San Diego Adult Education Regional Consortium (SDAERC)

Date: June 23, 2022

Time: 1:00-2:30

Location: Online Zoom

Agenda Item	
1. Call to Order	**Call to order at 1:01pm** **Members Present:** 1. Michelle Fischthal, SDCCE 2. Leah Gualtieri, SDCCE 3. Edith Quintero, SDCCE- Proxy for Shakerra Carter 4. Nate Sachdeva, SDUSD 5. Lorie Crosby Howell, SDCCE 6. Megan Timmons, SDUSD 7. Sarah Vielma SDUSD 8. Escamilla Esmeralda- Proxy for Kirsley Tate **Members Absent:** 9. Kirsley Tate, SDUSD 10. Shakerra Carter, SDCCE **Guests:** 1. Libby Bakit, SDCCE 2. Laurie Cozzolino, SDCCE 3. Jose Cruz, SD Council on Literacy 4. Ingrid Greenberg, SDCCE 5. Tiffany Harrison,SDUSD 6. Kelly Henwood, SDCCE 7. Jackie Hester, SDCCE 8. Neil Kovrig, SDCCE 9. Caron Lieber, SDCCE 10. Jessica Luedtke, SDCCE 11. Carolyn McGavock, SDCCE

	12. Eric Miller, SDCCE 13. Desiree Payne, SDCCE 14. Valeria Ramirez, SDCCE 15. Margie de Ruyter, County Office of Education 16. Monica Rosas, SDUSD 17. Jacqueline Sabanos, SDCCE 18. Kent Tran, SDCCE 19. Diana Vera-Alba, SDCCE
2. Adoption of Agenda & Selection of Chair	**Adoption of Agenda** Discussion: None **Michelle Fischthal to Chair the Meeting** Discussion: None Motion: Nate Sachdeva Second: Megan Timmons Nays: None Abstentions: None Action: Approved
3. Public Comment	None
4. Consent Items: a. Approval of Minutes: 3/17/22 b. Approval of PY 22/23 Calendar	**Approval of Minutes from 3/17/22** Discussion: None Motion: Edith Quintero Second: Nate Sachdeva Nays: None Abstentions: None Action: Approved **Approval of PY 22/23 Calendar** Discussion: None Motion: Edith Quintero Second: Nate Sachdeva Nays: None Abstentions: None Action: Approved

5. Action Items:
a. Consortium Fiscal Administration Declaration (CFAD)
    - PY 22/23 Sections
    - Potential Bylaw Changes
	Consortium Fiscal Administration Declaration (CFAD)- Kelly Henwood, Consortium Lead, SDCCE
	Previously approved in March 2022. Reviewed PY 22/23 member allocations. Highlighted legislative changes the state made since March (i.e. bylaws, carryover of funds, consortia effectiveness, public agencies).
	
	Approval for PY22/23 CFAD as is.

	Motion: Nate Sachdeva Second: Lorie Crosby Howell Nays: None Abstentions: None Action: Approved
b. Approval of Q3 Expenditure Reports - Corrective Action	**Approval of Q3 Expenditure Report** Provided overview of Q3 Expenditure Report. The Corrective Action Plan has been the main focus. SDCCE is currently below our expenditure levels. Reviewed some of the items in support of the plan to increase our expenditure levels. There is one more quarter to spend out this year's funds. SDUSD expenditure levels are in a great place. Approval of Q3 Expenditure Report as is. Motion: Lorie Crosby Howell Second: Nate Sachdeva Nays: None Abstentions: None Action: Approved
c. Out of State Travel: SDCCE NCAL	**Out of State Travel: SDCCE NCAL- Michelle Fischthal D.B.A., VPI, SDCCE** The Association of Community College Trustees (ACCT) and the Education Strategy Group selected 14 community colleges to participate in the Non-Credit & Credit Alignment Lab (NCAL) initiative. This is a two-year initiative that supports community college governance units' efforts to develop new or improved pathways between non-credit and credit programs. In August, the third community of practice will take place in Washington DC to allow for greater collaboration and integration of best practices amongst the 14 institutions. Approval for one person to travel and use CAEP funds. Motion: Lorie Crosby Howell Second: Megan Timmons Nays: None Abstentions: None Action: Approved *Action: None*
d. Carry In Funds & Legislative Updates	**Carry In Funds & Legislative Updates** Reviewed during CFAD updates (agenda item 5).

	Action: None **New SDCCE Fiscal Request Form- Kelly Henwood, Consortium Lead, SDCCE** New google CAEP Funding Request Form was developed for use starting July 1. Purpose is to better track expenditures and support spending efforts to assure they are in alignment with our plans. This will allow us to bring the data back to our meetings to share how funds are being utilized.

6. Presentation Items:
a. CAEP Strategic Planning
	CAEP Strategic Planning- Kelly Henwood, SDCCE
	PowerPoint presented on the Strategic Plan 2023-2025 for SDAERC.
	
	Provided background on CAEP. Part of state legislation AB104. The legislation is directly tied to Consortium Collaboration with SDAERC SDUSD and SDCCE. Its purpose is to provide transformational change adult education instructional programs. Funding must be used to support efforts that help to fulfill student adult education outcomes and SDAERC strategic plan and annual plans.
	
