* Improve communication among departments, ESL – BCS-ABE- ASE
* Create process for follow-up feedback for students who leave work, school, other
* Resource Guidance (counselors- Adult School- Final goal)
* Pathways-Collaborate with CTE/ACADEMIC –COLLEGE, JOBS, ETC.
* Technology – labs student access and training
* Collaboration with Military & local community colleges
* Outreach to classrooms with representatives visiting and sharing information.
* Holding students accountable for their part
* Create a partnership with local businesses for pathways to job opportunities, internships, etc, volunteer
* Consistent documentation of short term/long term goals among the Adult Division.
* Support from administration + share PLC information w/ principals

1. **What are we doing well?**

* Awards assembly
* Scholarships
* Graduation ceremony
* Awesome teachers and ARC who provide constant encouragement
* Orientation
* Holding students
* Accountable for their part
* Be patient