

Adult Education Block Grant Meeting Minutes

March 20, 2018

Members in Attendance: Crosby Howell, Davis, Fischthal, Gray, Gualtieri, Henwood, Layton, Madrid Novak, Matthew, McKenna, Pawlak, Pongsrikul, Quinones, Rose, Rubalcaba, Weinroth

Members Absent: Bromma, Campbell, Carvajal, McGirr, Mikolaycik, Phu, Rivera-Lacey, Sabanos, Storey, Wilkinson

Guests: Jessica Luedtke

1. Review and Approval of Minutes (3 mins)- Rachel Rose
 - January 16, 2018- M/S/C by Esther Matthew and Barbara Pongsrikul as is.
 - February 20, 2018- M/S/C by Esther Matthew and Lorie Crosby Howell with the following edits:
 - Add Joan McKenna as present.
 - Edit sentence on page 1 under Activity Progress Updates regarding the VESL Coordinator projects to, "Updating VESL curriculum".
 - **ACTION: Finalize and post approved minutes to the SDCE Master Calendar.**
2. [State Field Team Update](#), [State recommendations](#) & SDCE Requests (10 minutes)- Rachel Rose
 - We will be establishing a feedback & communications loop, taking 5 minutes at every AEBG meeting to determine collectively information/requests that we want to inform the state about.
 - Read Field Reports will be posted on the SDAERC page of SDCE Website.
 - Magdalena Kwiatkowski is our representative. The first meeting attended was on 3/6/18. If there are any updates to share with the committee, Magdalena will be invited to share items discussed at meetings attended.
 - In the second part of the conference, five AEBG Field Team Committees were introduced:
 - Data and Accountability Committee
 - Evaluation and Member Effectiveness (ME) Committee
 - Professional Development Committee
 - Pathways and IET Committee
 - Regional Collaborations Committee
 - Each committee will collect ideas, concerns, questions, and requests related to big picture decisions by the state.
3. SDAERC [Seamless Transitions Work Group](#) Update (10 minutes)- Rachel Rose
 - Realizing the need for common vocabulary when discussing transitions, the SDAERC Seamless Transitions work group, consisting of Unified and SDCE faculty and administrators, agreed upon a list of population names, potential transitions and established efforts that currently assist transitions.
 - The tentative purpose of this work group is to identify what is out there and what is needed to determine what points of data we can collect and share, and to see if that would be useful or not. The purpose may need to be modified if it's going to be long term; there may be a better way to align things.
 - Original concept of this group is to give a deeper intent of what the state needs and how they are involved. The work group was formed to give the Consortium feedback on

what discussions need to be addressed and how best to support efforts. Goal is not to duplicate efforts at both SDUSD and SDCE.

- Discussion occurred around the following groups:
 - SDUSD HS Diploma Adult Education Student age 18-19 ½
 - SDUSD Traditional HS Graduate (K-12) age 18
 - Opportunity Youth age 18-24 (Out of school for the last 9 months)
 - These students don't belong to SDUSD or SDCE.
 - Some of these students were previous SD Unified.
 - This group could likely fall under Outreach.
 - This is a population that is in need of getting the same transition services.
 - This group falls off of our data.
 - We will continue discussion about this group in the work group.
 - Need to clarify when these students become part of outreach vs. SD Unified.
 - ELL Aging Out- Esther recommended renaming to ESL SDCE. Further discussion to occur at transitions workgroup.
 - Seamless Transitions committee will be compiling a timeline of SDUSD and SDCE transition efforts such as orientations, fairs, counselor trainings, etc. to determine points of student contact for data collection/exchange as well as leveraging professional development and seamlessly collaborating on events.
 - The next SDAERC Seamless Transitions work group will be on **April 19, 2018** from **1:30-2:30 pm** in **ECC, Room C109**.
 - There is an ESL Transitions work group that meets. Very informal but data is collected via a survey that may be helpful. Rachel requested information be sent to her.
 - **ACTION: Bring back discussion regarding Opportunity Youth age 18-24 category to work group to clarify the support to this group.**
4. SDAERC Curriculum Alignment Work Group Update - Rachel Rose
 - Magdalena will provide feedback from this work group. We will report on this next month.
 5. Joint AEBG Committee Meeting with SDUSD (2 minutes)- Rachel Rose
 - Brief mention of having SDUSD representatives come to this committee was brought up.
 - The committee would like to invite SDUSD at least once a year, likely in the spring, to provide updates and opportunities to share.
 - **ACTION: Rachel will set this up.**
 6. Data and Evaluation Request for IEO (15 minutes)- Kelly Henwood
 - Discussion occurred around research requests needed to help inform our progress and success in meeting our AEBG goals, as related to our activities and strategies:
 - Feedback on Year 3 data collection was provided to help identify needs that could help with Year 4 planning:
 - Would like to know how budget plans are tied to strategic plan. Having one place with this information would be helpful rather than developing personal charts to track/align this information.
 - It would be helpful to see if other departments/areas on specific activities in the system are involved. The system will allow for users to select queries that could identify activities in progress, completed, etc.
 - Clarifying ownership of goals would be helpful. A priority of the college is not necessarily a priority within a department although they may be connected.

Example: If using resources, within a department, to support an institutional goal.

- Would like more information on areas that we serve (Example: employment rates), similar to a community survey.
 - Not clear of what research services are available which makes it difficult to verbalize what can be requested. The research office put together a PowerPoint for FLEX that shared what current services are available. It would be helpful to resend or re-share this information at a future meeting.
 - May also be helpful to have someone from Student Services present on information collected from the Student Services side of the house (Example: data collected from ISIS and SARS).
 - Unified also tracks data for CALPASS for the last 7 years. Rachel will see if this is something that could be shared with this group.
 - Need to know where we are with Year 2 expenditures and activities. Kelly can assist with this. This needs to be expended by December 30, 2018.
 - **ACTION: Utilize the April meeting to present research office services and review of OIE website. Jessica and Rachel will be connecting on this. Rachel will send an email to Jessica to coordinate this request.**
7. SDAERC Director Interviews Update (2 minutes)- Michelle Fischthal
 - Hold for next meeting.
 8. AEBG Plan Template Strategic Plan Model (2 minutes)- Rachel Rose
 - A copy of the template was emailed to the committee within the February meeting reminder sent on 2/19/18.
 - Responsible party could be identified as person entering the activity and the dean/manager of that area.
 9. Direction for Year 4 (15 minutes)- Kelly Henwood & Michelle Fischthal
 - Timeline was reviewed on January 16, 2018 minutes.
 - Will need Year 4 activities information to both Kelly and Rachel by early April.
 - **ACTION: Fill in year 4 activities within the template and submit by April 9th.**

Resources: [SDAERC AB 86 Plan](#), [Year 2 Plan](#), [Year 3 Plan Worksheet](#), [SDAERC SDCE AEBG Year 3 Plan Activities Final 8-16-17](#), [Year 3 Plan Timeline through Participatory Governance](#), [SDAERC SDCE AEBG Year 3 Plan Activities Draft for Committee](#), [Summer Workshop](#), [Chart for SDAERC Joint Steering Committee](#), [Year 4 Plan Timeline through Participatory Governance](#)

Committee Meeting Dates: September 19, October 17, November 7, December 5, January 16, February 20, March 20, April 17, May 15

For more information regarding the San Diego Adult Education Regional Consortium's AEBG Plan please visit the state website at: <http://aebg.cccco.edu/Consortia/Consortia-List> or the [State AEBG website link](#)

Minutes taken and submitted by Ginger Davis, Sr. Secretary, VP, Instruction
Approved on: 4/17/18