

AB86 Work Plan

Prepared for West Hills Community College
District Consortium

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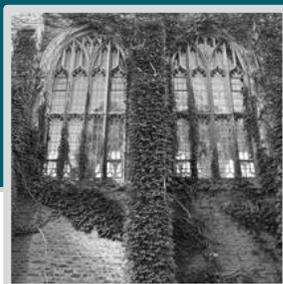


TABLE OF CONTENTS

Introduction and Overview	3
INTRODUCTION	3
OVERVIEW OF SCOPE OF WORK	3
RESEARCH LIMITATIONS.....	3
Description of Each Phase of Work	4
STEP 1: RESEARCH TRENDS IN U.S. ADULT EDUCATION	4
STEP 2: COMPILE DATA ON ADULT EDUCATION OFFERINGS IN THE REGION.....	4
STEP 3: PREPARE FOR DATA COLLECTION AND INTERVIEWS & CONDUCT OUTREACH.....	5
STEP 4: CONDUCT INTERVIEWS AND COLLECT COMPLETED DATA FORMS.....	6
STEP 5: COMPILE RESEARCH FINDINGS (CAPSTONE REPORT & TABLES).....	6

INTRODUCTION AND OVERVIEW

INTRODUCTION

West Hills Community College District Consortium (the Consortium) has enlisted the support of Hanover Research (Hanover) to collect and analyze data for the purpose of developing a regional plan for adult education in the area served by the Consortium. The final plan – to be created in collaboration between Hanover Research and the Consortium – will be submitted to the state.

OVERVIEW OF SCOPE OF WORK

Hanover employs a sequential queue model, which means that only one phase of the project will be worked on at a time. We envision the project being divided into the following stages across the next several months:

- Step 1: Conduct research on trends in U.S. adult education nationwide
- Step 2: Compile data about adult education supply and demand in the region using published data
- Step 3: Prepare for data collection and interviews & conduct outreach
- Step 4: Conduct interviews and compile interview findings
- Step 5: Compile research findings in a capstone report

RESEARCH LIMITATIONS

Some sections of the Regional Comprehensive Plan require the Consortium to identify and prioritize promising solutions for enhancing adult education in the region. Hanover cannot offer policy recommendations, select which plans are most appropriate for the Consortium, or determine action plans. However, the research steps outlined in the next section, “Description of Each Phase of Work” will identify the necessary data and create the report scaffolding so that the Consortium is well equipped to complete the sections of the plan that require Consortium input.

DESCRIPTION OF EACH PHASE OF WORK

STEP 1: RESEARCH TRENDS IN U.S. ADULT EDUCATION

Hanover will first conduct a scan of adult education offerings in the United States. This research will identify trends in various regions and will aim to reveal standard and innovative solutions. The purpose of this first step is to get a lay of the land regarding current adult education offerings nationwide, uncover possible solutions that would transfer from other regions to the region served by the West Hills Community College Consortium, and provide valuable background information for developing a Regional Comprehensive Plan.

Timeframe: In progress; to deliver in mid-May

STEP 2: COMPILE DATA ON ADULT EDUCATION OFFERINGS IN THE REGION

Hanover will conduct research to assess current offerings and demand in the region based on relevant data and publicly available information. Subsequent data collection and interviews (Step 4) will confirm, negate, or expand upon these findings.

This step will entail identifying and compiling relevant, published data that will be valuable in evaluating the current state of adult education in the region, including existing adult education offerings, student demand for these offerings, and employer demand. Hanover will turn to data shared by the state to support AB86 Regional Comprehensive Plan development, as well as other sources. Areas we will focus on include:

- Demographic data for the region (e.g., regional growth/decline, age, educational attainment, employment, language skills, literacy)
- Education data for the region (e.g., educational demand by student level, current offerings in the five program areas of interest)
- Labor market data for the region (e.g., major industry, current and future trends, skills in demand by employers, where current offerings appear to be meeting needs and where there are gaps)

Timeframe: To delivery in mid-June

STEP 3: PREPARE FOR DATA COLLECTION AND INTERVIEWS & CONDUCT OUTREACH

West Hills Community College District has reached out in advance of Hanover to explain the purpose of the research and Hanover's involvement to Consortium members and partners. This initial outreach encourages stakeholders to participate in the research and aims to increase Hanover's success in securing interviews with and collecting data from these contacts.

Hanover's goals for this phase are as follows:

- Compile data collection forms to distribute to Consortium members and partners that contain enough detail for these individuals to accurately complete the required tables. For example, Tables 1.1A and 1.1B will be sent to members with instructions for accurately filling out the form on current levels and types of adult education, and so on.
- Create an interview agenda for Consortium partners and members to be interviewed. The agenda will include:
 - Soliciting data based on gaps, or asking for clarification about provided data, in returned data collection forms
 - Gathering more detail around key objectives, including:
 - Current levels and types of adult education (Objective 1)
 - Current needs for adult education in the region (Objective 2)
 - Suggestions on how to integrate existing programs and create seamless transitions into postsecondary education or the workforce (Objective 3)
 - Suggestions on how to address adult education gaps, as well as resources needed for addressing these gaps and metrics to track implementation success (Objective 4)
 - Approaches for accelerating a student's progress toward his or her academic or career goals, as well as strategies for assessing the approach (Objective 5)
 - Current professional development and possible strategies for collaborative professional development (Objective 6)
 - Existing assets or structures that benefit adult learners in the region (Objective 7)
- Create an interview agenda for external stakeholders (e.g., Chamber of Commerce contacts, city leaders, correctional facilities that offer adult education) that collects similar data about adult education in the region
- Reach out to stakeholders
- Follow up with stakeholders to solicit data and schedule interviews

Timeframe: Ongoing; to deliver Update 1 in mid-July and Update 2 in mid-October

STEP 4: CONDUCT INTERVIEWS AND COLLECT COMPLETED DATA FORMS

Interviews with Consortium partners, members, and other stakeholders will allow Hanover to accomplish the following:

- Establish a list of current educational offerings in the area
- Determine unmet educational needs of adults in the area
- Identify infrastructure challenges, roadblocks to offering new programs, and ideas for improving the quality of adult education offerings
- Test findings from Step 2 of the research
- Gather data that does not required Consortium input in Tables 1.1A through 6.2

Timeframe: Ongoing (mid-June through early November)

STEP 5: COMPILER RESEARCH FINDINGS (CAPSTONE REPORT & TABLES)

This phase of research involves bringing together data collected through data collection forms, interviews, and published sources. The report will allow the Consortium to understand the current offerings and possible future offerings to best meet the educational needs of adults in the area. It will also highlight areas that require Consortium input, such as plans to integrate programs and plans for leveraging existing structures in the region. Tables required to accompany the Consortium's Regional Comprehensive Plan will also be submitted.

Timeframe: To deliver in early November

Note: Hanover cannot offer policy recommendations or create action plans for the Consortium, so we ask that the Consortium meet in November to review the capstone report and accompanying tables, discuss them as a group, and come up recommendations and plans to integrate into the final report.



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