

SDAERC Minutes September 19, 2019

Item	
<p>1. Call to Order</p>	<p>Call to order at 3 pm</p> <p>Members present:</p> <ol style="list-style-type: none"> 1. Lorie Crosby Howell, SDCE 2. Michelle Fischthal, SDCE 3. Leah Gualtieri, SDCE 4. Megan Johnson, SDUSD 5. Esther Matthew, SDCE 6. Clint McVay, SDUSD 7. Mike Reynolds, SDUSD 8. Sarah Vielma, SDUSD <p>Guests:</p> <ol style="list-style-type: none"> 9. Flora Barron, SDCE 10. Laurie Cozzolino, SDCD 11. Lola Gaona, SDCE 12. Debbie Glanz, SDUSD 13. Kelly Henwood, SDCE 14. Megan Leppert, SDCE 15. Rachel Rose, SDCE 16. Maureen Rubalcaba, SDCE
<p>2. Adoption of Agenda & Selection of Meeting Chair and Co-Chair</p>	<p>Adoption of Agenda</p> <p>M: Mike Reynolds 2nd: Esther Matthew No Discussion All in favor</p> <p>Michelle Fischthal, VPI at SDCE Chaired the meeting.</p>
<p>3. Public Comment</p>	<p>No public comment</p>
<p>4. Consent Items a. Approval of Minutes: July 11, 2019</p>	<p>Approval of Minutes from 5/2/19</p> <p>M: Lorie Crosby Howell 2nd: Esther Matthew No Discussion All in favor</p>
<p>5. Action Items: a. Expenditure Reports & Program Reporting</p>	<p>Approval of Expenditure Reports & Program Reporting</p> <p>SDAERC reviewed the following state required CAEP Reports:</p> <ul style="list-style-type: none"> – PY 18/19 Q4 Expenditure Reports for both members-must be approved and certified by the Consortium by 9/30/19

	<ul style="list-style-type: none"> - PY 18/19 Program Area Reports for both members - PY 19/20 Annual Plan for Consortium- action is to ratify the Annual Plan Submission <p>Both member agencies are under expended according to the state FIFO report but will close out PY 17/18 allocation by the 12/31/19 deadline. A motion was made to approve the following CAEP reports: Q4 expenditure reports, PY 18/19 Program Area Reports, and the PY 19/20 Annual Plan submitted.</p> <p>M: Lorie Crosby Howell 2nd: Mike Reynolds No discussion All in favor</p>
<p>6. Discussion Items:</p> <ul style="list-style-type: none"> a. Annual Plan Implementation b. Standing Item: Student Services Update 	<p>Annual Plan Implementation</p> <p>Discussion:</p> <p>How we will pursue a collaborative implementation of the strategic plan? At the last meeting, we discussed having a project team. We reviewed strategies and indicated which stages they were in. Discussion occurred about alignment with other initiatives: SWP, Guided Pathways, etc. We identified opportunities to partner on Integrated Education and Training and learn from ESL IET model and clarified populations for transition. We would like to set up a separate DSPS meeting with TRACE for students who experience disabilities and have special needs. Will coordinate an implementation workgroup meeting to occur in the second week of October.</p> <p>Action: None</p> <p>Standing Item: Student Services Update</p> <p>Esther Mathews updated the consortium on professional development participation by SDCE academic counseling. As well as the MS/HS Counselor conference on 11/15 at Chavez hosted by SDCE. There will be a SDUSD counselor meeting in the morning and a structured agenda and speakers in afternoon.</p> <p>Action: None</p>
<p>7. Presentation Item(s):</p> <ul style="list-style-type: none"> a. SDCE Student Services: Outreach Presentation b. Marketing: HSD Banner 	<p>Marketing presentation of the Joint HSD Banner by Ranessa Ashton, SDCE Public Information Officer. This banner was developed based upon the joint flyer approved by the Consortium in July.</p> <p>SDCE Student Services: Outreach Presentation by Maureen Rubalcaba, SDCE Dean of Student Equity. See PPT in agenda packet. Presentation was followed by a guided discussion facilitated by Kelly Henwood.</p> <p>Key discussion questions addressed included: What do we want to accomplish with outreach and marketing efforts? How can we reach our shared populations of adult learners? What key messages do we want to convey? What kinds of materials and methods would lead us to success? What Community partnerships to focus on for outreach and marketing efforts? What</p>

is the best way to educate educators to support the student journey?

