

**ABC Adult School**  
12254 Cuesta Drive, Cerritos, CA 90703  
(562) 229-7960

Office Occupations Advisory Meeting  
**Accounting Clerk**  
October 20, 2017  
11:00 a.m. to 1:00 p.m.  
Room E7

**Committee Members Present:**

Robert Aguirre, PVC Tech Corp.  
Amita Garg, Healthcare Career College  
Jodie Kresl, SELACO  
Anna Leon, SELACO  
Lorena Ortiz, Care Professional Services  
Matthew Quan, AARP

**Committee Members Absent:**

Aleata Donald, Goodwill SOLAC  
Elizabeth Goings, National Planning Corporation  
Rocky Pavone, World Financial Group  
Scott Smith, Cerritos Chamber of Commerce  
Guest Representative, Chugh, LLP

**In Attendance:**

Dr. PaoLing Guo, **Principal**; Chuck Minear, **Assistant Principal**; Natalie Maddox, **Transition Counselor**; Rachelle Schulz, **TOSA/Lead Instructor**; Mary Pinedo, **Job Developer**; Melissa Van Aalsburg, **Secretary II**; Maria Ramirez, **Limited Term Secretary**

**Instructors:** Rosalba Barbosa, Georgia Grissom, Lorena Mares, Kevin Muto, Esther Nguyen, Connie Caliz

**Minute Items**

**Welcome**

**By Dr. PaoLing Guo**

PaoLing thanked everyone for taking the time to come to today's advisory meeting. We are the largest school in our PAACE Consortium. This year the state has given a \$500 million block grant to every Consortia. This is a 6% increase, which accounts for approximately \$30 million. We have six outcomes that need to be met in order to receive some of the block grant funding. ABC Adult School has approximately 27,800 duplicated students in our 7 different program areas under the block grant funding. We are dual accredited with both WASC, Western Association of Schools and Colleges, and COE, Council on Occupational Education. We are continuing our push forward to offer our students financial aid.

**Introductions and Meeting Overview**

**By Chuck Minear**

Chuck also thanked everyone for taking time out of their day to attend today's advisory meeting. We teach our students the information that they need to get a job. We sought a dual accreditation from WASC and COE to offer our students the best education possible. WASC is an instate accreditation, and COE is out of state. When we received

COE accreditation, they had to comb through all of our information to determine that we are offering the best education. As a requirement for our COE accreditation we are required to meet twice a year with industry professionals to be sure that our programs are current and up to date with on the job requirements. The state likes to look at our Core indicators to determine if we are providing our students the best education. The Core Indicators measure skill attainments and participation. How we measure these and how we are doing will now be discussed lead by our TOSA/Lead Instructor, Rachelle Schulz.

### **Core Indicators and Review of Program Updates By Rachelle Schulz**

We must report our Core Indicators to both Carl Perkins and the state's Department of Education. We report based on the concentrator of the indicator based on students who are in our Career Pathway Programs. We shared our Core Indicators sheet from the last couple of years, so you all will see how we are doing.

- 1A1: The number of students enrolled in a capstone course who passed an end of program assessment or earned a competency certificate.
  - A capstone class is the last class a student takes before completing the program.
  - For 2015-2016, 97.4 percent of our students who took a capstone course and received their certificate of completion for the class.
- 2A1: The number of students who enrolled in a capstone course who earned an industry-recognized credential, certificate, degree or completed a transfer program.
  - For 2015-2016, 82.65 percent of students who enrolled in a capstone course went on to complete and industry certification or diploma.
- 4A1: Number of students who left adult education and enrolled in postsecondary education or advanced training, entered military service, or employment as reported on a survey six months following the program year.
  - For 2015-2016, we had 88.69 percent of students move on to postsecondary education, advanced training, military service, or employment.
- 5A1: Number of students from underrepresented gender groups enrolled in a program sequence that leads to employment in nontraditional fields.
  - Rachelle mentioned that this relates to females in classes like IT Technician or AutoCAD and males in Medical Assistant
  - For 2015-2016, we had 35.67 percent of our students were in nontraditional fields based on their gender.
- 5A2: Number of students from underrepresented gender groups enrolled in a capstone course the leads to employment in nontraditional fields who passed an end of program assessment or earned a competency certificate.
  - For 2015-2016, we had 32.15 percent of students complete their capstone course in nontraditional fields.

### **Accounting Clerk Program Content**

There are six areas that we need to look at for our program content. We need to determine if we successfully achieve all six of these areas:

1. Requirements for Admission
2. Course Outlines
3. Program Length
4. Program Objectives
5. Competency Tests
6. Method of Evaluation

In our small groups for each program, we will discuss all six of these topics.

### **Requirements for Admission**

Are the admission requirements appropriate for the program? Do you suggest any changes?

1. Eighteen and Over
2. Must Show Good Attendance
3. Pay Fees

Matthew Quan, AARP, mentioned that we offer great prices for our classes.

### **Program Length and Content**

Is the amount of time sufficient for an entry-level position? Are the topics/classes and depth appropriate for the program? Any Suggestions?

The classes needed are each 9 weeks long. Matthew Quan, AARP, mentioned that our programs seem very detailed and covering a lot of basic information.

### **Program Objectives**

Are the objectives shared sufficient and relevant? Should there be other objectives or are any of the current ones outdated or irrelevant?

Matthew Quan, AARP, said that the objectives seem well toned to what a student would need for a basic understanding. Making sure the student can do tax prep and accounting is great. Lorena Ortiz, Care Professional Services, mentioned all the objectives are directed to what needs to be learned in order to be successfully in any new job. Robert Aguirre, PVC Tech Corp., mentioned being able to understand finance status of an organization. The program objectives enable students to apply knowledge acquired in real life.

### **Competency Tests**

What tests are used in the programs? Are they sufficient? Any Suggestions?

1. Practical tests using real updated documents
2. Practice frequent projects
3. Final projects
4. Weekly quizzes
5. Mid-terms

Matthew Quan, AARP, mentioned that the use of projects is good. He believes that it helps give a more real world experience to what will be encountered by the students.

### **Instructional Materials**

What type of instructional materials does the instructor use? Is it appropriate? Any recommendations?

1. Handouts
2. Publications
3. Current website

### **Equipment**

What type of equipment is available to students? What is needed? Are there any gaps?

1. TV
2. Software
3. Computer

Matthew Quan, AARP, suggests making sure the students have computer access at home should be really important.

### **Methods of Evaluation**

How are students evaluated in the program? Is this sufficient? What type of portfolio, if any, should students have when they finish the program and look for a job? Is industry certification needed or preferred?

1. Testing
2. Projects
3. Homework
4. Compile of information from class

### **Instructional Delivery Modes**

How is the subject matter taught? Is one method better than another in this type of program? Any Suggestions?

Everyone believes that the delivery modes are fine as it is. Especially the focus on hands-on instruction.

### **Any Other Comments, Suggestions, Recommendations?**

Matthew Quan, AARP, mentions how it would be nice for all of the industry professionals to have a tour of all of the classrooms, so they may see the learning environments we offer to our students.

### **Adjournment**

Chuck thanked everyone for coming and contributing to today's Office Occupations Advisory Meeting.

Transcribed by: Melissa Van Aalsburg

Signature: \_\_\_\_\_ Date: \_\_\_\_\_