



## AEBG Advisory Committee Meeting Minutes

DATE: OCTOBER 4, 2017

TIME 2:00 – 4:00 PM

LOCATION: SWC ROOM 662

<b>NOTE TAKER</b>	Melissa Torres			
<b>CO-CHAIRS</b>	Dr. Ryan Burke	Jennifer Lewis		
	Mary Alvarado	Sara Garcia-Salgado	Jessica Noel	Carol Stuardo
	Michelle Dullea	Oswaldo Mendoza	Joy Reyes	
	Diane Edwards	Mary Murphy	Crystal Robinson	
<b>HANDOUT(S)</b>	September 6, 2017 Meeting Minutes CCC Non Credit Programs, Curriculum Processes and Minimum Qualifications for Faculty			
<b>DISCUSSION / INFORMATION</b>	<ul style="list-style-type: none"> <li>• <b>Welcome and Introductions</b></li> <li>• <b>Public Comment</b> – None.</li> <li>• <b>Approval of Minutes</b> – Crystal called for the review of minutes. Adoption of Minutes: September 6, 2017 – APPROVED with no correction.</li> <li>• <b>Agenda Item 1 – Presentation:</b> Diane presented California Community Colleges (CCC): Noncredit Programs, Curriculum Processes and Minimum Qualifications for Faculty. <ul style="list-style-type: none"> <li>Local colleges have hiring authority and must adhere to minimum qualifications when establishing hiring criteria and/or when determining hiring eligibility. A district may include additional criteria over and above the minimums, but may never higher below these standards.</li> <li>For academic disciplines the minimum requirement is master’s degree in the discipline of assignment or a bachelor’s degree in the discipline of assignment and a masters’ degree in a reasonably related discipline.</li> <li>Power point presentation will be posted on the consortium website.</li> </ul> </li> <li>• <b>Agenda Item 2 – Consortium Activities:</b> <ul style="list-style-type: none"> <li>15-16 Consortium Spending Plan – item tabled from last meeting. Jennifer and Crystal will collaborate on the accurate reporting of 15-16 expenditures.</li> <li>Workgroup Update – the end product of the workgroups in our three-year plan was to have a roadmap connecting all of the areas and all of the members. Up to now, the workgroups have been working program to program. What each member has to do now when they submit budgets in December is tie spending to annual plan.</li> </ul> </li> <li>• <b>Agenda Item 3 – Super Region Update:</b> <ul style="list-style-type: none"> <li>Next Super Region meeting will be on October 10, 2017 at SDCOE. The San Diego Workforce Partnership will continue their presentation from the last meeting.</li> </ul> </li> <li>• <b>Agenda Item 4 – AEBG Office Update:</b> <ul style="list-style-type: none"> <li>AEBG Field Team Application – Invitation to apply came out though the AEBG Newsletter. Deadline to apply is October 23, 2017. Members will be meeting in Sacramento, on a quarterly basis and will be briefed on AEBG relevant matters, actions and issues. With the end goal of a set of recommendations that have adult learners best interest in mind and that meet the goals of state legislation and funding requirements. Those interested in applying must submit a resume,</li> </ul> </li> </ul>			

must have at least five years of experience and current employment in noncredit adult education and a letter of endorsement from two adult education professionals.

- **Agenda Item 5 – Deliverables:** 17-18 Budget deadline has been moved from October 31, 2017 to sometime in December 2017. First quarter data (July 1 – September 30) in TOPS and the Data Integrity report is still due October 31, 2017. Each member will be submitting their budget and data.

- **Agenda Item 6 – Data & Accountability:**

Upcoming AEBG Regional Training Policy and Data Collection trainings:

October 10-11 in Sacramento

October 17-18 in Vista

Data Collection Share Out:

SUHSD - Crystal spoke with Fabiola from SUHSD who reported that everything is moving right along. This quarter they are filling out TOPS paper forms.

SWC - Jessica and David are working on AEBG data. They are getting list of courses from non-credit and uploading them to TOPS.

CUSD - Osvaldo getting all data in TOPS. He has been registering all the students, pre-testing them and making sure all information is collected and in TOPS.

- **Agenda Item 7 – Other:** Our October 18<sup>th</sup> meeting is cancelled due most members attending the Vista Regional Policy and Data Collection Training. Our next meeting will be on November 1, 2017.

Revisited the frequency of Advisory Committee Meetings and time allotted. Members decided meetings will continue to be held the first and third Wednesday of every month but will now start at 2:30 p.m.

Meeting adjourned at 3:18 p.m.

