



CAEP Advisory Committee Meeting Minutes

DATE: DECEMBER 15, 2021

TIME 2:00 PM

LOCATION: ZOOM

CO-CHAIRS	Dr. Ryan Burke	Jennifer Lewis		
	Crystal Robinson	Thuy Nguyen	Anel Martinez	Sara Garcia-Salgado
	Eduardo Diaz	Dr. Christine Jensen	Diane Edwards	Carol Ross
	Dana Orozco	Carmen Nieves		

HANDOUT(S)	November 17, 2021 Meeting Minutes
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- **Review/Approval of Minutes** – Crystal called for the review and approval of minutes. Minutes approved with one spelling correction.
- **Transitions Team Update –**
 - Third meeting took place last week
 - Meaning of non-remedial courses
 - Discussed various pilot options
 - Continued discussion on creating student profile
 - Further analysis of data
 - Focus research pilot on SB554
 - Tentative date for research pilot with students Fall 2022
 - Next meeting early February
- **Data Team Update –**
 - Looked at transitions dashboard
 - Main point: work on specific metrics
 - Using Microsoft Excel to present data
- **Marketing Update –**
 - Marketing consultant provided report
 - Ads go out multiple times a day
 - Have surpassed 100 leads which was our goals
 - 1.4% click through rate
 - Leads come through spreadsheet with contact information. Melissa follows up through an email with information requested and then a phone call.
- **Strategic Planning Update –Implementation team has put together a rough timeline on tackling strategic planning.**
 - Student survey is open: we've received 635 responses so far. Will remain open until 1/10/22.
 - SUHSD: survey went out to current and previous students through Infinite Campus and by email.
 - SWC: survey went out to students enrolled back in 2017 by email to SWC emails, went out to 4,400 students.
 - Consortium Summit taking place virtually on February 4, 2022. Save the date went out this week.
- **Member/Curriculum Update** – No updates.
- **Other:**
 - Christine: presented on Pathway Coordinator role.
 - Connecting high schools and adult schools to SWC
 - Gathered information from various schools. Jennifer, Anel and Myesha have taken a look at this information.
 - Continue to gather additional data
 - In late February, early March there will be an opportunity for articulation, talking about certification, do they align, areas for improvement, opportunity for collaboration.

	<ul style="list-style-type: none">○ Christine :<ul style="list-style-type: none">▪ Transitions – earliest pilot project can start with students would be Fall 2022. Thuy was hired for 1 year but with this timeline, she would not see the project through.▪ Presented different funding options for Thuy to stay in role longer.▪ Advisory Committee wants more information/input from Implementation team.
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