

SDAERC Minutes July 11, 2019

Item	
<p>1. Call to Order</p>	<p>Call to order at 2:34 pm</p> <p>Members present:</p> <ol style="list-style-type: none"> 1. Dean Darley, SDUSD (Acting Proxy for Sarah Vioma) 2. Megan Johnson, SDUSD 3. Mike Reynolds, SDUSD 4. Lorie Crosby Howell, SDCE 5. Michelle Fischthal, SDCE 6. Leah Gualtieri, SDCE <p>Guests:</p> <ol style="list-style-type: none"> 7. Stephanie Crosby, SDCE 8. Stephanie Lewis, SDCE 9. Alex Berry, SDCE 10. Ranessa Ashton, SDCE 11. Kelly Henwood, SDCE 12. Monica Rosas, SDUSD 13. Esther Matthew, SDCE 14. Lola Gaona, SDCE 15. Rachel Rose, SDCE 16. Counselor?, SDUSD <p>Introduction made by Dean Darley, Program Manager for the Office of College Career and Technical Education.</p> <p>New Director hired, Sarah Vilma. She will be joining the consortium as an administrative member for SDUSD.</p>
<p>2. Adoption of Agenda & Selection of Meeting Chair and Co-Chair</p>	<p>Adoption of Agenda</p> <p>Agenda items were reordered. Annual Plan PY 19/20 (section 6) was tabled to be discussed during the presentation (section 7).</p> <p>M: Michelle Fischthal 2nd: Lorie Crosby Howell</p> <p>No discussion All in favor</p>
<p>3. Public Comment</p>	<p>No public comment</p>
<p>4. Consent Items</p> <ol style="list-style-type: none"> a. Approval of Minutes May 2, 2019 b. Annual Meeting Calendar 	<p>Approval of Minutes from 5/2/19</p> <p>M: Leah Gualtieri 2nd: Lorie Crosby Howell</p> <p>No Discussion All in favor</p>

	<p>Approval of Annual Meeting Calendar</p> <p>Meeting appointments will be sent and an SDUSD map will be provided. M: Lorie Crosby Howell 2nd: Megan Johnson No Discussion All in favor</p>
<p>5. Action Items:</p> <ul style="list-style-type: none"> a. Approval of Joint High School Diploma Flyer b. SDCE & SDUSD Member Agency Voting Representatives c. PY 19/20 CFAD Revised Allocation d. Expenditure Reports 	<p>Approval of the Joint High School Diploma Flyer</p> <p>Intended to be used collectively to market our programs. M: Michelle Fischthal 2nd: Leah Gualtieri No discussion All in favor</p> <p>Action: The SDCE Office of Communication next steps:</p> <ol style="list-style-type: none"> 1. To identify the quantity of flyers to print for use at both SDUSD and SDCE. 2. Create a banner, very similar to the flyer, to be visible for tabling efforts. <p>Approval of SDCE & SDUSD Member Agency Voting Representatives</p> <p>There has been some discussion on increasing the membership. Currently we have 6 members (3 from each member agency). Per the bylaws, representation should be equal with each member agency having at <i>least</i> 2 Administrators, 1 Instructor/Counselor. That requires a minimum of 6 members. Looking to expand the membership to 4 members from each agency to include a CTE Representative.</p> <p>A motion was made to approve additional consortium members representing Continuing Education, Esther Matthews and representing San Diego Unified, Sara Vielma (New Member/Director) and Clint McVay (New Member). Sara will be replacing Dean Darley; Dean Darley will be the acting proxy. M: Michelle Fischthal 2nd: Leah Gualtieri No discussion All in favor</p> <p>Approval of 19/20 CFAD Revised Allocation</p> <p>CFAD details how the CAEP funding is divided between the two members of our Consortium. The state provided the preliminary award and COLA revisions; there was a \$9,272 decrease. Allocations were revised for each voting member to account for the revised state awarded funds.</p> <p>A motion was made to approve the CFAD report. M: Michelle Fischthal 2nd: Megan Johnson No discussion</p>

