



AEBG Consortium Directors Council Meeting Minutes

DATE: NOVEMBER 16, 2016

TIME 4:30 PM

LOCATION: SWC BOARD ROOM 214

NOTE TAKER	Melissa Torres			
CO-CHAIRS	Joe Fulcher	Claudia Gallant	Kathy Tyner	
ATTENDEES:	Tiffany Bouchard	Alicia Hernandez	Mary Murphy	Michelle Sturm-Gonzalez
	Diane Edwards	Mia McClellan	Crystal Robinson	
	Patricia Flores Charter	Kevin McClelland	Phyllis Sensenig	
HANDOUT(S)	August 10, 2016 Meeting Minutes 2015-2016 Data and Accountability Work Plan 2015-2016 AEBG Preliminary Report SBAEC Workgroup Recommendation Progress			
DISCUSSION / INFORMATION	<ul style="list-style-type: none"> • Welcome and Introductions – Claudia Gallant. • Approval of Minutes – Adoption of Minutes: August 10, 2016 – APPROVED with corrections to add to Agenda Item 4 why the recommendations were made. • Agenda item 1 – CDC Report on Interim Communications: None. • Agenda item 2 – Public Comment: None. • Agenda item 3 – Review and Approval of Data and Accountability Work Plan: Crystal Robinson presented the plan. Our consortium received \$315,158 and we have until December 2017 to spend these funds. The plan includes a budget detail sheet breakdown. The work plan has three objectives which are Objective 1: respond to the short term data reporting needs required by AB 104. Objective 2: foster regional and local system integration efforts pertaining to assessment and intake of adult students. Objective 3: support data sharing efforts to bolster performance accountability and program evaluation while leveraging broader statewide efforts to build a federated and aligned workforce and education performance accountability plan. Motion to approve Data and Accountability Work Plan by Claudia Gallant, second by Kathy Tyner and Joe Fulcher. • Agenda item 4 – AEBG Preliminary Report: At the AEBG Summit on November 2, 2016 the AEBG Office presented the preliminary report that was submitted to the state. The reports compiles data submitted in 15-16 but doesn't analyze the data. The final report is to come out in February 2017. Statewide AEBG data shows that the biggest program is ABE followed by ESL and CTE. The enrollment by program area unduplicated is 1.1 million in California. Adult Learner demographics show the largest ethnicity is Hispanic or Latino, largest age range 22-34 years of age. The report describes the AEBG office approach to measuring effectiveness, they've divided that into two phases. Right now we are in Phase I, which is to obtain baseline 15-16 student data as well as data and accountability funding. Phase II hasn't started by the AEBG Office but it is to continue to align AEBG student data collection performance measures with WIOA federal outcomes. Dr. Fulcher asked if we have similar demographics for our region? If so, can we go back 2-3 years? Are we doing enough to get and keep students enrolled in our programs? Alicia will look through CASAS Portal for data. 			



- **Agenda item 5** – Workgroup Recommendation Progress: Crystal presented the workgroup recommendations at the last CDC meeting in August. Now we have determined what we've completed, what is in progress and what is in discussion for each one.

ESL Workgroup Recommendations:
 - COMPLETED: SWC create 6 new non-credit ESL courses and revise the 3 current non-credit ESL courses.
 - IN PROGRESS: CUSD create more robust ESL curriculum and expand course offerings. Develop a contextualized Vocational ESL (VESL) program at SUHSD, and revise current SWC non-credit VESL courses.
 - IN DISCUSSION: Continue collaboration between the 3 agencies in order to complete the alignment process.
Math Workgroup Recommendations:
 - IN DISCUSSION: SWC to consider HiSET/GED scores for adult education students entering math courses. SUHSD to create prep class teaching "self-advocacy" and computational math skills for students transitioning to SWC when students prepare for the HiSet or GED its more aligned to common core but when they go to SWC is computational math.
Reading/Writing Workgroup Recommendations:
 - IN DISCUSSION: SUHSD to create higher level basic skills courses to close a large skill gap. SWC to make boot camp courses available to students transferring from adult education. More contextualized learning basic skills courses across agencies. SWC to consider HiSET/GED scores for adult education students entering reading/writing courses.
CTE Workgroup Recommendations:
 - IN PROGRESS: SUHSD to continue modifications to the existing pilot Workforce Readiness course at National City Adult School. SWC to create a Workforce Readiness course with topics such as adaptability, attitude, problem solving, and teamwork.
 - Kathy Tyner made a recommendation to this group to look into Family Childcare Micro Enterprise Program, it was very successful. The program trains people to develop a business plan to get their license for child care, it was even offered in Spanish. SWC has the curriculum and the model.
Student Support Services Workgroup Recommendations:
 - IN DISCUSSION: SWC Review the current infrastructure of SSS/DSS, LD testing, and other personal wellness services to better include non-credit students. SUHSD Referral system with San Ysidro Health Center for adults that need their disability verified. SWC Non-credit students register in half unit PD course to access LD testing. SWC Student Services Summit
 - COMPLETED: SUHSD Student Ed Plan (with flash drive bracelet). SUHSD Adult Education Services Presentation followed by multiple sessions with a counselor to develop and modify educational plan. SUHSD Verification of Disability and Authorized Accommodations forms.
Assessment & Accountability Recommendations
 - COMPLETED: CUSD Revise registration form to meet AEBG reporting requirements. CUSD Create AEBG course attendance policy.
 - IN DISCUSSION: SUHSD Add tabs to TOPS to allow for TABE, HiSET, & GED scores. SWC Consider providing additional GPA points above 2.0 for HiSET students scoring in the "College and Career Ready" category. Review the effects that moving to a Common Assessment Initiative in Fall 2018 will have on AEBG efforts.
Professional Development Recommendations
 - COMPLETED: SUHSD to revise annual PD survey to allow for more options for faculty and staff. Create a series of workshops around the AWD theme for all faculty and staff across agencies.



SOUTH BAY
ADULT EDUCATION

	<p>Common Themes</p> <ul style="list-style-type: none">- IN DISCUSSION: Lack of adequate childcare and transportation are educational barriers across agencies; assist students in overcoming these barriers. Class observations among instructors across agencies.- IN PROGRESS: SWC non-credit courses should be offered at the adult schools and in the community for greater access. Increase in student support services for students transitioning to postsecondary and/or career across agencies. Student cohorts to eventually become mentor students to future cohorts.- COMPLETED: Bridging classes are needed for SUHSD/CUSD adult school students transitioning to SWC to address college culture. <ul style="list-style-type: none">• Agenda item 6 – Adults with Disabilities Professional Development Series: We’ve had two sessions so far. Instructors from all over the consortium have been invited. December 9, 2016 will be the next one. It will focus on resources available within the community and creating an awareness of the accessibility for adults.• Agenda item 7 – Consortium Facebook Page and Website: Consortium Website is in progress and it’s expected to launch in a couple of weeks. Students will be able to search for courses by program or by location. The website is designed for faculty and students. The marketing consultant will track how many hits the website is receiving. <p>Facebook page is geared toward students. We’re posting registration information, upcoming consortium events like the SWC tour.</p> <ul style="list-style-type: none">• Announcements: Our Consortium is the lead for the 16-17 Super Region which consist of the five consortia around San Diego County and one in Imperial.• CDC Meeting Calendar: No deadlines coming up.
	<p>Meeting adjourned at 6:20 p.m. by Claudia Gallant</p>

