



Adult Basic Education



"An employee newsletter"

Volume 1, Issue 1

October 1, 2008

Quarterly Newsletter

The Art of Communication

By Jennifer Peiten

"Communication leads to community, that is, to understanding, unity and mutual valuing."-Rollo May, Ph.D.

Many of you are aware that the Adult Basic Education Department continues to grow at a steady pace. With a department of this size, it becomes challenging to keep everyone informed and aware of what is happening within various programs. Because of such challenges, it was recommended to establish a workgroup to focus on improving communication within our department.

The Communication Team is Dusty Achenbach, Madelyn Arballo, Laura Garza, Gail Gilchrist, Ditmara Hernandez, Jennifer Peiten and Denise Van

Tilburg. A few months ago these committee members were emailing survey-like questions in order to identify communication gaps or misinformation. After a few questions had been sent out and responses received it appeared this, in fact, would turn out to be a much larger project than anticipated.

Therefore, as the Communication Team works to sift through the information we've obtained thus far with a little guidance from the Research Department, we decided to start a newsletter specific to our program needs. The newsletter will be printed quarterly and will include



the following: personnel information, employee news, program highlights and general announcements. We hope you will find this newsletter to be helpful in keeping you on top of the latest news.

Please feel free to contact any of the Communication Team members with your input!



Inside this issue:

Art of Communication	1
New to ABE	1
In The Spotlight	2
Rules to Work By	3
Accreditation Watch	3
The Lighter Side of ABE	4

Holidays:

November:

- 11** Veteran's Day
- 27-30** Thanksgiving Break

December:

- 24-Jan 1, 2009** Winter Recess

Key Dates:

October:

- 29** ABE College Day

November:

- 4** Election Day
- 19** Continuing Education Registration for 2009 Winter Intersession and Spring Semester.

December:

- 14** Fall Semester ends

January 2009:

- 5** 2009 Winter Intersession begins

New to ABE

Assistant Director Adult Basic Education, Omideh Sloan

Let me start by saying how excited I am to be joining the ABE team! While I have worked with diverse populations, my favorite group has always been adult education students, as well as the dedicated faculty and staff that serve them. For the past five years I have worked at Santa Barbara City College as the coordinator and instructor of the "Learning Center", a program that serves adult learners pursuing high school diplomas, GED, and/or basic skills improvement. I also recently received my doctorate in Education from UC Santa Barbara. My dissertation research focused on the role of social mo-

tivation of high school dropouts' decisions to return to school as adults.

I am originally from Napa, California and I have traveled extensively throughout the United States and abroad. These experiences led me to study Latin American Studies and Spanish at The George Washington University in Washington DC. I will be moving from Santa Barbara with my husband, Phil, and our two cats, Yuki and Taiyo. We are very excited to be so close to hockey games, Los Angeles' diverse cuisine, and fantastic shopping around Walnut! I look forward to meeting each of you in October.

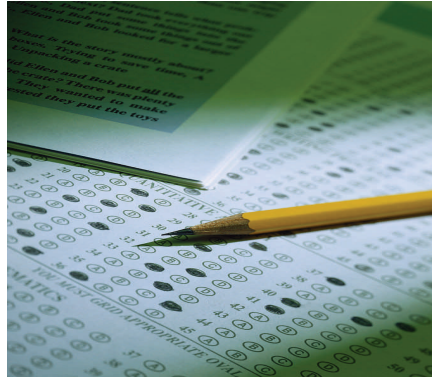
IN THE SPOTLIGHT

CAHSEE Program

By Anne Vu

Hello, from the CAHSEE PASS Crew! We live in Building 38, Room B-2, in our cozy corner office, and you can easily reach us at extension 5281. Our goal is oriented towards student **P**reparation **A**nd **S**tudent **S**uccess.

The CAHSEE team includes 8 counselors, 2 instructors, and 8 teaching aides, but you'll rarely bump into them. That is because they all work off-site at 10 different locations, where the majority of the instructional and counseling services are offered. More likely, you'll bump into Lisa Nguyen, our newly appointed Project Coordinator, Crystal Martinez, our amazing Assignment Coordinator, and 3 positive clerks who always have a smile on their faces (Des, Pia, and Maxine).



