

SDAERC
Joint Secondary Education HSD Workgroup
Background, Roles, Purpose, Tasks

Name of Workgroup: Joint Secondary Education & High School Diploma Workgroup _____ 1

Bylaws Background: Workgroups and Action Teams _____ 1

Role of Workgroup _____ 2

Purpose of Workgroup: _____ 2

Priority Tasks & Activities for Workgroup _____ 3

1. Update Joint HSD Requirements: Revise the college credit for Joint HSD to include all SDCCE CTE courses. _____ 3
2. Update/Clarify Joint HSD Requirements: Examine the mandatory “seat time” requirements for HSD for the Joint HSD. _____ 3
3. Review Governing Policies for Joint HSD _____ 4
4. Revise Option 2 Handbook _____ 4
5. Refine Member Agency Referral Process _____ 4
6. Share Information about College and Career Readiness (CCR) INTD 500. _____ 4
7. Discuss Process for Sharing and Conferring of Transcripts _____ 5
8. Scan for other institutions within our region offering HSD/SE to Adult Learners _____ 5

Membership* _____ 5

Proposed Meeting Schedule: _____ 5

Name of Workgroup: Joint Secondary Education & High School
Diploma Workgroup

Bylaws Background: Workgroups and Action Teams

The Joint Secondary Education & High School Diploma is a Workgroup of the SDAERC (San Diego Regional Adult Education Consortium). This Workgroup is advisory to the SDAERC only and thus has reporting authority to the SDAERC but is not able to make decisions or act on behalf of SDAERC.

The role, purpose, goals and membership of Workgroups and Action teams shall be approved and voted on by the SDAERC. One common purpose is that any Workgroup and Action Teams will advise the SDAERC on accomplishing key Annual Plan strategies and projects.

SDAERC
Joint Secondary Education HSD Workgroup
Background, Roles, Purpose, Tasks

The Secondary Education & Joint High School Diploma Workgroup was formerly known as the *Joint Education Coordinating Council (JECC)* per the historic Delineation of Function Agreement that has been superseded by AB 104 CAEP Legislation.

Role of Workgroup

Member Agencies of the SDAERC agree to maintain a Joint Secondary Education & High School Diploma Workgroup with an equal number of members from each DISTRICT. With members represented as agreed upon by the two DISTRICTS.

The purpose of the Joint Secondary Education & High School Diploma Workgroup is to collaborate and jointly recommend program agreements concerning specific High School Diploma and High School Equivalency course offerings without unnecessary duplication of service.

The Workgroup shall develop articulation procedures to ensure that adults enrolled in programs offered by both Member Agencies can matriculate from one level to another without unnecessary duplication, replication or omission of programs.

The Workgroup shall develop and recommend agreements concerning specific course offerings.

The Workgroup shall develop general administrative regulations for the coordination and monitoring of courses offered by offered by both Member. Such regulations shall be mutually approved by both Member Agencies and the governing boards as regulated by the California Education Code.

Purpose of Workgroup:

1. Ensure more intentionality for collaboration in the offering of Adult Secondary Education (ASE) courses. This may include joint efforts for outreach, marketing, and sharing information with the regional community of stakeholders. Additionally, this may include opportunities for Instructors/Faculty to collaborate and solve identified instructional issues by providing a space for faculty to speak to each other about student experience.
2. Identify strengths of each member agency in how they offer Secondary Education programming based on needs of the adult population without a secondary school degree. Gain an understanding of the specialties offered at school site including how courses are offered, when courses are offered, and instructional modalities. This may include items like sharing instructional software best practices and successes.
3. Overall premise is to collaborate and see this joint program as “Not a competition”
4. Examine Intersections of the secondary education programming offered at each Member Agency. This may include sharing things such as defining and clarifying roles, who does what on each side/agency, when and where and how it occurs – for both member agency

SDAERC
Joint Secondary Education HSD Workgroup
Background, Roles, Purpose, Tasks

5. Enhance Student Experience by assessing processes and effectiveness of the student experience and identifying gaps, clarifying an understanding of each Member Agency's processes and services. This may include items such as understanding student pathways and what happens and opportunities for students at each step of the pathway. This may also include sharing and understanding onboarding processes for each agency.
6. Conduct some level of Data Analysis for Secondary Education programming through the regular review of data and creating reports that help improve practices or policies where needed.
7. Collaborate and reach consensus and communicate any changes to requirements for the Joint High School Diploma programming to ensure that systems are understood and who needs to be involved. This may also include the role of transcript evaluator and conferring Joint High School Diplomas for both Member Agencies.

Priority Tasks & Activities for Workgroup

In order of priority, the workgroup will focus on the below tasks & activities.

