San Diego Adult Education Regional Consortium (SDAERC)

Date: Thursday, November 16, 2023
Time: 2:00pm-3:30pm
Meeting Location: SDCCE Headquarters 4343 Ocean View Blvd. Suite 106
Meeting Zoom: https://sdccd-edu.zoom.us/j/86733086455 **Password:** SDAERC
Meeting Teleconference Access Or by phone dial: 1-669-900- 6833 **Meeting ID:** 867 3308 6455

Agenda Item	Lead/Presenter
1. Call to Order	Call to order at 2:06pm **Members Present:** 1. Tom Antl, SDUSD (Proxy for Nate Sachdeva) 2. Dr. Shakerra Carter, SDCCE 3. Dr. Lorie Crosby Howell, SDCCE 4. Leah Gualtieri, SDCCE 5. Dr. Minou Spradley, SDCCE (Proxy for Tina King) 6. Betty-Jo Acker, SDUSD (Proxy for Sarah Vielma) 7. Kirsley Tate, SDUSD 8. Megan Timmons, SDUSD **Guests:** 9. Libbier Bakit, SDCCE 10. Cynthia Giammarinaro, SDCCE 11. Sonia Gonzalez, SDUSD 12. Carla Grossini-Concha, SDCCE 13. Haji Haji, SDCCE 14. Karen Hamilton, SDCCE 15. Kelly Henwood, SDCCE 16. Dr. Jacqueline Hester, SDCCE 17. Jan Jarrell, SDCCE 18. Dr. Veleka Iwuaba, SDCCE 19. Dr. Roberta Krauss, SDCCE 20. Brenna Leon Sandeford, SDCCE 21. Sandra Leyden, SDCCE 22. Rosas Monica, SDCCE 23. Ernesto Rivera, SDCOE 24. Jose Rivas, SDCCE 25. Maureen Rubalcaba, SDCCE 26. Nate Sachdeva, SDUSD 27. Catherine Shafer, SDCCE 28. Anagit Traganza, SDCCE 29. Vincent Villareal, SDCCE 30. Sarah Vielma, SDUSD

2. Adoption of Agenda & Selection of Chair & Proxies	Action: Approved by consensus Dr. Spradley to chair the meeting
3. Public Comment *Note: see new Consortium Public Comment Form online* *SDAERC*	None
4. Consent Items: a. Approval of September 21 Minutes	Adjustments needed to be made for proper titles to be displayed for Dr. Howell, Dr. Hester, and Dr. Krauss Minutes with Adjustments M/S/P by Leah Gualtieri and Dr. Howell Discussion: None Nays: None Abstentions None Action: Approved by consensus
5. Action Items 6. SDCCE Welcome Centers: Site Improvement Action Item 7. Transfer of funds to SDUSD Adult School 8. Q1 Expenditures due 12/1 9. Program Area Report due 12/1	SDCCE Welcome Centers: Site Improvement Action Item, Dean Maureen Rubalcaba, Dean of Student Equity, SDCCE Followed up on new student enrollment system (CCAPPLY). Dec 4th will begin the first new phase of student enrollment. To assist this the goal is to open an in-person welcome center at each campus. A resource for communities to come ask questions and receive assistance, as well as to provide spaces for new transition teams Support will also be available for canvas, registering for classes. Spaces have been identified at each campus. $40,00 being requested of CAEP, braided total of $120,000. Each center will follow a specific new welcome center theme (colors, signage, branding). Funding will be used to make areas open spaced and installation of windows. The spaces will be open Dec 4th without desired improvements. Computer Kiosks initially planned to be used at the welcome centers no longer needed, Dean Rubalcaba and Nate will meet at a later date to discuss potential locations at Unified to place Kiosk. Outreach is also involved to assist with onboarding for students Welcome Centers M/S/P Motion made by Leah Gualtieri and Dr. Carter Discussion: None Nays: None

	Abstentions: None Action: Approved by consensus Transfer of Funds to SDUSD Adult School, Nate Sachdeva, College and Career Technical Education, SDUSD Adult School SDUSD is requesting a transfer of 200-$250,000 from SDCCE CAEP Funds. One time transfer is to cover recent pay increases and to support programs at SDUSD SDCCE has funding left over and is behind in expenditures. Going into spring, the consortium may look at adjusting CFAD and the current 75/25 split in CAEP funds. M/S/P Motion made by Dr. Howell and Megan Timmons Discussion: None Nays: None Abstentions: None Action: Approved by Consensus Q1 Expenditures & Program Area Report Reminders, Kelly Henwood, Special Projects Manager, SDCCE 2 fiscal items both due to the State on 12/1 Items will be brought up again for a full vote and discussion in January

