SDAERC Minutes January 23, 2020

Item		
1.	**Call to Order**	**Call to order at 3:30pm** **Members present:** 1. Lorie Crosby Howell, SDCE 2. Michelle Fischthal, SDCE 3. Leah Gualtieri, SDCE 4. Megan Johnson, SDUSD 5. Lola Gaona, SDCE (Proxy for Esther Matthew, SDCE) 6. Clint McVay, SDUSD 7. Mike Reynolds, SDUSD **Guests:** 8. Kelly Henwood, SDCE 9. Alex Berry, SDCE 10. Andrei Lucas, SDCE 11. Adreanna Murphey, SDUSD 12. Cassandra Storey, SDCE 13. Diana Vera-Alba, SDCE
2.	**Adoption of Agenda & Selection of Meeting Chair and Co-Chair**	Adoption of Agenda M: Michelle Fischthal S: Leah Gualtieri No Discussion No Abstentions All in favor Mike Reynolds, SDCE Chaired the meeting.
3.	**Public Comment**	No public comment
4. a.	**Consent Items** Approval of Minutes: November 21, 2019	**Approval of Minutes from 11/21/19** M: Clint McVay 2nd: Leah Gualtieri No Discussion No Abstentions All in favor
5. a.	**Action Items:** SDCE Out of State Travel	**Approval of SDCE Out of State Travel** See agenda item. Last year SDCE sent a team to the National Conference for Race and Ethnicity in American Higher Education (NCORE). This conference is held out of state. SDCE would like to continue this practice this year and send up to 5 SDCE Administrators, Faculty and Staff for the NCORE

		Conference on May 26-30, 2020 in New York City. An estimated amount of $15, 000.
		
		   M: Michelle Fischthal
		   2nd: Leah Gualtieri
		
		Discussion:
		This is an action item for the Consortium per State CAEP requirements that required consortium action on all out of state travel using CAEP funds as well as alignment with plan. Note The consortium does not have to get approval from the state.
		
		All in favor
		No Abstentions

6.	**Discussion Items:** a. Financial Expenditure Analysis & Allocation b. Annual Plan Implementation: Actions c. SDCE Faculty CAEP Coordinator Updates d. Standing Item: SDCE Student Services Update	**Financial Expenditures Analysis & Allocation** **Discussion:** See agenda handout. The consortium is currently in PY 19-20, or Year 5 of the state CAEP allocation. All members have submitted the quarter 1 Q1 Expenditure reports. Quarter 2 expenditures (through December 31) will be due on March 1st. Updates were provided on where members are currently are with expenditure levels. Handouts referenced. In reference to the entire consortium, we are 100% spent out on 16-17 and 17-18 expenditures. We currently spending out 18-19 allocation; neither member has spent any 19-20 allocation. Preliminary numbers of amounts spent for quarters 1 and 2 were shared. Quarter 2 expenditures have not yet been entered into NOVA reporting system. Many of the under-expenditures for SDCE are certificated salaries and benefits. SDUSD expenses include instructional technology and furnishings, as well as outreach and marketing. Outreach efforts have helped an increase in SDUSD enrollment by 24.9% at the beginning of the year. As of yesterday, year to date diplomas were increased by 47.9%. Also, SUDUSD also purchased student laptops for all of their labs. The 20-21 allocation award has not yet been provided but will include a 2.29% COLA apportionment. Consortium funding is expected to be approximately 4.9 million with COLA included with SDUSD to receive 2.67 million and SDCE to receive 3.80 million. Final allocation will come for action item for the CFAD at the next meeting. **Action:** Kelly to send the final numbers. CFAD will be voted on the next meeting. **Annual Plan Implementation:** **Discussion:** Updates to some of the goals discussed at the November 2019 meeting were handed out. These can be added to the new Annual Plan for PY 20/21 if they

are not already covered in strategic plan.