Now, what exactly does CAHSEE stand for and what in the world do we do? CAHSEE is the exit exam that students must pass in order for them to earn a diploma from their *comprehensive* high school. The CAHSEE staff recruits the non-graduates, students who *should* have graduated from their

high schools in 2006, 2007, or 2008. We offer counseling, tutoring, classes, make phone calls, speak to families, AND we even go knocking door-to-door in hopes to give these student another opportunity.

I feel extremely blessed to be working at the ABE with such a dedicated and talented team, especially on a project that remembers to serve those who feel they have been forgotten.

If you would like more information, our doors are always open—if you are claustrophobic, you may want to call first.

WIN

By Laura Garza

Since 2000, the Win Program has guided and tutored many student-athletes as they successfully make their transition to a four-year university/college.

Under the supervision of Erica Ledezma, with the help of tutors Bernard Garcia, Laura Garza, Chris Lara, and Jair ("J") Nepomuceno, the WIN Program (located in Building 45) offers a number of tools for all student-athletes to utilize during their tenure at Mt. San Antonio College.

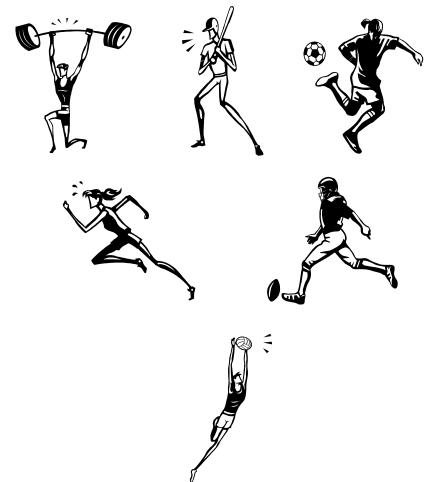
Among such tools offered include personal one-on-one tutoring in a variety of subjects and books that students may check out with the WIN program. There are also computers that students can use for research, word proc-

essing, and homework.

With the rising costs of four-year universities/colleges across the nation, the WIN Program, together with Financial Aid, will give all student-athletes available information for existing scholarships. The WIN Program even offers two scholarships a year to student-athletes to help alleviate the expense of college.

Since the spring of 2008, the WIN Program has also been able to provide valuable counseling advice to student-athletes with the availability of an athletic counselor on-site. With the cooperation of the Physical Education and Counseling Departments, as well as Adult Basic Education, the WIN Program has successfully directed

and perhaps, inspired numerous student-athletes as they continue their education at their respective universities and colleges.



Rules to Work By

By Madelyn Arballo

The following is helpful information on reporting absences or requesting time off.

Planned Absences (PT/FT/FACULTY)

Please submit a request for the time off in writing via Lotus Notes **in advance** of the absence.

- ◆ **PPT/FT** should indicate in their LN that they spoke to the area supervisor or site manager to ensure coverage is adequate. Please remember that approval is still needed by Madelyn through Lotus Notes. In the event that the absence is due to personal necessity, you must complete a payroll absence form to be submitted with your timesheet. Please see Lisa Zhan or Maria Cardenas for this form.
- ◆ **Faculty** should also complete and submit a **Faculty Absence Form** in addition to their LN requests at the time the request for time off is made. You can find this form at <http://hr.mtsac.edu/docs>
- ◆ **Student Assistants/** hourly employees should request time off directly from their area supervisors. **Approval will come directly from them.**

Unscheduled Days Off/Sick Days (All Employees)

Please call the front desk as soon as possible and prior to your start time on the day of your absence. The phone number to the front desk is 909-594-5611 ext. 4845. The receptionist will complete an interdepartmental absence sheet and inform your area supervisor.*

- ◆ **Important note regarding jury duty:** In the event of required jury duty, you must bring a court note verifying service. Please note that the court note is not the jury summons that you receive in the mail. This note must be submitted for **each day** you serve jury duty.
- ◆ **Faculty only:** on the day that you return from an unplanned absence, you must complete a Faculty Absence Form (see previous link).

***NOTE:** If it has been your practice to inform your area supervisor directly that you will not be at work, please feel free to continue this. However, you will still need to call the front desk to report your absence. Please do not rely on your supervisor to do this.

