

Tool #2.5

Sample Working Agenda for First Career Pathways Steering Committee Meeting

Pre-Meeting Recommendations:

- Send committee members toolkit 1: Introduction to Career Pathways and Bridge Programs in Michigan and the URL to access the accompanying tutorial for review prior to the meeting.
- Send committee members toolkit 2: Partnership Development and Planning for review prior to the meeting.

Time Allotment	Activity	Notes
30 minutes	Welcome and Introductions	Depending on how familiar the committee members are with each other, allow sufficient time for introductions and brief descriptions of the programs/agencies they represent.
5 minutes	Intended Outcome	Committee members will: <ul style="list-style-type: none"> • Leave with knowledge of the basic concepts of a career pathways system, including need, benefits, and role each partner plays in its development • Be able to articulate a common vision for career pathways to the Adult Learning Collaborative Board
45 minutes	Beginning with the End in Mind: Building a Regional Career Pathways System	<ul style="list-style-type: none"> • Option 1 (recommended): Send toolkit 1 and URL for accessing the tutorial prior to the meeting for committee members to review. Spend this time in the agenda to review the sample career pathways visual and discuss the benefits of such a system and the need for a collaborative effort. Caution: Don't get hung up on implementation issues. Keep the discussion broad and upbeat. • Option 2: Set up a computer and LCD projector and view the tutorial as part of the meeting. After the tutorial, engage in a discussion of benefits and collaboration.
60 minutes	Committee's First Task: Creating a Common Vision	<ul style="list-style-type: none"> • Discuss the visual of the sample health career pathway in toolkit 1 and determine modifications that should be made to use it as a representative model for presentation to the ALCB • Determine what, how, and who will present the career pathway vision to the full ALCB
20 minutes	Planning Next Steps	<ul style="list-style-type: none"> • Set a date, time, and location for the next meeting/conference call during which members will finalize their introductory presentation to the ALCB

Tool #2.6

Partnership Survey Identifying Our Strengths Joining Forces to Build An Adult Career Pathways System

A comprehensive and coordinated career pathways system requires a variety of shared functions by multiple partners. Listed below is a sampling of some of these functions. Indicate in which functions your agency/organization:

- (1) has expertise,
- (2) would be willing to participate (you or someone within your agency/organization),
- (3) can legally expend funds for, and/or
- (4) currently provides financial support or other resources.

Name of Organization: _____

Contact Person: _____

Email: _____

Check all that apply.

Career Pathways Functions	My agency has expertise in this area.	My agency would be willing to participate in this function.	My agency can legally expend funds.	My agency currently provides support or other resources.
Gap Analysis				
Analyze US Census and National Assessment of Adult Literacy data to determine the educational levels of adults in the region				
Conduct a systematic labor market analysis, identifying industries and fields that offer jobs with family-supporting wages and opportunities for advancement				
For each high demand occupation/job sector, identify the required educational, technical, and workplace competencies				
Conduct a gap analysis of the population's educational levels versus the requirements of the high demand occupations				
Identify educational/training providers in your region and assess the extent to which they have the capacity to bridge the gap between existing educational levels and high demand occupational requirements				
Conduct a regional funding audit to identify state, regional, community and				

Career Pathways Functions	My agency has expertise in this area.	My agency would be willing to participate in this function.	My agency can legally expend funds.	My agency currently provides support or other resources.
partner resources that can be leveraged to fill unmet education and training needs				
Develop a plan to annually update this gap analysis process				
Partnership Development and Planning				
Identify and engage potential partners, such as employers; civic and philanthropic organizations; public and private providers of education, training and social services; and economic and workforce development agencies				
Develop agreed-upon measurable goals based on the gap analysis findings				
Clearly articulate the roles, commitments, and contributions of each partner – including employers – through written memoranda of understanding				
Identify costs and develop a funding strategy including targeting existing funding sources and identifying additional revenue streams				
Build and broaden support by bringing partners together regularly to promote communication and collaboration				
Create a methodology for tracking educational and career outcomes for individuals over time				
Curriculum Development				
Create a structure for obtaining buy-in and input from Adult Education, technical, non-credit/workforce development faculty, and/or developmental education programs (e.g., program advisory team, program management team, employer engagement)				
Determine how to cover the costs for curriculum development (e.g., existing funds, special grant funds, etc.)				
Create a system of stackable certificates at non-postsecondary and postsecondary levels that allow adult learners to progress through the career ladder with tangible evidence of work readiness				

Career Pathways Functions	My agency has expertise in this area.	My agency would be willing to participate in this function.	My agency can legally expend funds.	My agency currently provides support or other resources.
Identify the “right” instructors to develop and teach the contextualized curriculum (e.g., faculty with certain characteristics, incentives for curriculum development, specialized professional development)				
Examine and recommend various work-related assessment tools such as WorkKeys, career inventories, etc. that would support the career pathways system.				
Crosswalk state-approved adult education standardized tests with college entrance exams (e.g., COMPASS, ACCUPLACER) to determine possible gaps.				
Develop aligned curricula that integrate the skills needed for successful dual or concurrent enrollment in adult education and occupational training programs				
Integrate transferrable career readiness skills and activities such as career exploration, study skills, problem solving, computer literacy, job search, etc.				
Develop career pathways with sequential levels, each with specific entry and exit requirements, that ultimately lead to college or career certification in high demand jobs				
Where appropriate, match each level with high demand employment opportunities in the region?				
Advising/Navigating				
Implement a barrier identification process to identify and resolve barriers to student participation and success				
Utilize a navigator/case manager with specific responsibilities for helping students to understand and navigate through his/her career pathway				
Provide specialized training for your navigators so they would be informed about the services of all educational, training, and support organizations as well as the employment/employer				