1. Update Joint HSD Requirements: Revise the college credit for Joint HSD to include all SDCCE CTE courses.
 - History is that this was to give a “college for all” and has moved to a career pathway. Ensure that Career pathways are backed by research to support noncredit CTE enrollment.
2. Update/Clarify Joint HSD Requirements: Examine the mandatory “seat time” requirements for HSD for the Joint HSD.
 - there is an apportionment collecting issue for colleges – can be looked at but there are financial considerations for SDCCE
 - it is also a curriculum issue to SDCCE and relates to COR at SDCCE which is a faculty decision
 - look at specific hours per course at SDCCE – 6 week vs 9 week and transition from independent learning centers
 - Q: was this a Carnegie hour issue? The 54 hours is 3 hours per week x 18 weeks = 54 hours = a 3 unit credit college
 - 54 - 60 hours is the standard – but its unclear what this came from
 - SD does not have this requirement
 - Need to research more for Joint HSD
 - If this is required 54-60

SDAERC
Joint Secondary Education HSD Workgroup
Background, Roles, Purpose, Tasks

3. Review Governing Policies for Joint HSD

- SDUSD Board Policy (BP 6181)
- SDUSD Administrative Regulation (AR 6200)
- This is what would need to be edited for the Joint HS Diploma if we were to add noncredit CTE
- Admin Procedures for AE HSDP 4410
- Option 1 (SDUSD) and Option 2 (State SDUSD)
 - These are SDUSD

4. Revise Option 2 Handbook

- Many questions presented may be covered with a resource like this. The handbook is not intended to be an official document but more-so a reference for both consortia members.

5. Refine Member Agency Referral Process

- Contingent on age delineation if needed per bylaws
- Understanding Referral Data and referral process – repository of data, who is making referrals, to understand “overlap”
- Understand enrollment management at SDCCE – present how this happens and impact on students
- Haji and EJ Transition Team: SDCCE front desk SS Team have an understanding
- Similar to Counseling Road show training for how to make counseling appts – consistent - create a list of programs and services to include Transition Team
- Training of front desk people about what is offered at SDUSD especially former SDUSD Students
- Training with SDUSD on counseling services and availability – general counseling model and role

6. Share Information about College and Career Readiness (CCR) INTD 500.

- synchronous learning requirements – this is based on CCR course COR
- will this course be offered again on campus? There is no reason why not but is based on student demand as well as ACE model – was pivoted to online based on student need during COVID
- Action: discuss within SDCCE Dept based on SDUSD questions
- Process and turn around for CCR Referrals interest list – talk to Veleka and IA about challenges

SDAERC
Joint Secondary Education HSD Workgroup
Background, Roles, Purpose, Tasks

7. Discuss Process for Sharing and Conferring of Transcripts

- When students are ready and done for example June 8th last day for CCR and SDUSD off calendar as of June 7th
- Transcript reviewer will help alleviate some of this –
- Even if transcript is not fully provided can we get an initial pass or no so Kirsley can work through A&R – but students can provide grades as well.

8. Scan for other institutions within our region offering HSD/SE to Adult Learners

- Compare the SDAERC to these institutions to find differences/ understand how they are acquiring/retaining learners
- Have a better understanding of our region and what we can offer to our learners

Membership*

An equal representation of members from both SDAERC Member Agencies. For example, either a 4:4 or a 5:5 representative Workgroup.

**Meetings will be Brown Act posted. Note that if there is a quorum of voting SDAERC voting member it will require the assurances of Brown Act provisions:*

	Name	Role	Agency
1	Dean ASE at SDCCD	Dean of ASE	SDCCE
2	To be determined by SDCCE Admin	ASE Faculty	SDCCE
3	To be determined by SDCCE Admin	SDCCE Student Services Representative	SDCCE
4	To be determined by SDCCE Admin	SDCCE Student Services Representative	SDCCE
5	Nate Sachdeva (member of SDAERC)	Program Manager, College, Career and Technical Education	SDUSD
6	To be Confirmed by SDUSD Admin	SDUSD Instructor/Counselor	SDUSD
7	To be Confirmed by SDUSD Admin	SDUSD Instructor/Counselor	SDUSD
8	To be Confirmed by SDUSD Admin	Other SDUSD Rep	SDUSD

Proposed Meeting Schedule:

The Workgroup shall schedule meetings as agreed upon by both Member Agencies but no less than one meeting in spring and one meeting in fall *during the academic year.

SDAERC
Joint Secondary Education HSD Workgroup
Background, Roles, Purpose, Tasks

- September 12, 2024
- October 10, 2024
- November 14, 2024
- December 12, 2024
- February 13, 2025
- April 10, 2025