Complete this form for initiative and funding approval decisions on Guided Pathways proposals. Submit the completed form and accompanying documentation to Kim Palmore and Lydia Hearn with a request for a briefing meeting **at least seven days in advance of the planned Core Team Presentation date**.
2021-22 submission deadlines vary per team; Core Team presentation opportunities are available the first and third Tuesdays of each month from 2:00 -3:30pm.

Team Name	**Intersegmental Group**
Date	08/14/2021
Team Specialty	Adult Education
Initiative Name	Adult Education→De Anza ESL Program Pathways
Team Leads	Jayme Brown
Initiative Lead	Iva Tracey, Felisa Vilaubi
Contact Information	traceyiva@fhda.edu; vilaubifelisa@fhda.edu
Resources / Initiative Team Members	Iva Tracey, Felisa Vilaubi

Associated Initiatives / Prior Decisions

Proposed Initiative:
Create articulated pathways for Adult Education ESL students to transition to the ESL program at De Anza College. This will be conducted through online placement testing completed at local adult schools and through the process of designing entry points into different levels of ESL instruction at De Anza College. This initiative includes cooperation with adult school teachers in curriculum articulation that can support seamless transition from Adult School ESL classes to De Anza's non-credit ESL courses through the creation of entry points into different levels of De Anza's ESL program.

Alignment to Objectives

By reaching out to adult schools, we embrace the institutional responsibility to be student-ready and to proactively assist students in obtaining necessary resources. This initiative acknowledges and advocates for the multiple access points and varying educational goals that exist for students. Through the cooperation in placement process and curriculum articulation, this initiative endorses and supports De Anza's larger community, as well as our local communities, upon whom we depend to help our students.

Purpose and Solution

The purpose of this project is to create pathways for adult education students to the non-credit ESL programs of De Anza College. By assisting students in their transition from adult schools to the community college, this Guided Pathways initiative will be one of the solutions to the problem of declining enrollment.

Key Activities, Timeline and Outputs

Activities	Start Date	End Date	Deliverable/Metric of Success
Step 1: Find out the names of the leads of ESL programs at local adult schools.	August 2021	October 2021	*have the contact information of key stakeholders who will be able to help start the initiatives
Step 2: Send e-mail messages introducing our Guided Pathways Initiatives.	September 2021	October 2021	* introduce Guided Pathways Initiatives and

			gather support for cooperation.
Step 3: Request contact information for teachers interested in sharing curriculum.	September 2021	October 2021	*get support of people who might be not have the decision-making power but have the curriculum expertise
Step 4: In cooperation with the Assessment Center of De Anza College, create an ESL online placement test Canvas course specific for Adult Ed. students.	September 2021	November 2021	*facilitate easy transition from adult schools to De Anza by allowing students to complete registration and placement at their school * data collected from the online placement will be used to assist in the articulation process and creation of entry points to De Anza's ESL program
Step 5: Share course outlines of De Anza's ESL program with adult school ESL instructors.	October 2021	May 2022	*through the process of information exchange, adult ed. teachers and De Anza's ESL faculty will start the process of determining possible entry points without the placement
Step 6: Organize Zoom meetings to discuss Adult School ESL curriculum and De Anza's course outlines. Analyze the commonalties and differences.	January 2022	May 2022	*continue the information exchange and focus on clear articulation of curriculum
Step 7: Assist Adult Schools in modifying their curriculum to prepare students for transition to college ESL classes.	January 2022	December 2022	*collaborate with adult school teachers in the process of curriculum update
Step 8: In cooperation with the Assessment Center and Registration office of De Anza College, create entry points for Adult School ESL students into De Anza's non-credit ESL program.	January 2023	June 2023	design entry points into De Anza's ESL program

Assumptions

Processes that must happen in order for this project to be successful include cooperation with De Anza's Assessment Center in the process of creating the new Canvas course dedicated to the ESL placement test of adult school students, cooperation with adult school teachers in the process of curriculum alignment, the support of the registration office in creating entry points for adult school ESL students into De Anza's ESL program, and, last but not least, gaining support of De Anza's ESL department for this initiative.

Campus Consultation and Impact Assessment

Outreach Program, De Anza Assessment Center, De Anza Registration Office, Counselors, EPS Counselors, De Anza ESL Department, De Anza Institutional Research.

Index of Supporting Documentation

https://www.casas.org---> Adult School Placement Test

Resources	Explanation
External Resources	N/A

Project Funds – One-Time Funds						
In this section, break out expenses by line item for new/additional <u>one-time</u> project costs.						
• List estimated one-time costs for implementing project, for example: recruitment or training costs, new technology, software upgrades, and one-time meeting or travel costs.						
• Do not include existing staff compensation or costs already incurred.						
Expense Description	**Y 21-22**					**Total**
Describe expense.	$ 0.00					$ 0.00
Describe expense.	$ 0.00					$ 0.00
Describe expense.	$ 0.00					$ 0.00
Describe expense.	$ 0.00					$ 0.00
Describe expense.	$ 0.00					$ 0.00
Total	**$ 0.00**					**$ 0.00**
Explain Expenses	Explain each expense listed. If this proposal intends to replace an existing solution / process, outline current costs of existing solution / process and how quickly it can be phased out. Enter N/A if not applicable.					

Project Sustainability	
Project Costs after Y2021-22	Explain any anticipated or ongoing project costs beyond Y 2021-22 including $ amount, length of time, and rationale. Enter N/A if not applicable.
Sustainability after Y2021-22	Explain ways this initiative can be integrated into the fabric of the college without requiring ongoing funding. Enter N/A if not applicable.

Please do not complete the below sections during the submission process. These sections are reserved for ongoing information gathering between reviewers and project team, as needed.

Stakeholder Review	Reviewed?	Details
Guided Pathways Leadership Team	Yes or No	Detail engagement including dates, participants, and feedback. Enter N/A if not applicable.
Guided Pathways Core Team	Yes or No	Detail engagement including dates, participants, and feedback. Enter N/A if not applicable.
Other Reviews	Yes, No, or N/A	Detail any others groups who have been engaged or consulted, including dates, participants, and their feedback. Enter N/A if not applicable.

Final Determination on Initiative

Summary Recommendation from Review Committee:
Include proposal name, brief description, costs, funding source and division.

____ Approved

____ Not Approved

____ Approved with the following modifications:

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Additional comments:

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Final Approval Body   Date