6. Presentation & Discussion Item:
  a) CAEP Healthcare Projects
    - ELL Healthcare Funding Update: Copy of Workplan HERE
    - Early College Credit and Healthcare Partnership Data
CAEP Summit: Diversifying Healthcare Presentation -see Copy of state presentation at this link HERE
	CAEP Healthcare Project, Dean Catherine Schafer, Acting Dean of Healthcare Careers & Community Education, SDCCE
	English Language Learner Grant Allocated $1.4 million to SDCCE
	Populations served by grant: students of a variety of ELL levels
	Pathways: focus is on existing CNA & HHA students, including students participating in CEU Courses
	Project outcomes: Increase number of ELL students completing CNA & HHA and development of curriculum for Ophthalmic Tech & Optical Tech
	Team will be created for ELL Grant (program manager, healthcare careers & ESL faculty coordinators, ESL faculty in healthcare career courses, case management model for counseling, staff for data gathering & analysis)

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<tr><td></td><td>Highschool collaboration for 11th graders at San Diego High School, with interest from graduates
High school collaboration to happen again in 2024 hopefully on a larger scale and smoother enrollment process. HS students need in person modalities
Anticipated 18 Kearny HS graduates and 70 SDHS students to enroll, with interest from Hoover and Crawford and Lincoln

CAEP Summit Presentation: Diversifying Healthcare, Sandra Leyden & Karen Hamilton , SDCCE
Presented at CAEP summit on why we want to diversify healthcare. Discussed recruiting from SD High schools and gave information on healthcare programs offered
Presented problems faced in ESL classes for healthcare</td></tr>
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7. Information Items:
  a) Student Services Updates:
    -Onboarding & Welcome Centers
  b) SDUSD AS to College Transition Team Updates
  c) CCR Updates
  d) Professional Development Updates
  e) Joint Marketing Updates
   Adult School ESL Project Update
	Student Service Updates, Dr. Shakerra Carter, Vice President of Student Services, SDCCE
	New onboarding process launching Dec 4th
	New transportation program partnership with SD Taxi Force
	Thanksgiving bags of love giving out food to students on 11/17
	
	SDUSD AS to College Transition Team Updates, Dr. Roberta Krauss, Dean of Counseling, SDCCE
	Adjunct Counselor available for transitions, Unified has met and discussed framework of transitions as well as organizing all the necessary forms for transition. Caseload model being created for Haji to manage students.
	
	College & Career Readiness Updates, Dr. Veleka Iwuaba, FELI & CCR Coordinator, SDCCE
	A new faculty member has been added to teach CCR courses.
	Day and evening courses available for Spring CCR courses.
	Intent to sign up form available, registration information to follow soon.
	The evening CCR course taught by Brian Hester is designed for Males of Color, anyone is welcome. This specific community will be empowered in this course.

	Professional Development Updates, Carla Grossini-Concha, Professional Development Coordinator, SDCCE Launching programming for youth development and multi-generational faculty learning for consortium partners. Focus will be on how consortium partners can best serve young adult learners from these communities. Paul Watson will be brought in for these workshops for foundational sessions that will be 2-3 hours each. Joint Marketing Updates: Adult School ESL Project, Brenna Leon Sandeford, Public Information Officer, SDCCE Student has been identified for SDUSD's contribution, they are currently looking for a faculty member to participate. The video is planned to be in both English and Spanish. PIO office open to new project requests for joint marketing Adult School ESL Project Update, Kelly Henwood, Special Projects Manager, SDCCE Kelly Speaking on behalf of Maria Allen. Following up on a pilot project started last year at Miramar HS. Goal is to assist aging out ESL students who still are lacking in English skills. Maria will be writing a white paper discussing the project and what was done in order to create a framework to provide this service to other High Schools. Maria will reach out to Megan Timmons and others involved to ensure the white paper includes all the correct information and is fully representative of the model. Potential to discuss other locations to pilot the program
8. Community Partnership Updates a. SDCOE: National Apprenticeship & Vocational Expo: 11/9 Other Community Partners	SDCOE: National Apprenticeship & Vocational Expo: 11/9, Ernesto Rivera, SDCOE 437 high school students from 16 high schools attended 39 Apprentice programs, employers and other vocational training opportunities Huge Success for students and educators and will plan again for next year

9. Upcoming [CAEP Due Dates](#) and State Updates • Dec 1: Program Area Report: July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium * • Dec 1: 21/22, 22/23 & 23/24 Member Expense Report Due in NOVA (Q1) • Dec 31: 21/22, 22/23 & 23/24 Member Expense Report certified by Consortia in NOVA (Q1) Dec 31: End of Q2	Upcoming CAEP Due Dates & State Updates, Dr. Minou Spradley, Interim VP of Instructional Services SDCCE Dates to Keep in mind heading into winter break and the end of the year.

Adjournment: Meeting Adjourned by Dr. Spradley at 3:30pm

Next Meeting: Proposed January 2–3:30pm