

SDAERC Minutes May 21, 2020

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| <p>1. Call to Order</p> | <p>Call to order at 3:05pm</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. Mike Reynolds, SDUSD 7. Nate Sachdeva, SDUSD 8. Sarah Vielma, SDUSD <p>Guests:</p> <ol style="list-style-type: none"> 9. Alex Berry, SDCE 10. Laurie Cozzolino, SDCE 11. Ron Flores, SDCE 12. Lola Gaona, SDCE 13. Debbie Glanz, SDUSD 14. Veleka Iwuaba, SDCE 15. Kelly Henwood, SDCE 16. Monica Rosas, SDCE 17. Cassandra Storey, SDCE 18. Diana Vera-Alba, SDCE |
| <p>2. Adoption of Agenda & Selection of Meeting Chair</p> | <p>Adoption of Agenda occurred; agenda is approved with no edits.</p> <p>M: Michelle Fischthal 2nd: Mike Reynolds Discussion: None Abstentions: None All in favor</p> <p>Mike Reynolds, SDUSD Chaired the meeting.</p> |
| <p>3. Public Comments</p> | <p>No public comments</p> |
| <p>4. Consent Items a. Approval of Minutes: March 19,2020</p> | <p>Approval of Minutes from 3/19/20</p> <p>M: Esther Matthew 2nd: Lorie Crosby Howell Discussion: None Abstentions: None All in favor</p> |

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| <p>5. Action Items:</p> <ul style="list-style-type: none"> a. Revised PY 20/21 Allocation CFAD b. Annual Calendar | <p>Revised PY 20/21 Allocation CFAD- Kelly Henwood, CAEP Consortium Lead, Special Projects Manager</p> <p>State memo was reviewed. 12.105% decrease in funding from the state, which includes COLA (2.29%). Revised Allocation is \$4,304,000; \$1,076,169.50 (SDUSD (25%)) and \$3,228,508.60 (SDCE (75%)). CFAD was approved at the last meeting. Due to governor’s budget productions, the CFAD needs to be redone by end of June. Expenditure levels and trends were reviewed.</p> <p>M: Leah Gualtieri 2nd: Nate Sachdeva Discussion: There is some discussion at the state level about consortium level allocations based upon student need. Abstentions: None All in favor</p> <p>Annual Calendar for PY 2021- Kelly Henwood</p> <p>Per our governance charter, we are to adopt an annual meeting calendar at the beginning of the year. The current meeting schedule is structured so that meetings occur every other month (six meetings a year) on the third Thursday of the month from 3p-4:30p. Special meetings can occur as needed.</p> <p>M: Michelle Fischthal 2nd: Lorie Crosby Howell Discussion: None Abstentions: None All in favor</p> |
| <p>6. Discussion Items:</p> <ul style="list-style-type: none"> a. SDCE Counselor Contact List by Program b. Annual Plan and Budget PY 20/21 Process & Priorities c. College and Career Readiness: Support for SDUSD AE Students with SDCE Application Process d. Update SWP K-12 Pathways Coordinator e. High School Diploma: Distance Education Lessons Learned & Sharing Best Practices f. Professional Development Updates g. Summer Bridge “Career Launch” Academy Planning | <p>SDCE Counselor Contact List by Program- Lola Gaona, Academic Counselor, SDCE</p> <p>Discussion: SDCE Faculty Coordinators created a counselor by program list to provide directory information for counseling services. Currently posted on the SDCE Counseling and Student Services website. Includes campus, program and counselor email.</p> <p>To support this newly added information, having a student friendly document showing what transition looks like from SDUSD to SDCE would be helpful. It also supports one of the consortiums purposes in increasing collaboration between Unified and CE. We could also hold meetings to include faculty from both institutions at least once a semester to discuss and share counseling services information (i.e. high school program, transitions, etc.). May want to set-up an ad-hoc meeting to continue this discussion.</p> |

Action: None

Annual Plan and Budget PY 20/21 Process & Priorities-
Kelly Henwood

Discussion: As a consortium, we need to submit a three-year plan for each of our strategic plans and then every year after that. The consortium plan is due August 15th; the annual budget plan is due September 30.