	<p>All in favor</p> <p>Approval of Expenditure Reports</p> <p>Qtr. 3 expenditure reports were briefly discussed. San Diego Continuing Education has spent out about 32% and San Diego Unified has spent out about 42%. We need to work on utilizing our funds; both members are currently below our expenditures. 17/18 Allocation ends on December 31, 2019. 18/19 funds have not yet been spent. Both members shared strategies on utilizing their funds.</p> <p>A motion was made to approve the expenditure reports for Q3. M: Mike Reynolds 2nd: Esther Matthew No discussion All in favor</p> <p>Note: The Data & Accountability funding allocated to the Consortium has officially closed on June 30, 2019. Final reporting due in August.</p>
<p>6. Discussion Items:</p> <ol style="list-style-type: none"> a. Consortium Membership: San Diego County Office of Education b. Annual Plan PY 19/20 (Due August 15) c. Student Services Update: Counselor convening d. Performance and Data: TE Summary Reports e. JECC Meeting Schedule & Agenda Items 	<p>Consortium Membership: San Diego County of Education</p> <p>Discussion: Seeing more County of Education representatives becoming part of the Consortia across the state. This could provide an opportunity for access to more resources and partnerships. Looking to offer 1 seat on the Consortia to serve as a non-voting member from San Diego County of Education. Instead of referred to as a member, this role would be considered a partner.</p> <p>Action: Need to find out if our current contacts with San Diego County of Education are interested in joining the Consortia and research if this role will be a voting or non-voting member. Two potential representatives: Al Love from SD Career Technical Education Programs and Tracy Thompson from Juvenile Court and Community Schools.</p> <p>Annual Plan PY 19/20 (Due August 15)</p> <p>Discussion: Item was discussed during SDAERC Strategic Plan presentation. See additional notes below in that section.</p> <p>Under each of the goals, selected strategies and activities are bolded. Consortia feedback:</p> <ul style="list-style-type: none"> - May want to identify them and indicate what stage they are in (i.e. beginning, in progress, etc.). - Some goals are aligned with their funding. In order to spend CAEP money, you have to have it in your strategic or annual plan. Adjustments to our plans can be done at any time although both member agencies have allocated money to certain activities. Leveraging resources is one of the

state's priorities so there are activities that may be funded from other sources. There are also things in other restricted funding sources that support the goals here. We have to report on leveraged resources when reporting on expenditures for CAEP.

- 1,b,vi- SDUSD is in the very beginning stages of offering an IET model within adult education. Have concerns this activity may not be met in the new year. The challenge is combining the CTE technical training component. On the SDCE side, the IET model for us is a strong strategy goal we have been supporting for two years. ESL is holding the weight on this; with a Pathways perspective, we are looking at ways to bolster this on our side. It may be helpful to work with some of our ESL representatives to see how they have been supporting these efforts through the years.
- From SDCE's side, most of the activities bolded are already in progress. One of the areas we have to work on this year is the collaborative work.
- 1,c,iv.- Clarification on the population this activity is in reference to was discussed. Using principles of guided pathways. When we talk about Unified, we are referring to adult education students and graduates of Unified as well. We are talking about both. Wording may need to be revised. May want to invite someone from Unified, Education Center, to join this group and speak to this item.
- TRACE is a shared service at both Unified and SDCE. May want to invite the principle of TRACE to a future meeting.
- 1,b,4.- Some activities do not designate a responsible party. This is something we can include when the plan for this activity is built out. The intent of this activity (1,b,4) is to build pathways between Unified CTE and CE CTE.

Action:

The Consortia reviewed items and general consensus is to add the bolded items into the 19-20 year plan.

Organize initial implementation group to talk about implementation and project teams. Once the process for implementing aspects of the plan, project teams may be formed to address the shared goals.

Student Services Update: Counselor Convening

Discussion:

November 15th there will be a Counselor Summit with San Diego Unified. The group is about 70-75 in size. This will be held at the Cesar Chavez Campus. This will be a luncheon.

There are SDCE student services outreach activities to share. These will be presented at all future meetings via a report.

Action:

Invite Maureen Rubalcaba, Dean of Student Equity, to a future meeting to discuss SDCE outreach activities.

Performance and Data: TE Summary Reports

Discussion:

Not due until August 1st. There is some data clean up still going on with SDCE and SDUSD. Webinar held yesterday to discuss the use of these reports in which they discussed persistence levels. It may be good to wait until the data is cleaned up and have a future discussion on what we can actually see from these reports in terms of how our students are doing, how they are progressing through the programs and allow us to view areas where we can support student persistence. Preliminary reports were presented.