Discussion around the goals and intended accomplishments for Outreach and Marketing include the following:

- Identify SDUSD specific populations of learners to engage in transition
 - Including reconnections for those who have not completed at SDUSD
- Assist with a “true” handoff between SDUSD to SDCE
- Establish a relationship between SDCE and SDUSD students early on
- Establish relationships that can assist to identify ways to address “special needs” of SDUSD students

Data shared by SDUSD

- Currently 550 students who have left SDUSD without completing
- Currently there are 350 “5th Year Seniors”

How might we move this ahead? Recap of discussion:

- How might we develop “Roadmaps” of the student journey? Identify key points in their journey that are opportunities to connect with SDCE
- How might we explore how to conduct “direct referrals” of SDUSD students? e.g. intentional handoffs before they complete or leave SDUSD?
- How might we pair Adult Secondary Education (ASE) with SDCE CTE instruction for SDUSD students? Include the use of online opportunities
- How might we inform and change perception about Continuing Education from parents, students, and K-12 Educators?
- How might we address the fear and apprehension of SDUSD/K-12 educators about when and who to recommend to SDCE/Adult Education?
- How might we identify and utilize messaging to address feelings of educational failure experienced by the transition populations?
- Talk to current students in Adult Education about why they returned or decided to “come back” and use that for messaging
- How might we utilize “Influencers” in the lives of transition populations?
- Identify who the “Influencers” are
- Identify appropriate messages for influencers
- Conduct Outreach with appropriate messaging to parents
- Marketing to “Influencers” in the students’ lives
- Explore creative ways to connect, market and outreach, to “Influencers”
- How might we use SDCE Child Development/Parent Education courses or seminars for parents of Middle School and HS Students?
- How might we show adult learners how easy it is to re-engage in education?
- First we must identify, name and address barriers to enrollment
- Address barriers of the orientation process
- How might we identify and address potential barriers experienced by transition populations?
- How might we address student’s or potential student’s primary and secondary goals?
- How might we tie messaging to College and Career Readiness Course offered by SDCE?

Helpful Materials Discussed included:

- How might we increase use of technology?
- How might we maximize the class schedule?
- Develop and share ESL flyers each semester with SDUSD AE students

	<ul style="list-style-type: none"> • Develop and use CTE post card sized materials • Develop handouts that detail the transition process for SDUSD students and counselors • Share names, emails and phone numbers of SDCE Counselors for each program area with SDUSD Counselors and AE Instructors <p>Action: None</p>
<p>8. Informational Items:</p> <ul style="list-style-type: none"> a. Debrief SD Gateway to College & Career Meeting on 8/23 b. Consortium Brown Act Requirements c. Professional Development: Teaching and Learning Collaborative d. Upcoming Due Dates e. Super Region Updates f. Conferences and Events 	<p>Debrief SD Gateway to College & Career Meeting on 8/23</p> <ul style="list-style-type: none"> – Mike Reynolds spoke to the meeting held on August 23rd that included all SDUSD AE Instructors as well as SDCE CCT Dean Lewis, SDG2CC Manager Flora Barron, Kelly Henwood Special Projects Manager. This meeting is helping to make way for direct referrals from SDUSD AE students interested in SDCE and being provided additional navigational supports from the SDG2CC program. <p>Consortium Brown Act Requirements</p> <ul style="list-style-type: none"> – Due to time constraints there was no discussion. However, members were pointed to the December 2017 Brown Act Memo from the State CAEP office as well as a handout from the California Attorney General’s Office which was shared in the packet. <p>Professional Development: Teaching and Learning Collaborative (TLC) moved to the beginning of agenda.</p> <ul style="list-style-type: none"> – Laurie Cozzolino, SDCE Professional Development Coordinator, briefly touched on the first TLC session that was held on September 18th that included 16 instructors, 8 from SDUSD AE and 8 from SDCE. The session brought faculty together for interactive activities that covered the role of emotional intelligence, contemplative pedagogical practical and a variety of best practices. Preliminary review reflects a generally high level of satisfaction and interest. With comment that will be reviewed and addressed on an ongoing basis. The next TLCs are: October 16th on Instructional Design, November 13th on Instructional Technology, and December 4th for an Innovative Practices Conference. <p>Upcoming Due Dates:</p> <ul style="list-style-type: none"> – Including September 30th PY 19/20 Member Level Budgets and Work plans and PY 17/18 and 18/19 Expense Reports Certified by the Consortium. <p>Super Region Updates</p> <ul style="list-style-type: none"> – Diana and Lola made a brief presentation regarding the last Super Region Meeting. <p>Conferences and Events</p> <ul style="list-style-type: none"> – CAEP Summit, October 29-30 there are 14 representatives attending from the SDAERC member agencies.
<p>Adjournment</p>	<p>Adjourn 4:30pm</p>