San Diego Adult Education Regional Consortium (SDAERC)

Date: 05/16/2024
Time: 2:00 pm – 3:30 pm
Face to Face Meeting Location: Location – 4343 Ocean View Blvd. San Diego, CA 92113 (ECC) Rm 82

Meeting Teleconference Access: https://sdccd-edu.zoom.us/j/6971542755?omn=82385999090 **Or by phone**: 1 669 900 6833 **Zoom Meeting ID:** none required

For a List of Voting Members: Click on SDAERC Website: **https://sdcce.edu/organization/special-projects-and-grants/sdaerc**

*SDAERC is a Brown Act abiding consortium. As we are no longer in a state of emergency due to the pandemic, under AB 2249 the quorum must be present in-person at a single, publicly accessible location. Individual voting members may participate remotely with notice. Voting members requesting remote participation MUST provide reason to do so, being either "just cause" or "emergency circumstances". For further information on meeting policies and remote restrictions per AB 2249 see HERE and HERE.

Agenda Item	Lead/Presenter
1. Call to Order	Call to order at 2:05 pm **Members Present:** 1. Leah Gualtieri (SDCCE) 2. Dr. Lorie Howell (SDCCE) 3. Nate Sachdeva (SDUSD) 4. Dr. Minou Spradley (Proxy for Dr. Tina King) (SDCCE) 5. Kirsley Tate (SDUSD) 6. Megan Timmons (SDUSD) 7. Sarah Vielma (SDUSD) **Members Absent** 8. Dr. Shakerra Carter (SDCCE) **Guests:** 9. Jose Cruz (SD Literacy Council) 10. Michelle Gray (SDCCE) 11. Ingrid Greenberg (SDCCE) 12. James Hayes (SDCCE) 13. Kelly Henwood (SDCCE) 14. Myesha Jackson (SDCCE) 15. Steph Johnston (SDCOE) 16. Karen King (SDCCE) 17. Roberta Krauss (SDCCE) 18. Sany Ramirez (SDCCE) 19. Monica Rosas (SDUSD) 20. Juan Salcedo (SDCCE) 21. Catherine Shafer (SDCCE)

	22. Vincent Villareal (SDCCE)
2. Adoption of Agenda & Selection of Chair & Proxies	SDUSD to Chair Meeting, Agenda adopted as is, M/S/C by Dr. Spradley and Leah G. Approved by consensus
3. Public Comment *Note: see new Consortium Public Comment Form online SDAERC*	No Public Comment
4. Consent Items: • April 24th Special Meeting Minutes	Meeting Minutes approved as is M/S/C by Dr. Spradley and Megan T. Approved by consensus

5. Action Items
 a) Adopt Annual Regular Meeting Calendar PY 24/25
 b) Fiscal Actions:
  • Action: Q3 Member Agency Expenditures
  • Action: Site Improvement: SDCCE Welcome Centers 2.0
 	
 c) CAEP ELL Healthcare
  • Round 1 Update
  • Action to Approve: Round 2 Submission Approval
 d) Action: Recommendations for Secondary Education/HSD Workgroup: Role, Purpose, Goals
	Adoption of Annual Regular Meeting Calendar PY 24/25, Kelly Henwood, Special Projects Manager, SDCCE
	 M/S/C By Megan T. and Dr. Howell, Approved by consensus
	
	 Q3 Member Agency Expenditures, Kelly Henwood, Special Projects Manager, SDCCE. & Nate Sachdeva, Program Manager, SDUSD AS CCTE
	 - Measures for member agency accountability for expenditures to change based on new guidelines communicated directly from state
	 - SDCCE increase in expenditures from Q2 to Q3
	 - Current SDCCE carryover projection down to 30-40%, huge increase from previous years
	 - Current annual allocation carryover for entire consortium is 72.37%, will decrease after Q3 expenditures are entered
	 - For SDCCE, next PYs expenditures will also include resource allocation and campus wide reorg
	 - SDUSD has not been able to receive the full expenditure report
	 - Nate suggests moving to approve expenditures for both agencies, and SDUSD will share their completed report at the June SDAERC regular meeting
	 - M/S/C by Dr. Howell and Leah G. Approved by consensus

	Site Improvement: SDCCE Welcome Centers 2.0, Karen King, College Operations Supervisor Mid-City Campus, SDCCE
	- This request will seek to complete the build-out of SDCCE's Welcome Centers and meet the technology and equipment needs
	- Goals to create more space and creating a more welcoming environment for students
	- Improvements include
	o Mid-City Campus: New door, large front window, removal of double doors to extend space
	o West-City Campus: Electrical and network drops for the requested lobby kiosks; a new door for the virtual call center
	- $45,000 to be approved by SDAERC
	- M/S/C by Dr. Spradley and Leah G. Approved by consensus
	CAEP ELL Healthcare Round 1 Update & Round 2 Submission Approval, Myesha Jackson, Special Projects Manager, SDCCE Foundation
	- Round 1 Completed, SDAERC awarded $1,049,601 in funding for the project, with $100,000 going to SDUSD AS
	- Period of performance will go through June 2025
	- Personnel and instructors are in the process of being hired for CNA, Optical Technician, and Ophthalmic Assistant programs
	- SDUSD AS has nominated Sonia Gonzalez as point of contact for this grant
	- Program curriculum is also currently in development
	- PRIE is involved in preliminary data collection, as well as gathering metrics for round 2 funding
	- Round 2 funding application is available for submission, and we will apply. Round 2 funding would add $1,589,971
	- Submissions for round 2 will require a workplan and a signed letter of interest from SDAERC
	- SDAERC will vote to approve the intent to apply for round 2 and approve the LOI to be sent out for signatures