- Bridge Courses: A doodle poll was sent for a meeting in February to discuss plans on how to build bridges to transition and develop introductory courses as part of career pathway for students. **Action:** schedule adhoc meeting.
- Career Readiness Courses: Need clarification on how to sign up for the course. Meets Option 2 requirements; important to clarify. **Action**: schedule meeting between SDCE Instruction and Student Services and SDUSD AE.
- Strong Workforce Program implementation process. **Action**: further discussion with Sarah and Michelle. Along with new plans related to results of Round 2 K-12 SWP as well.
- Gateway Connections: Need to discuss data sharing agreement and make sure we are tracking transitions and doing a warm handoff to the gateway program. Youth summit on April 17th; good event to attend for both agencies. May help to provide an understanding of how the Workforce Partnership is directing their funding for the new procurement.
- Data sharing agreement: VPSS, Star Lacey-Rivera is currently trying to locate a copy or what we need to do in terms of data sharing. SDUSD has an MOU that has a clause in it about data sharing; we can review it to determine if it has the elements to support Adult Education and consortium collaborations. **Action:** obtain a copy of interagency data sharing MOU.
- Data elements: the consortia wanted to look at data to help inform and assess effectiveness of intake and onboarding processes eg transitions between agencies. Some data examples: SDUSD English language learners that are aging out; drop out populations by High School; CTTE program data by High School. Note: Strong Workforce funds, require an MOU for data sharing agreement with the community college you are partnering with to have CalPass Plus data
- West Ed Training occurred this past December about data and accountability. Because we have a hard time tracking transitions between SDUSD Adult Ed and CE and the noncredit launchboard now incorporates TOPsPro Enterprise Data with Community College MIS we looking to see if we can identifying Adult Education students that transitioned to SDCE. **Action:** May want to create a workgroup and invite Randy Tillery, the presenter from the training to help look at the transition data.
- Since the last meeting, SDUSD has gone through all student dropouts per SIS system. Down to 80 students in all of SDUSD. Another mailer will be sent out. Wrap around services counselor will begin making calls and working with instructors to contact these final 80 students to see how support can be provided to connect them to education again.

Action: See individual actions noted above per data element shared.

		SDCE Faculty CAEP Coordinator Updates **Discussion:** Currently in the process of putting together a list containing student information, student's campus and program, the corresponding counselor, their email and site phone number. This information will be provided to the adult counselors and instructors. Also, coming up with 6 steps to help new students register for Continuing Education classes. This will include: the application, new student orientations, which programs require placement tests, parking. Final product to be ready by March. Addressed confusion about registration into college and career classes and students being directed to various locations. There is a verbal process but no written processes are in place. Currently drafting this information for distribution to all. Did a walk through (equity walk) as a potential student here at SDCE. Started in the parking lot and went throughout the campus. Had great questions which prompted action items to follow up on. **Action:** None **Standing Item: SDCE Student Services Updates** **Discussion:** Assessment Center Updates- two thirds of the assessment centers at all SDCE campuses will be running mid-spring. Final details and furnishings are being added. Would like to consider, any SDUSD students coming into one of our CTE programs, and do CASAS post testing within a certain period of time, for their information to be shared with us. This prevents over testing incoming students; tests are 1 to 2 hours in length. Current discussions with CASAS testing are occurring; changes will take effect on July 1st. Tests can be reviewed to see which are applicable to coordinate with our testing centers. **Action:** None
7. a.	**Presentation Item(s):** SDUSD CTTE Presentation : K-12 Strong Workforce Collaboration	On behalf of Sarah Vielma, Andreanna Murphey presented SDUSD Career Technical programs including those related to K-12 Strong Workforce collaboration initiatives. Adreanna, formerly a Head Counselor at the central office, is now with the Office of College Career Technical Education Head Counselor. Topics discussed: brief background on what CCTE is, K-12 Strong Workforce Programs, and updates on SWP Rounds 1 and 2 of planning. CCTE Background: – 26,000 students in SDUSD College and Career Pathways

