

# Adult Education Block Grant Meeting Minutes

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May 16, 2017

Members in Attendance: Carvajal, Crosby Howell, Holden, Pawlak, Pongsrikul, Quinones, Rose, Sabanos, Signaigo-Cox, Weinroth

Members Absent: Alder, Bromma, Figueroa, Henwood, Layton, Matthew, McGirr, Mosteller, Namdar, Osborn, Phu, Rivera-Lacey, Taylor, Wilkinson

Guests in Attendance: Laurie Cozzolino, Ginger Davis, Marne Foster, Marisa Gonzales, Roy Hernandez, Aaron Iffland, Caron Lieber

## 1. Reports of Action Items-

- **Item 1: Distribute suggestions of collaboration that were brainstormed at the Super Region Community meeting-** Rachel Rose
  - Due: June 2017

## 2. Approval of Minutes- April 18, 2017 and May 2, 2017

- April 18, 2017: M/S/C by Richard and Leslie with the following edit:
  - Section 3, edit the word launch to past tense, “launched”.
- May 2, 2017: M/S/C by Richard and Lorie to be approved as is.

## 3. AEBG Data & Accountability Information Session- Rachel Rose

- Objectives of Presentation
  - Increase awareness of:
    - Desired outcomes of AEBG funding
    - 7 Program Areas eligible for AEBG funding
    - Current state’s requirements for data collection and reporting
    - SDCE’s efforts to minimize impact of data collection on faculty and staff, especially CTE programs
    - Opportunity to participate in the compensated Summer Workshop
  - Identify interest in participating in the Summer Workshop scheduled on July 20-21, North City Campus, 101-102 (Multi-purpose Room), 9 am-3 pm.
- Desired outcomes of AEBG Funding:
  - Seamless Transitions
  - Addressing Gaps in Services
  - Accelerated Learning
  - Professional Development- Collaboration with SDUSD/SDCE
  - Leveraging Structures- getting Community Partners involved.
- 7 Program Areas eligible for AEBG funding:
  - 1. Elementary and secondary basic skills
  - 2. ESL/Citizenship/Workforce Prep for Immigrants
  - 3. Programs for adults with disabilities (AWD/DSS)
  - 4. Short-term CTE programs
  - 5. Pre-apprenticeship programs

- 6. Programs for adults (including order adults) that are primarily related to entry or re-entry into the workforce.
- 7. Programs for adults (including order adults) that are primarily designed to develop knowledge and skills to assist elementary and secondary school children's academic success.
- Current state's requirements for data collection and reporting:
  - We have 3 years of funding.
  - July 1, 2017- Third year funding becomes available.
  - Quarterly review of Year activities and budgets to report outcomes achieved and/or in-progress along with budget expenditures. We have the option to do a narrative, three times a year.
  - The end of the year data due in August is supposed to be from Tops and it does include entry and update forms.
  - Tops Pro Intake Form was reviewed to see how it could be incorporated in the current SDCE Registration form. Due to where we are at with the implementation of the PeopleSoft system, this request is currently on hold. We will need a temporary solution until a permanent option becomes available.
  - Some challenges with TOPS PRO DATA COLLECTION (AEBG Office in Sacramento has been informed that):
    - Many institutions, including SDCE's, are challenged by the implementation of the state's data collection requirements, specifically with CTE and within larger populations
    - Under current regulations, SDCE is required to collect data on all 43,000 of our students.
    - The ongoing cost to pay faculty or instructional assistants to bubble or assist the students to complete the TopsPro forms either manually or electronically is cost prohibitive.
    - Due to the late state of student system PeopleSoft development, it is not likely that the integrations of these data elements into the district's registration fields would happen for at least 4-5 years.
    - State regulations allow for institutions to export data from their IMS (PeopleSoft) to CASAS in lieu of using the TopsPro form, however SDCE is not positioned for that option either.
    - Reliability of self-reporting data. The information should be accurate if we are using this data for funding.
    - Students who have multiple courses will need to complete a TopsPro form for each course, each semester.
  - For anyone interested, Neil Kelly, the State Adult Education Block Grant (AEBG) coordinator, will be at the May 23, 2017 from 11a-2p at Mira Costa College.
- SDCE's efforts to minimize impact of data collection on faculty and staff, especially CTE programs:
  - Provide 6 information sessions to increase awareness and gather input.
  - Provide sessions at every campus at various times to ensure full participation.
  - Provide opportunity for you to give input.
- Opportunity to participate in the compensated Summer Workshop:
  - Goal at this workshop is to create a plan, to gather TOPS PRO Data that we can pilot in fall 2017.
  - For anyone interested in participating, email Rachel Rose at [rrose@sdccd.edu](mailto:rrose@sdccd.edu) stating your interest in being part of the workshop.
  - Within the interest email, provide 2 ideas to assist with creating infrastructure for data and accountability.
  - Sign a TAO for non-classroom time for attendance at the 2 day workshop- Data and Accountability will **either** pay for your substitute if you are assigned to work during those hours **or** your non-classroom time.
  - Be available for system/pilot review during spring 2018.

4. Update Year 2 Plan- Kelly Henwood

- Did not discuss.

Committee Meeting Dates: Oct. 18, Nov. 1, Nov. 15, Dec. 6, Dec. 20 (no meeting due to Winter break), Jan. 3, Jan. 17, Feb. 7, Feb. 21, March 7, March 21, April 4, April 18, May 2, May 16, June 6

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: 6/6/17