Memorandum of Understanding 5/23/2017

Between

Campbell Adult Community Education Center
(CACE)

Milpitas Adult Education (MAE)

And

San Jose City College
(SJCC)

This Memorandum of Understanding (MOU) is to set forth the terms and understanding between CACE (Campbell Adult Community Education Center), MAE (Milpitas Adult Education) and SJCC to utilize multiple measures for course placement as part of SJCC’s matriculation process for arriving adult education (AE) ESL students. By avoiding over-testing of students (such as CASAS at the adult schools and the ACCUPLACER at the college) and building upon the students’ existing test results and academic accomplishments, the use of multiple measures to inform placement of students in courses provides a seamless transition into SJCC’s ESL program for advanced adult education students while increasing the students’ academic success.

**Purpose/Goals of Partnership:**

The purpose of this MOU is to use multiple measures in lieu of the placement test requirements at San Jose City College for ESL students who are transferring from Campbell Adult Community Education (CACE) or Milpitas Adult Education (MAE). The South Bay Consortium of Adult Education (SBCAE) ESL work-group has aligned exit assessments from the SBCAE adult education schools to the Community Colleges. Our work has shown that advanced students in the Adult Education ESL programs frequently place at the Community College’s intermediate (320) level upon completion of exit requirements at CACE and MAE. Knowing this, the ESL faculty placement advisors at SJCC can place students as accurately as SJCC assessment test by using rigorous multiple measures that are student-friendly and less inhibitive.

To serve immigrant students with a "warm hand-off" as they transition from adult education into community college, the SBCAE ESL collaborative work group has developed a set of procedures (described below) allowing ESL students to transition with ease to the college registration process.
Outcomes of Partnership:

The partnership will be a huge win for AE students, for the college, for our ESL program, and for cross-institutional alignment and collaboration. It will enhance our program by sending us well-prepared, ready-to-learn students, who will boost enrollment. It will build bridges to facilitate our students’ journeys toward English acquisition and career development. It will broaden and deepen the working relationship among ESL professionals at three immigrant-serving institutions. Finally, it will address an important goal of AB86: that of opening doors of educational opportunity and access for our most vulnerable student population.

MOU Agreement Activities/Procedures to Accomplish the Above Goals:

1) Level 4 and 5 advanced students from MAE and CACE are the most appropriate candidates to benefit from ESL course placement using multiple measures, but level 3 AE students are also eligible.

2) AE students from CACE and MAE who are sent to SJCC for course placement using multiple measures will be selected by AE faculty on the basis of:
   - reading and listening pre-test and post-test scores (CASAS)
   - writing, reading, listening exit test scores
   - writing sample
   - ILP (Individual Learning Plan) which includes background/profile and contact information

3) The CACE Transition Specialist will send the SJCC Placement/Advisement Team member a packet of the 4 bulleted items (above), for each referred student. The MAE Transition Specialist will do the same for MAE referred students.

4) All ESL referrals from CACE must have an exit appointment with the CACE Transition Specialist. All ESL referrals from MAE must have an exit appointment with the MAE Transition Specialist. The students must sign an “agreement to release information” form, which will be included in the student’s packet. If the ESL student self-refers to SJCC without an appointment with the CACE/MAE Transition Specialist, she/he will have to go through the normal placement procedure which includes the ESL Accuplacer Assessment.

5) Every CACE and MAE referral student to SJCC will have already applied through CCC Open, will have been granted acceptance, and given a SJCC student ID number.

6) The SJCC Placement/Advisement team (consisting of 5 ESL teachers) will assess the contents of each AE student’s packet for placement into SJCC ESL courses. The
emphasis will be on the writing sample (in combination with the AE test scores and background information) just as we currently do with the Accuplacer scores and writing sample.

7) All placements will be determined prior to SJCC ESL Advisement/Orientation, and each AE student will be contacted by email or phone to set up an appointment date for Advisement/Orientation. There they will be advised by ESL instructors and receive their placement cards to enroll.

8) The last step for referred students is registering for classes either online (MyWeb) or at Admissions and Records, with the help, if needed, of SJCC’s transition specialist or an SJCC counselor.

Once this MOU is signed, we can welcome AE referred students into summer 2017 SJCC ESL classes or the Dec. 2017 AE referred students into Spring, 2018, classes if all goes as planned.

**Reporting**

Evaluation of the effectiveness of and adherence to the agreement will be conducted by faculty involved in both the send-off and receiving ends of the transitioning students, as well as other interested parties.

**Funding**

This MOU does not set forth a commitment to funding.

**Duration**

This MOU is at-will and may be modified by mutual consent of authorized officials from (list partners). This MOU shall become effective upon signature by the authorized officials from the (list partners) and will remain in effect until modified or terminated by any one of the partners by mutual consent.

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(Doug Smith, VC Admin Svs.
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(Usha Narayanan, Principal, Milpitas Adult Ed/Correction
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