Accreditation Watch

By Lianne Greenlee

WASC Accreditation Activities Completed in Spring 2008

- 🕒 Orientation of all Program Teams and stakeholders to WASC process
- 🕒 Draft of Continuing Education Student Learning Goals created with input from instructors, classified staff, students and management
- 🕒 Monthly meetings of all WASC Teams to discuss WASC application Criteria
- 🕒 Revision of Continuing Education Vision and Mission statements
- 🕒 Monthly meetings of all WASC Teams to discuss WASC application Criteria
- 🕒 Draft of initial application responses created collaboratively by WASC team participants

Upcoming WASC Accreditation Activities

- 🕒 Official approval of Continuing Education Student Learning Goals by Academic Senate and Board of Trustees
- 🕒 Review and analysis of Student Profile Data by all WASC Teams
- 🕒 Creation of WASC Action Plan to address identified Division major areas of need
- 🕒 Institutionalization of Student Learning Goals in all Division programs
- 🕒 Review and revision of WASC initial application by all WASC teams
- 🕒 Distribution of student and staff surveys in September 2008
- 🕒 Collection of evidence and documentation for WASC application



**Continuing Education
Adult Basic Education**

Communication Team

- Dusty Achenbach
Madelyn Arballo
Laura Garza
Gail Gilchrist
Ditmara Hernandez
Renu Katoch
Jennifer Peiten
Denise Van Tilburg**



The Lighter Side of ABE!

Stella The Stork has been busy this summer granting wishes and taking orders.



June 20, 2008, Renu and Tapinder Katoch welcomed twin daughters *Seiya and Raiya*.

June 25, 2008, Dusty Achenbach was blessed with the arrival of her fourth "**PERFECT**" grandson, *Adian Jeffrey Andreas*.

Yvette and Carlos Santillan are expecting a little pink bundle of joy in December 2008.

Also in December 2008, Deanna and Robert Bowman are expecting a little blue bundle of joy.

Looks like Stella the Stork has been focusing a lot of her attention on the counseling office.

Jennifer Peiten and her husband Jeff are expecting their second child this coming April.

At this pace, the next job posting will be to help Stella!

There's No Place Like Home!



Raymond Luu and his family moved into their new home this past summer in Ontario.

Also taking the plunge into homeownership was Lorena Peralta. Lorena and her son moved into their new home in Pomona this past summer as well.

Congratulations and good luck to Raymond and Lorena.

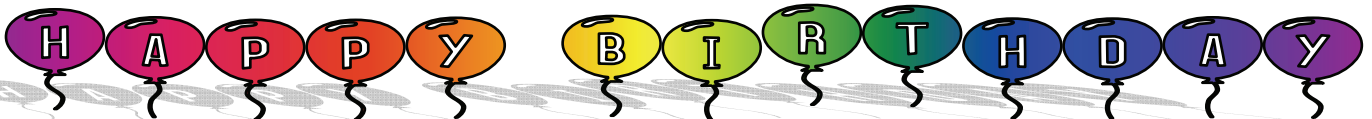


Our congratulations go out to our Adult High School Diploma Instructor/CAHSEE Project Coordinator Lisa Nguyen, who was married to Tommy Tse on July 19, and Anne Vu was her Matron of Honor.

AND

..to Shelby White, our GED Examiner who was married on June 22.

CONGRATULATIONS EVERYONE!



October

- 7 Maria Cardenas
- 15 Lianne Greenlee
- 23 Mark Licican
- 25 Crystal Martinez
- 27 Isabel Johnson
- 28 Denise Van Tilburg
- 31 Julia Martinez

November

- 2 Madelyn Arballo
- 6 Shelby White
- 7 Bernard Garcia
- 8 Pia Inocencio
- 22 Makiko Iwai
- 24 Rajwattie Chatarpual

December

- 1 Lorena Peralta
- 1 Gloria Valdes
- 3 Sue Daugherty
- 5 Angelena Moore
- 6 Des David
- 6 Christopher Lora
- 7 Donna Hutter
- 22 Joseph Armendariz
- 26 Susan Wright
- 29 Cyndy Starkey