



SOUTH BAY
ADULT EDUCATION

AEBG Advisory Committee Meeting Minutes

DATE: AUGUST 2, 2017

TIME 2:00 – 4:00 PM

LOCATION: SWC ROOM 662

NOTE TAKER	Melissa Torres		
CO-CHAIRS	Mia McClellan	Dr. Ryan Burke	
	Mary Alvarado	Diane Edwards	Dan Perusich
	Wes Braddock	Oswaldo Mendez	
	Michelle Dullea	Mary Murphy	
HANDOUT(S)	July 19, 2017 Meeting Minutes Spring 2017 Workgroup Summary 17-18 Annual Plan Data Integrity Reports		
DISCUSSION / INFORMATION	<ul style="list-style-type: none"> • Welcome and Introductions • Public Comment – None. • Approval of Minutes – Mia called for the review of minutes. Adoption of Minutes: July 19, 2017 – APPROVED with no correction. • Agenda Item 1 – Marketing Update: David Kodama from Cook + Schmid is recommending Adult Education students create a short one-minute video for SBAEC website. David will work with the students in creating a script. Crystal and Mary Alvarado will help make the connection with Davis and NCA Video Production Class. SBAEC is now on Instagram. Crystal and Melissa will be visiting school sites and taking pictures for the website, Facebook and Instagram. • Agenda Item 2 – AEBG Office Update: Basic Skills Field Team update from AEBG office is uploading most recent reports to AEBG website provided at last meeting. Field teams discussed concern about the model, it doesn't acknowledge how segments work differently, data being collected doesn't tell the whole story. In basic skills there still isn't a common assessment but are working on crosswalks. • Agenda Item 3 – Consortium Activities: Crystal provided summary of Spring 2017 workgroups: ESL, Math Basic Skills, CTE & Workforce Entry/Reentry, Student Support Services/DDS, Assessment/Accountability, Professional Development. The summaries were used to prepare the 17-18 Annual Plan. Power Point includes the supporting documents the groups created. All six workgroups had recommendations the power point presentation includes most of them but all of the recommendations are in the action plans attached to the power point. Some summaries/recommendations were: ESL recommendations: SWC ESL faculty decided to Pilot project this fall to use CASAS in the three noncredit classes and one in the lower level credit class to see if they can get a crosswalk to better advise students based on their CASAS results and see how SWC can accept those scores. Math Workgroup: discussed upcoming changes in SWC placement exams, "My Mathlab" software program, preparation for the HiSET Math test was emphasized. Recommendations were SWC offer an algebra refresher non-credit course at SUHSD adult schools. SUHSD recommendation the math course sequence at SWC was examined with focus on the lowest level credit courses. It would be ideal if CUSD and SUHSD students could enter into Math 60 when they transfer to SWC. 		

Dr. Burke shared the anxiety/concern from SUHSD faculty over the recommendation of SWC classes taking place at SUHSD classrooms. Dr. Burke asked for wording to be looked at and revised in 17-18 Annual Plan.

CTE summary: OSHA 10-hour and 30-hour courses are being developed. Recommendation: SWC – OSHA courses and Work Readiness course be offered at SUHSD Adult Schools. Offer courses during Spring Break at CVA.

Student Support Services worked on a chart which lists the services available at different the adult schools and at SWC to understand what is being offered.

- **Agenda Item 4 – Deliverables:**

Data Integrity Reports were due August 1, 2017. Crystal stressed the importance of data. These reports were sent to the legislature. This report is meant for WIOA student and AEBG is also using it and including CTE. Items 8-10b talks about CASAS Testing, these numbers include CTE who don't CASAS test.

2017-18 Annual Plan: Crystal reviewed revisions to draft which were 1) under 2017/18 strategies planned to increase capacity in identified gaps: the committee changed wording to read "SWC may teach the new noncredit ESL, ABE and Workforce Development courses at SUHSD adult schools, libraries, etc. to augment access to English language, basic skills and workforce development". 2) Under 5.3 New Strategies changed wording of SUHSD ESL courses changing to "SUHSD will plan new Integrated Educational Training elements, in which ESL students will receive greater support with increased focus on English language development toward vocational goals".

- **Agenda Item 5 – Data & Accountability:** AEBG Regional Training Policy & Data Collection will take place October 17 & 18, 2018 at Vista Adult School.

- **Agenda Item 6 – CDC Items:** Next meeting is on August 10, 2017 at SUHSD Board Room to approve our 17-18 Annual Plan.

- **Agenda Item 7 – Other:** None

Meeting adjourned at 4:04 p.m.

