



## CAEP Advisory Committee Meeting Minutes

DATE: February 24, 2021

TIME 2:00 PM

LOCATION: Zoom

<b>CO-CHAIRS</b>	Ryan Burke	Jennifer Lewis		
	Christine Jensen	Andrea Aragoza	Myesha Jackson	
	Crystal Robinson	Jay Marquand	Diane Edwards	
	Carol Ross	Melissa Torres	Dana Orozco	
<b>HANDOUT(S)</b>	November 18,2020 Meeting Minutes February 24, 2021 Meeting Agenda 2021-2022 SBAEC Allocations Proposal Coding Presentation Preliminary Findings Meeting Draft			
	<ul style="list-style-type: none"> <li>• <b>Review/Approval of Minutes</b> – Crystal called for the review and approval of minutes. Minutes approved with no edits.</li> <li>• <b>Member Updates:</b> <ul style="list-style-type: none"> <li>- <b>SUHSD:</b> Adding Community Relations Facilitator position in the near future.</li> <li>- <b>CUSD:</b> Registered Behavioral Technician Instructor has started position. Course will hopefully start after spring break.</li> <li>- <b>SWC:</b> More integrated with credit side planning and reopening plan. ESL progress indicators going to board. ESL pilot will ideally take place in the fall things to test out progress indicators to see what will look like, which was a strategy from our CAEP Annual Plan. Non Credit enrollment was down since have added multiple touch points for students. Added live registration assistance and customer service, making phone calls to students who applied through CCC Apply to know what next registration steps are. Also referring students to counselors and ESL Advocate or EOPS. Using social media to promote enrollment. ESL Advocate – new position, works with Non Credit and Credit students with any needs, provides guidance, answers enrollment questions and reaches out to students regarding events.</li> </ul> </li> <li>• <b>Data &amp; Transitions Project Recommendations:</b> <ul style="list-style-type: none"> <li>- <b>Transitions Team Counselor: Transitions Coordinator:</b> Recommendation to hire a Transition Coordinator. Implementation Team put a job description together. It would be a temporary, one year position, hiring would be through Coronado. Main function to lead transitions team. Advisory Committee team reviewed the job description, <a href="#">link here</a>. Advisory Committee discussed whether position should be Certificated Management or Classified Management? Team agreed on Classified Management. Will add to job description under desired: community college experience and some credentialing requirement. Salary schedule was discussed. The cost of this position will range between \$152,250 - \$187,950.</li> <li>- <b>Data Team: Research Analyst:</b> Position would be through SWC, a .5FTE, paid by consortium funds to lead data team. One year position at least without having to allocate additional funds. Implementation Team will discuss what the data team will look like.</li> <li>- Administrative support for both positions will be provided by Melissa. Transition Coordinator</li> </ul> </li> </ul>			



position has to be board approved since it's a new position.

- **21-22 CAEP Preliminary Allocations:** There was an increase of \$221,805. Every district gets an increase based on their percentages. Crystal reviewed the 2021-2022 SBAEC Allocations Proposal with the Advisory Committee, no changes were made to proposal. 2021-20211 Allocations have to be approved at CDC Meeting in April because it's due to the state on May 2, 2021.
- **West Ed Coding Project Update:** County wide project through Super Region with West Ed. Project is nearly completed. Will meet in March to see where everyone is at. Looking at all CTE courses to see which one of the 3 buckets it falls under: Workforce Preparation, Occupational Skill Builder or Occupational Credential Program. Goal is to have common language in CTE. Eventually all courses county wide and especially consortium courses will be available under tier structure for proper referral.
- **Other:**
  - CUSD: Thinking of pushing out Regional Webinar to 12<sup>th</sup> grade students about what Adult Education is to let them know what additional programs are being offered. Crystal will send follow up email to Christine, Andrea and Audry to continue webinar collaboration discussion.