	o M/S/C Dr. Howell and Dr. Spradley. Approved by consensus Recommendations for Secondary Education/HSD Workgroup: Role, Purpose, Goals. Kelly Henwood, Special Projects Manager, SDCCE - Historical workgroup being reinstated after discussion between member agencies - Workgroup will seek to create more collaboration between member agencies to better the student experience - Main goals previously discussed: Update Joint HSD requirements, Understand governing policies for Joint HSD, Revise Option 2 Handbook - Suggestion made to scan our region for other programs/institutions that offer HSD and compare with our own - Proposed quarterly meetings on opposite months of consortium meetings - Proposed 4 members from each agency to act within the workgroup, meetings will still be open to any guests - M/S/C by Leah G and Dr. Howell. Approved by consensus
6. Presentation & Discussion Item – CAEP Projects/Action Teams a) Annual Plan: Draft of Data Analysis & Timelines • PRIE Consortium Effectiveness Report Data for Annual Plan b) Adult School Student Transition Team Updates	Annual Plan: Draft of Data Analysis & Timelines, James Hayes, Consultant, SDCCE - Regarding the annual plan process: the data collection phase has been complete o Commonality/Trends have been identified regarding goals for the next PY. o New regional needs may be added to existing needs - Working draft of Annual Plan should be available soon - After this process the next 3-year plan will be created PRIE Consortium Effectiveness Report Data, Juan Salcedo, Research & Planning Analyst, Office of Institutional Effectiveness, SDCCE - Data from the Annual SDAERC Effectiveness survey has been gathered and will be shared in this presentation - Objectives of the survey:

	○ Receive feedback on San Diego Adult Education Regional Consortium's developments and plans as well as member agency ○ Identify areas for improvement and what is working well - Methodology: ○ Two and a half weeklong online survey ○ Quantitative and Qualitative questions regarding: Governance & administrative oversight, Program effectiveness including barriers and opportunities, member agency effectiveness - Survey Responses: A total of 55 responses ○ 27 complete responses & 28 partial responses - Data shows there is confusion between members and guests on who is a voting member 77% of respondents either agreed or were neutral when asked if voting members were effective in their governance - Over half of respondents agreed that CAEP funding is used effectively 19% of respondents disagreed that member agencies are half accountable by their institution for achieving the regional CAEP objectives 65% of respondents agreed that SDAERC strategies and goals are serving the shared student populations, including those that transition 77% of respondents agreed that SDAERC and member agencies have strategies, goals, and projects aligned to create an environment of student equality and inclusion. 73% of respondents agreed that the SDAERC Director and Member agencies are effective at communicating the status of projects named in the CAEP Three-Year plan. 61% of respondents agree that the SDAERC has been successful at implementing

	- specific projects that have had a positive impact on the student population
	- 31% of respondents remained neutral when asked if SDAERC does a good job at marketing itself to the regional adult learner population. 50% agreed with the statement
	- 57% said projects for next year should focus on student transitions. 43% also selected using data to improve program effectiveness or student-centered scheduling to increase accessibility.
	- Themes of responses to open-ended questions:
	  o Efficient Communication (Being on the same page as a whole & making information accessible)
	  o Transparency & Consistency (Of policies, projects, events, procedures, and finance)
	  o More in-person meetings and collaboration (Improve engagement between those involved)
	
	Adult School Transition Team Updates, Dr. Roberta Krauss, Dean of Counseling, SDCCE
	- Recently 5 students have transitioned to CE Miramar to begin taking healthcare career courses, one to Grossmont
	- 20% of current caseload are transitioning from one CTE course to another
	- About 60 students enrolled in INTD 500
	- Graduation for students completing HSD will be June 11
	- 2 CE counselors attended Monarch School college night and assisted students

Informational Items
  a) Save the Date: CAEP Summit and SDAERC Presentation Proposal Ideas for SDAERC
  b) FELI Flyer and sessions June
  c) CCR Flyer and summer sessions
  d) Information Item: State CAEP Member Agency Updates: Find A School
  e) Reminder for SDAERC Bylaw comments click HERE
	CAEP Summit and SDAERC Presentation Proposal Ideas, Kelly Henwood, Special Projects Manager, SDCCE
	- The summit will occur from October 28-30 in Oakland, early bird registration is available until 9/10
	- SDAERC is open to ideas to submit for presentation proposals at the summit
	
	FELI/CCR Updates, Vincent Villareal, CAEP Project Assistant, SDCCE

	- Registration for INTD 500 summer session is still open, courses with under 80% enrollment will be canceled. Cutoff date for registration is June 6th - Enrollment for FELI is open for faculty/staff/administrators from both member agencies State CAEP Member Agency Updates: Find a School, Vincent Villareal, CAEP Project Assistant, SDCCE - Back in March the State CAEP office requested updates to their online directory of all state CAEP sites - Vincent had submitted all locations to be added to the directory, but we are still waiting on the update to be implemented Reminder for SDAERC Bylaw comments, Kelly Henwood, Special Projects Manager, SDCCE - Second reading for bylaws is pending
Meeting Adjourned at 3:26 pm **Next Meeting June 20th 2pm to 3:30**	

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