



AEP Advisory Committee Meeting Minutes

DATE: JANUARY 16, 2019

TIME 2:30 PM

LOCATION: SUHSD AIC

CO-CHAIRS	Jennifer Lewis			
	Steve Alvarado	Sara Garcia-Salgado	Osvaldo Mendoza	Carol Stuardo
	Erica Dibello-Hitta	Myesha Jackson	Elizabeth Merton	
	Michelle Dullea	Arthur Kende	Mary Murphy	
	Diane Edwards	Jessica Noel	Crystal Robinson	

HANDOUT(S)	<p>November 7, 2018 Meeting Minutes</p> <hr/> <ul style="list-style-type: none"> • Welcome and Introductions • Public Comment – None • Approval of Minutes – Crystal called for the review of minutes. December 5, 2018 minutes approved with no corrections. • Agenda Item 1 – Workgroup Report Out: <ul style="list-style-type: none"> Seamless Transitions – none. Student Acceleration – none. Marketing – none. Gaps in Services – have a new lead, Joy Reyes. Group started working in their deliverable. • Agenda Item 2 – CUSD Curriculum Update: started three new classes. Citizenship, Office Automation and Graphic Design. • Agenda Item 3 – SWC Curriculum Update: working on coding projects, bundling up courses into certificates. • Agenda Item 4 – SUHSD Curriculum Update: finalizing Spring 2019 master schedule. • Agenda Item 5 – Strategic Plan Section 2.3: Community Need and Customers: <ul style="list-style-type: none"> Who are our customers? <ul style="list-style-type: none"> - 18+ years - Mostly Hispanic Where do they live? <ul style="list-style-type: none"> - South Bay - Tijuana What characteristics define the populations engaged in the programs we currently offer? <ul style="list-style-type: none"> - Transient - Low income - Military, veterans How do you know? <ul style="list-style-type: none"> - TOPS data - SWC registration and enrollment process
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What characteristics define the regional community?

- Veterans
- Hispanics
- Border community
- Immigrants
- Small businesses
- ESL learners

How do those characteristics align with profiles of students served by adult education programs?

- Not filling the needs of the community
- Our students look like our community

How do you know?

- TOPS data
- SWC registration and enrollment process

What industries is the region home to?

- Construction
- Tourism
- Shipyards
- Service industry
- Healthcare
- IT embedded in nearly all industries

What kind of skills are they looking for in their employees?

- Soft skills – reliability, customer service
- Technical skills
- Certifications
- Bilingual (English/Spanish)

What kind of credentials do they value?

- Degrees
- Certifications
- High School Diploma/Equivalency

How do you know?

- Conferences with industry partners
- Industry advisory committees
- San Diego Workforce Partnership
- SANDAG

How well do available programs and services align to the needs and goals of students and area employers?

- Curriculum has been created to align to the needs
- We would rate ourselves 4 out of 5

How do you know?

- Students getting jobs
- Data

- **Other:** None