Career Pathways Functions	My agency has expertise in this area.	My agency would be willing to participate in this function.	My agency can legally expend funds.	My agency currently provides support or other resources.
requirements of the high demand jobs				
Integrate one or more of these activities into the advising/navigating services: career exploration, cohorts and peer mentor, job and college exposure, computer skills through course content, etc.				
Provide job and/or college placement services for participants				
Managing and Implementing a Career Pathways System				
Develop a specific budget for the implementation of the program				
Share costs (direct and/or in-kind) across multiple providers				
Provide specialized training and support to instructors working in the career pathways system				
Develop a specialized student recruitment process to identify students interested in participation in the career pathways components				
Support interagency cross-training on topics that require a common understanding at the local and regional levels				
Design and implement branding and marketing plans to promote the benefits of the Career Pathway program to all of the partnering organizations and employers				
Utilize a specific structure to monitor the progress of the program with all partners (e.g., Project Advisory Board meetings)				
Evaluating Career Pathway Programs and Promoting Continuous Improvement				
Identify the evidence that each partner wants to collect to document success				
Use a strategy to identify the data that each partner would contribute to provide the evidence to document success				
Develop a performance management system that spans multiple years in order				

Career Pathways Functions	My agency has expertise in this area.	My agency would be willing to participate in this function.	My agency can legally expend funds.	My agency currently provides support or other resources.
to report longitudinal economic and educational impact				
Make adjustments based on evidence of program impact and effectiveness				
Identify ways to expand successful models and strategies to other industry sectors				

Tool #2.7

Sample Agenda for Presenting Career Pathways to Adult Learning Collaborative Boards

Recommendation: Prior to the meeting, you may want to send ALCB members the URL to access the online tutorial and/or toolkit for *An Introduction to Career Pathways and Bridge Programs in Michigan*.

Time Allotment	Activity	Notes
25 minutes	Welcome and Introductions	Depending on how familiar the members are with each other, allow sufficient time for introductions and brief descriptions of the programs/agencies they represent.
5 minutes	Career Pathways Overview	Based on information from Toolkit 1: An Introduction to Career Pathways and Bridge Programs in Michigan
20 minutes	Background	<p>Option 1: Did You Know? (Shift Happens) http://www.youtube.com/watch?v=TZjRJeWfVtY&feature=related</p> <p>Option 2: The Perfect Storm http://www.ets.org/Media/Education_Topics/perfectStorm/perfectStorm.html</p>
60 minutes	Introduction to Career Pathways	<ul style="list-style-type: none"> • What does a career pathway look like? (Use tool 2.4 or similar model) • What will it take to get there? (the first of many discussions) <ul style="list-style-type: none"> ○ Engage the participants in identifying the driving and restraining forces. Have them make a list of each; put each item on a 5 X 7 post-it. The facilitator will call for them one at a time. “Give me one driving force.” “Does anyone have one similar to that?” Create groups of ideas. After the meeting, prepare a report of these items for the Steering Committee to deal with.
20 minutes	Identifying Our Strengths	<ul style="list-style-type: none"> • Distribute a hard copy of the Partner Survey that the Steering Committee revised to introduce ALCB members to the elements of the career pathway system and to the expectation that they will contribute. • Give them the URL for the electronic version. • Invite them to share the survey with their staff. • Explain that the Steering Committee will use the results to begin their development process and determine necessary workgroups.
10 minutes	Wrap Up	<ul style="list-style-type: none"> • Ask for questions or items needing clarification • Explain agenda items for next meeting <ul style="list-style-type: none"> ○ Sharing results of gap analysis ○ Presenting career pathways recommendations report

Tool #2.8

Sample Agenda for Second Career Pathways Presentation at ALCB Meeting

Time Allotment	Activity	Notes
5 minutes	Welcome and Overview of Gap Analysis	Describe how the Gap Analysis report was developed and its main content.
20 minutes	Examining the Results of the Gap Analysis	Present the data collected for each of the sections of the Gap Analysis (as outlined in toolkit #3). You may want to have different Steering Committee members present different sections of the report to show evidence of the collaborative work.
10 minutes	Recommending Career Pathway Priorities	Present recommendations for the career pathway/s that appear to have the greatest potential for impact in the region. Get approval from the ALCB to begin development of the selected pathway/s.
20 minutes	Identifying the Evidence	<ul style="list-style-type: none"> • Use 5 X 7 post-it notes • Ask each representative to make a list of the evidence his organization would need to be convinced that a career pathway system would benefit the clients and the organization. • On each post-it note, put ONE item of evidence. Get one volunteer to start the process. • “Give me one” and read it. “Does anyone have one similar to that one? Bunch like items. • Ask for others until all have been posted. • Explain that the Steering Committee will use this information to inform the career pathways evaluation process.
5 minutes	Wrap Up	<ul style="list-style-type: none"> • Ask for questions or items needing clarification • Explain agenda items for next meeting <ul style="list-style-type: none"> ○ Career pathways benchmarks for the next two years ○ Presenting career pathways recommendations report

Tool #2.9

Sample Career Pathways Agenda Items for Ongoing ALCB Meetings

Time Allotment	Activity	Notes
30 minutes	Workgroup Meetings	Allow time for career pathway workgroups to meet face-to-face to: <ul style="list-style-type: none">• Review their plan for the last quarter• Review what they actually accomplished• Revise their work plan and timeline• Make assignments for the next quarter• Plan the next web meetings for the next quarter
45 minutes	Workgroup Updates	Allow time for each career pathway workgroup to report on: <ul style="list-style-type: none">• Their plan for the last quarter• What they actually accomplished• Their revisions for the next quarter