Looking to set-up a survey monkey or google docs to gather information from the consortium for input into the plans. Will need to highlight accomplishments and new goals for the next year. We can incorporate information from the consortium effectiveness survey.

Need to assure the plan is assembled as a consortium.
Options for reviewing information: 1) Hold two meetings over the summer to review and verify information captured is accurate. 2) Similar to last year, create workgroups to develop certain sections of the plan.

Action: Set-up google docs for consortium plan and hold meetings to review with Mike and Nate and Diana and Kelly.

College and Career Readiness: Support for SDUSD AE Students with SDCE Application Process- Nate Sachdeva, Adult Education Lead, SDUSD

Discussion: Google form developed has been successful. The biggest issue is enrolling into the class. Obtaining a student ID number has been a barrier.

Students have many reasons for not having a Student ID. They may not have an application on file, are not term activated, may not remember what their number is, etc. One challenge of not being able to assist a student in person has been verifying their identity. SDCE Student Services is trying to create more infrastructure to support students remotely. Discussed confusion of language used regarding User ID/CSI ID number; both are the same.

Action: None

Update SWP K-12 Pathways Coordinator – Sarah Vielma, CTTE/AE Director, SDUSD

Discussion: Approved to post the K-12 Pathways Coordinator for San Diego Community College District. Background

shared; approximately 70 positions across the state (one for each community college district). Original target date to hire was June 1st. The Community College Chancellor's Office is going to host the first series of trainings for this person on June 2. Currently in the process of screening candidates. Planning to have a person in place for the year.

Overall goals is to help improve our K-12 CTE programs and pathways. This person will be the point of contact to work with our high school and community college CTE programs. They will also be working with partner agencies using data to identify gaps in our pathway programs. This will be a shared coordinator between SDUSD and SDCCD's four institutions and our district. It will be helpful to identify top priorities as a district (SDCCD) rather than individually from each college.
Action: None

High School Diploma: Distance Education Lessons Learned & Sharing Best Practices – All

Discussion: Did not discuss.
Action: None

Professional Development Updates – Laurie Cozzolino, SDCE PD Coordinator

Discussion: Currently researching conferences with low costs; several virtual conferences are free. Would like to continue the practice of debriefing after a conference; will likely do a zoom and invite attendees from both SDUSD and SDCE to share their feedback. It will be helpful to find conferences on how to support special needs students online.
Action: None

Summer Bridge “Career Launch” Academy Planning – Lorie Howell, Dean SDCE, Diana Vera-Alba, CAEP Faculty Coordinator/ESL Instructor, SDCE

Discussion: Currently developing introductory courses to help support CTE pathways in BIT and Fashion programs around creating maker spaces. Weekly planning meetings with BIT and Fashion faculty are taking place. Unified already created some maker spaces; would like to collaborate on the planning. Discussion around funding for some of the expensive equipment occurred.

This idea came from Diablo Valley Community College which has a program where they work directly with high schools,

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| | <p>counselors and students. The students get credit and they spend a week immersed in any one of the fields that Diablo Valley has available. Brought idea back to SDCE which has morphed into something different but the goal would be to create an innovative space for students to give them help with basic skills and the language and math needed to be successful in our CTE programs. Looking to have this in place by next summer. Action: None</p> |
| <p>7. Presentation Item(s):</p> | <p>None</p> |
| <p>8. Informational Items: a. Standing Student Services Update b. Super Region Update c. Upcoming Due Dates</p> | <p>Standing Student Services Update- Esther Matthew, Dean of Counseling, SDCE – Held for next meeting.</p> <p>Super Region Update- Diana Vera Alba, SDCE – Held for next meetings.</p> <p>Upcoming Due Dates- Kelly Henwood, SDCE – Noted in packet.</p> |
| <p>9. Roundtable</p> | |
| <p>Adjournment <i>Next Meeting: July</i></p> | <p>Adjourn 5pm</p> |