



AEBG CDC Meeting Minutes

DATE: AUGUST 10, 2016

TIME 4:00 – 6:00 PM

LOCATION: SUHSD BOARD ROOM

NOTE TAKER	Melissa Torres			
CO-CHAIRS	Joe Fulcher	Claudia Gallant	Kathy Tyner	
ATTENDEES:	Wes Braddock	Alicia Hernandez	Mia McClellan	Crystal Robinson
	Diane Edwards	Rudy Kastelic	Kevin McClelland	Shane Schmeichel
	Sara Garcia-Salgado	Teresa Matos	Virginia Mendoza	
HANDOUT(S)	April 14, 2016 Meeting Minutes 2015-2016 Consortium Evaluation 2015-2016 Workgroup Summary 2016-2017 Annual Plan CUSD, SUHSD & SWC Data Tables CUSD, SUHSD & SWC Course Templates			
DISCUSSION / INFORMATION	<ul style="list-style-type: none"> • Welcome and Introductions – Kathy Tyner. • Approval of Minutes – Adoption of Minutes: April 14, 2016 – APPROVED with corrections to Agenda Item 5, add explanation of variants. • Agenda item 1 – Select 2016-2017 CDC Chair: Selection of chair by nomination. Dr. Fulcher nominated Ms. Gallant and motion was second by Ms. Tyner. Claudia Gallant accepted nomination and is the 2016-2017 CDC Chair. • Agenda item 2 – CDC Report on Interim Communications: No interim communication to report. • Agenda item 3 – Public Comments: None. • Agenda item 4 – 2015-2016 Consortium Evaluation: Phyllis will conduct evaluation each semester. The evaluation identifies the major items of progress which are the Workgroups, Sweetwater was able to open 33 classes in the Spring and 24 classes in the Summer, Sweetwater hired a part time counselor liaison, the marketing consultants were selected and the work has started, SWC started working on the development of a noncredit identifier, Sweetwater developed an Authorized Academic Accommodation Form for students with disabilities based on the SWC form, CUSD developed one new CTE program in jewelry making, CUSD ESL faculty attended SUHSD professional development activities. Recommendations were SWC should consider adding additional representatives to the advisory Committee. When planning for Year 2 budget, each member should also develop a budget that identifies carryover funds from Year 1. SWC might consider hiring part-time faculty or paying more faculty or counselor stipends to be responsible for development of particular activities such as developing the Basic Skills Academy. Process to approve MOU delayed progress. • Agenda item 5 – 2015-2016 Workgroup Summary: Seven workgroups with representatives from each district were created to facilitate a seamless transition to postsecondary education and/or the workforce, identify gaps in services and curriculum. The Workgroups are ESL, Math Basic Skills, Reading/Writing Basic Skills, CTE & Workforce Entry/Reentry, Student Support Services/DDS, Assessment & Accountability and Professional Development. The ESL Workgroup gathered student writing samples from several ESL classes across the consortium and graded each sample based on the SWC ESL placement rubric. The Math Basic Skills Workgroup identified student's lack of preparation for SWC math placement exams. The Reading/Writing group identified a discrepancy in 			



defining college and career readiness across agencies. The CTE & Workforce group identified Workforce Readiness Skills as the common skillset that students could improve on in all CTE programs. Student Support Services group identified gaps in student support services for non-credit students. Assessment & Accountability group reviewed assessments to identify areas of similarities and interpretation and align where feasible and reviewed steps needed to better collect AEBG data. The Professional Development group reviewed current PD plans and policies and identified a common theme lacking in current PD: Adults with Disabilities. All workgroups had recommendations. The common themes among the workgroups were: the lack of childcare and transportation, SWC non-credit courses should be offered at the adult schools, increase in student support services for students transitioning to postsecondary and/or career across agencies, bridging classes are needed for students transitioning and class observation among instructors across agencies.

- **Agenda item 6** – 2015-2016 Student/Course Data: SUHSD, CUSD and SWC presented their data. Table 1 shows the Total Adults Served – Instructional Programs and Services by Race/Ethnicity. Table 2 is Total Adults Served – Student Support and Career Services by Race/Ethnicity. Table 3 Total Adults Served – Descriptive Measures – Barriers to Employment by student status. Table 4 is the Total Adults Served – Descriptive Measures – Highest Degree of Level of Schooling. Table 5 is Total Adults Served – Descriptive Measures – Labor Force by Employment Status. Tables 6 Total Student Served – Instructional Programs by Race/Ethnicity. Table 7 Total Students Served – Select descriptive Measures by Program Area for Race/Ethnicity, Age, Gender and Special Populations. Table 8 Total Enrollment, Participation and Course Completion. Table 9 Total Course Completion by Program Area. SUHSD collects the data from the student’s registration form. CUSD didn’t have a system to collect the data in the few weeks they had to collect the data. SWC got their data from their IT and Research Department. Course Data spreadsheet lists all the AEBG Courses, the course characteristics, the AEBG program it falls under and the enrollment and participation count for each section.
- **Agenda item 7** – Review and Approval 2016-2017 Annual Plan: Section 1 is unchanged from what the CDC had previously approved back in May. Section 2 is an Executive Summary which describes our progress. It lists our Stakeholder Engagements, there were revisions in the wording under Successes and Challenges. Section 3 shows there is a carryover of \$1,077,950. 2016-2017 Annual Plan approved by CDC members.
- **Announcements:** Dr. Fulcher gave an update on the 2016-2017 AEBG MOU. It’s in the process of reaching out to SWC and CUSD, needs wording and language cleanup. Hopefully it will go to the board within the next month.
- **CDC Meeting Calendar:** The next deadline is December 20, 2016 for Data & Accountability Plan.

Meeting adjourned at 5:45 p.m. by Claudia Gallant