Action:

Once report is finalized, review for program outcomes and program improvement goals for next fiscal year.

JECC Meeting Schedule & Agenda Items

Discussion:

Have recently identified the number of members that the JECC is going to have. A doodle poll will be sent to create the agenda. Two meetings will be set for next year. Goal is to create a better structure, in terms of documenting the functions and bylaws of JECC.

Action:

N/A

7. **Presentation Item(s):**
SDAERC Strategic Plan: Review Goals, Strategies and Activities

Kelly Henwood presented an overview on the 3-year strategic plan (2019-2022). Next step is to submit the PY19-20 annual plan which is due August 15th.

Goal 1 is a big goal which focuses around transition. The strategies discussed around transition deal with common assessment processes, curriculum and course offerings, support services to address barriers, career guidance and tracking placements. Chart was created to talk about the multiple transitions of our populations.

Goal 2 which focuses on recruitment and outreach, we have strategies around student centered onboarding classes, conducting targeted student recruitment and outreach, promoting awareness and access to our programming.

Goal 3 discusses data driven decision making, including data sharing and collection infrastructure, data elements to inform data effectiveness, best practices, having staff capacity to manage a plan research activity, and Human Centered Design.

Goal 4 discusses professional development and training to utilize assessments, placements, tracking, outreach and supporting instructional strategies.

Goal 5, Gaps in Service, is our catch all goal. Both agency members have been utilizing AEBG/CAEP money for the last four years, going into the fifth year, to support building capacity and infrastructure and filling gaps. This goal supports what we've been building in the last five years.

Discussion:

	<p>In referencing the handout, under each of the goals and strategies, bolded items are items we could potentially add into our 19-20 annual plan. We need to decide how to come into agreement about the activities for next year, if the identified items that are bolded are appropriate and define existing planning processes that we can utilize for this work.</p> <p>Last month, the state conducted a webinar called the “Planning Mindset”, which focused on an inquisitive mindset (“How might we?”) and emphasized the importance of involving student perspective into our plans and how we implement. Questions to consider: “What is the role students have and how can we look at their experience? How do our plans affect them?” Also want to be mindful of how we are involving instructors, administrators and staff in the implementation of plan.</p> <p>Action: Add outcomes to the end of all future agendas. The Consortia needs to decide how to come into agreement about the activities for next year. See additional notes above under Annual Plan PY 19/20 (Due August 15th).</p>
<p>8. Informational Items:</p> <ul style="list-style-type: none"> a. Introduction of new Faculty Coordinators for SDCE b. Workgroup Updates c. Upcoming Due Dates d. Super Region Updates e. Conferences and Events 	<p>Introduction of new Faculty Coordinators for SDCE</p> <ul style="list-style-type: none"> – Lola Gaona- CAEP Co-Coordinator from counseling. Lola has been with the district for 20 years. Prior to the district, her experience was in Social Work. Started in the district working in the high school diploma program. Then worked in ESL population and Child Development. – Diana Vera- Alba- CAEP Co-Coordinator from Instruction side, Instructor for the SDCE ESL program. <p>Workgroup Updates</p> <ul style="list-style-type: none"> – None <p>Upcoming Due Dates</p> <ul style="list-style-type: none"> – Q4 Student Data due- August 1st – Annual Plan due- August 15th – Q4 Expense Report due- September 1st – CAEP Summit Registration (Pins Required)- Register by the end of August <p>Super Region Updates</p> <ul style="list-style-type: none"> – Had a robust discussion about our K-12 system making sure they still have a voice with Workforce Development, the Consortia and being able to identify student need and how to direct them within the K-12 Adult system or Community College District. <p>Conferences and Events</p> <ul style="list-style-type: none"> – Pro Literacy Conference, September 25-28 – CAEP Summit, October 29-30 <p>Roundtable</p> <ul style="list-style-type: none"> – Review Brown Act at an upcoming meeting. – FELI- Invited to the Five Day Educational Learning Institute August 19-23rd.
<p>Adjournment</p>	<p>Adjourn 4:02pm</p>