

SDAERC Minutes

Meeting Minutes: September 6th
<p>Meeting was called to order at 9:29am and a quorum of Representatives were present (Electronically or in Person) including:</p> <ul style="list-style-type: none"> ▪ Michelle Fischthal, VPI SDCE ▪ Megan Johnson, Instructor SDUSD ▪ Magda Kwiatowski, Faculty SDCE ▪ Lorie Howell, Dean SDCE ▪ Al Love, Director SDUSD (late) ▪ Andrea Vinson, Principal SDUSD (late)
<p>Agenda was Adopted and Michelle Fischthal was selected to Chair the Meeting</p> <ul style="list-style-type: none"> ▪ Motion: Michelle F. ▪ Second: Megan J. ▪ No Discussion ▪ Approved Unanimously
<p>There were no Non-Agenda Public Comments</p>
<p>Consent Items: Approval of Minutes from August 14th, 2018 Special Meeting</p> <ul style="list-style-type: none"> ▪ Motion: Magda K. ▪ Second: Megan Johnson, Instructor SDUSD ▪ No Discussion ▪ Approved Unanimously
<p>Action Items:</p> <p>Consortium Governance Bylaws – 2nd Reading</p> <ul style="list-style-type: none"> ▪ Discussion: Bylaws were presented for a 2nd reading- minor edit on page 6 for tense of word regarding delineation of function - postpone vote on action item to take through an internal review at SDCE and at SDUSD –postpone to next consortium meeting. <p>Review and approval of PY 17/18 End of Year Data</p> <ul style="list-style-type: none"> ▪ Discussion included successes and areas to improvement needed: move away from TABE (at SDUSD) to eCASAS, tracking transitions, effort at increasing HSD attainments (SDUSD) through instructional methods and student supports, increasing pre/post EFL testing, early warning system to prevent students leaving, wrap around supports such as transportation and addressing MH needs, reporting and supporting employment goals, and development of ways to track and communicate transitions between members (information on options, orientation and enrollment processes). ▪ Consortium was asked to think about what type of data would be helpful to better understand and dig deeper into to inform new processes or systems to develop. Also, what to think about what type of information graphics could be used for the data. <p>Fiscal Oversight: Approval of Q4 Expenditure Reports (submitted in NOVA 9/1/18) and Review of PY 18/19 Budget Submissions (Due 9/30/18).</p> <ul style="list-style-type: none"> ▪ Motion: Michelle F. ▪ Second: Al L. ▪ Discussion: regarding expenditure levels and why low. Plans for expenditures level increases as well as new budget items. ▪ Approved ▪ Approved Unanimously

Discussion Items:

Proposed Steps & Project Outline for 3-Year Plan Development

- Discussion: Becki Walker presented late breaking news on state planning toolkit – feedback from state being sought. Asking Consortia to review and send back comments as individuals to the state and we will combine all feedback so consortium can collect. Becki reported the expectation for the new strategic plan is end of next year June 2019 – and by then we will have hopefully solved a lot of the system and collaboration gaps – The state still wants the consortiums to start working with the community groups and other leveraged funds that support the same AE student populations. The state also expects that we will have developed a means to market the programs. Human Centered design offers an opportunity to look at new ideas and new ways of doing business and review and brainstorm design challenge. State AEBG will be looking at our pre-planning to get a good picture of where we stand.

Consortium and Member Effectiveness

- Discussion: State has indicated higher levels of accountability. SDAERC will conduct a survey to help development criteria for both SDAERC as a whole and member institutions. Questions will be developed and address member effectiveness and if member institutions are accomplishing what they are suppose to. The consortium will be evaluated based on what members are doing, administrative oversight and measurements of effectiveness. Need a toolkit help measure the success of our programs that is based on data and accountability. There is a general expectation that our systems will be in good shape and we are cleaning up any data issues. The economic & political landscapes require accountability. Questions for survey will be submitted and reviewed by members. Survey will collectively ensure that regional voice is included as well as input from SDCE faculty and PRIE. Rachel will talk to super region about survey and effectiveness. Send feedback to Kelly to aggregate comments.
- Specific feedback: What does the group want to work on?
 - Lorie s a backwards design – Ideas on what is needed and work into it?
 - Michelle- a lot of the work that we talked about wanting to do together for strategies and operationalize this – we need a common set of objectives and work off of this
 - We need to move forward this year and specifically to answer the question, “Are we doing the best we can at serving our customers?” – many of our strategies may be the same but tactics may need to be different .

Proposed Special Meeting in October: Agenda Items:

- Discuss Consortium Objectives and Subcommittee structure for PY 18/19
- Overview of State Field Team Work – Magda K.
- Communications & Marketing joint efforts - invite PIO

Informational Items:

- a. Upcoming State Webinars
- b. 9/27/18 Apprenticeship Day Event at ECC
- c. 9/27/18 State Field Team Meeting
- d. 9/28/18 State Consortium Leads/Directors Meeting
- e. 11/15 Training: “Adult Education Data Unlocked: Data Tools for 3-Year Planning and Pathway Development”

Adjournment