- Programs are at several Middle Schools and all comprehensive District High Schools
- 12 of 15 CA Industry Sectors are represented
- CTE Transitions and Dual Enrollment: There is a current project to streamline the credit by exam process eg articulation process with SDCCD.
- The "Four Core Components" of CCTE are: Rigorous academics, Quality CCTE, Work Based Learning (WBL), and Student Supports

K-12 Strong Workforce Programs:
- Student engagement and certifications are in the first group proposal. The application submitted by SDUSD for funding include transportation, Biotechnology and Cybersecurity.
- WBL and Certifications are in the second group proposal. This includes education, entrepreneurship, healthcare, hospitality, and transportation. Opportunities include a "National Career Education Signing Day"; occurring at Miramar.
- Student Engagement strategies: Career Explorations Systems (i.e. online and educational software and applications such as: Thrively, Journey Maps)
- Focused on engaging at all levels from elementary through college. SDUS is providing support with career exploration and preparation.
- Professional Development is ongoing; embrace the "Whole-School Whole Student" concept.
- The Student Engagement timeline for SWP Round 1: (July 2019- June 2021) was presented. Highlights of past project/events were shared.

SWP Round 1 Planning:
- Program and certifications are being offered at identified college. Would like to have more Continuing Education opportunities available. **Action:** how can this be supported further? Engage through Sarah and SDCE Management
- Current discussions on pathways between SDSUSD and SDCE are occurring. Programs in discussion include: Advanced Transportation and Healthcare; there may be others. **Action:** The Consortium would like an update on those proposals so that SDCE can best support.

Round 2 Planning
- 2019 meetings dates (Preliminary Planning, Innovation Team Meeting)
- An application was turned in right before the holidays.
- Regional Priorities: Middle School Career Development, High School Career Development, Pathways Development
- Preliminary Planning: Campus Workshops, One page plans (to include grad requirements, CCTE Courses, Post-Secondary Courses), industry specific pathways

May SDUSD event (date TBD) to be held that showcases all student work in CCTE classes. **Action:** Could include a pre-workshop for parents where

		SDCE can present programs.

8.	**Informational Items:**
	a. San Diego Promise Fall 2020 Applications
	b. Super Region Updates: Next Meeting 2/11, 1pm, NCC
	c. WIOA II RFA: Due 2/28
	d. Upcoming Conferences and Professional Development
	e. Upcoming CAEP Due Dates:
	  – Jan. 31: Student Data due in TOPSPro (Q2)
	  – Feb. 28: Preliminary allocations released (2021-21 and 2021-22)
	  – Mar. 1: 17/18 and 18/19 and 19/20 Member Expense Report due in NOVA (Q2)
		San Diego Promise Fall 2020 Applications
		– Applications became available on January 13th. Applications accepted through the end of June.
		– Promise Postcards have information on how to apply and eligibility requirements. Posters will also be made available.
		– Any student planning to apply for the Promise program must complete a FAFSA for financial aid.
		– Gateway College and Careers offers workshops on how to complete an application.
		– **Action:** SDUSD contact Stephanie Lewis for more information.
		
		Super Region Updates: Next Meeting 2/11, 1pm, NCC
		– There was a joint meeting between the non-credit pathways through the SWP and the CAEP Super Region groups.
		– 3 goals regarding collaboration between these groups are being identified.
		
		WIOA II RFA: Due to CDE 2/28
		– There was discussion about doing a Joint WIOA II application but outcome is to submit separate applications. Will collaborate and make sure there is strategic partnership in our submissions.
		
		Upcoming Conferences and Professional Development
		– Planning process for Teaching and Learning Collaborative (TLC) version 2 is in discussion.
		– FELI
		  • Just completed a FELI workshop. Four members from SDUSD participated. Experiences were shared. Interested in creating cohorts of students to take this workshop. Discussions to occur around this.
		  • August 2020 FELI workshop; date TBD
		
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9.	**Roundtable**	High School Diploma Curriculum. Action: set up a meeting to discuss. To include Holly Rodriguez. Inform JECC. It will be Helpful to clarify the membership and role of the JECC. Next JECC meeting in March.
Adjournment *Next Meeting: March 19*		Adjourn 5pm