	PowerPoint highlights:
	• Consortium responsibilities-
	   o Decision-making body for CAEP programming and funding.
	   o Accountable for strategic plans, annual plans, funding allocations, budget plans, expenditures and overall effectiveness.
	   o Member Agency effectiveness, improvement of service integration, student transitions to post-secondary education or workforce.
	   o Aligning services with providers who serve adult learners in systems.
	• Strategic Planning Process Overview-
	   o integrating and leveraging the objectives, activities, and outcomes with other institutional processes (i.e. CAEP Road Shows, SDAERC Effectiveness Survey Feedback, alignment with SDCCE

Strategic Plan, SDCCE SEMP, alignment with categorical funds).
- State Defined Objectives for Plans-
  1. Address Education Needs
     - o Strategies-
       - Grow back CAEP instructional program enrollment.
       - Reflect community need and labor market demand.
       - Use data to assess program need, effectiveness from an adult learner and labor market perspective.
       - Student-centered scheduling.
     - o Activities-
       - New and updated courses and certificates:
         - Career Pathways & Bridge Programming
         - HS Equivalency Programs
       - New and updated courses and modalities:
         - Digital Equity and Inclusion
         - HS Diploma Programming & Partnerships
       - New and increased effective instructional modalities
         - Distance Education
         - Open Educational Resources
         - Diversity, Equity and Inclusion
         - Career Pathways & IET
  2. Improve Integration of Services and Transitions
     - o Strategies-
       - Increase and systematize student centered transitional pathways.
       - Target student populations
       - Include services and student support activities
       - Focus on community partnerships
     - o Activities-
       - Current Student Transitions
       - Consortium Partner Agency Transitions
       - Outreach Services & Transition Navigators

	■ Targeted Marketing & Communications ■ Career and College Transition Programming ■ Career Planning, Guidance and Educational Plans ■ Credit by Exam ■ SDWP/LWDB Collaborations 3. Improve Effectiveness- ○ Strategies- ■ Work collaboratively and refine the accountability measures ■ Address gaps in services ○ Activities- ■ Consortium Governance & Effectiveness ■ SEMP ■ Student Onboarding ■ Data, Research and Analysis ■ Member to Member Agency Student Transition Data ■ PD to support CAEP Goals & Activities ■ Personnel for CAEP Instructional Programs and Consortium Accountability 4. SDAERC Outcomes & Indicators ○ Student Indicators ○ Practice Effectiveness ○ Data, Research, and Reporting Effectiveness ○ Governance Effectiveness 5. Metrices- ○ Barriers and Enrollments ○ Progress, Transition, Success Approval of CAEP Strategic Plan Motion: Nate Sachdeva Second: Lorie Crosby Howell Nays: None Abstentions: None Action: Approved ***Action:***

	Contact Carolyn McGavock, ESL Program Chair, SDCCE for support with the SDUSD ESL "aging out" (18+) efforts. Discussion: Will discuss how to put this plan in place at the July meeting. Approval to table all remaining agenda items for the July meeting. Motion: Lorie Crosby Howell Second: Nate Sachdeva Nays: None Abstentions: None Action: Approved

7. Discussion Items:
a. Updates and Upcoming Schedules: Career & College Readiness (CCR), FELI, and Career Bridge Pathways
 	
b. Member Agency Collaborations:
    -JECC Upcoming Meeting
    - Other
	Updates and Upcoming Schedules: Career & College Readiness- Lorie Crosby Howell, Dean, SDCCE and Veleka Iwuaba Program Chair, SDCCE
	Did not discuss. Tabled for next meeting.
	
	Member Agency Collaborations- Michelle Fischthal, SDCCE
	   - **JECC Upcoming Meeting-**
	      Did not discuss. Tabled for next meeting.
	
	   - **Other-**
	      Did not discuss. Tabled for next meeting.

8. Information Items: a. State CAEP Summit Session Proposals b. SDCCE Student Services: College and Career Transition Updates c. SDCCE Student Services Outreach and Other d. Community Partnership Updates e. Roundtable	**State CAEP Summit Session Proposals- Kelly Henwood, SDCCE** Did not discuss. Tabled for next meeting. **SDCCE Student Services: College and Career Transition Updates- Stephanie Lewis, Dean, SDCCE** Did not discuss. Tabled for next meeting. **SDCCE Student Services Outreach aad Other, Shakerra Carter, Ed.D, VPSS, SDCCE and Valeria Ramirez, Acting Outreach Coordinator, SDCCE** Did not discuss. Tabled for next meeting. **Community Partnership Updates** Add **Roundtable**

f. Upcoming CAEP Due Dates: https://caladulted.org/DueDates	Add **Upcoming CAEP Due Dates- Kelly Henwood, SDCCE**
**Meeting adjourned 2:31pm** **Motioned: Michelle Fischthal** **Seconded: Nate Sachdeva** **Action: Adjourned**
**Next Meeting July 2022**

For more information about the SDAERC and CAEP: Visit our local websites: SDCE SDAERC and SDUSD Adult Program Or the State CAEP website: www.caladulted.org