



CAEP Advisory Committee Meeting Minutes

DATE: February 3, 2020

TIME 11:00 AM

LOCATION: SWC 59A-102

CO-CHAIRS	Jennifer Lewis			
	Diane Edwards	Osvaldo Mendoza	Sara Garcia-Salgado	Dana Orozco
	Jessica Noel	Crystal Robinson	Jay Marquand	Carol Ross
				Corayma Gallegos

HANDOUT(S)	August 21, 2019 Meeting Minutes
	<ul style="list-style-type: none"> • Welcome and Introductions – Corayma Gallegos joins us as the new clerical support for the SWC CAEP Office • Public Comment – None • Approval of Minutes – Crystal called for the review and approval of minutes. Minutes approved with no corrections. • Annual Plan Updates: <ul style="list-style-type: none"> - Consortium Project: The majority of the goals and strategies in our annual plan will be accomplished through our consortium Data and Transitions project. Jessica Noel presented a progress update. We are currently in phase 1 of the project (Discovery Phase), where Jessica is working to outline the current student journey, understand existing tracking mechanisms, conduct a baseline assessment of student transitions, and identify 2-4 potential models of student transition. Jessica’s methods include document analysis, best practice research, baseline data analysis, key stakeholder interviews, faculty/counselor survey, student survey, and student journey mapping. Preliminary findings are targeted for April 2020. Jessica’s presentation is available in the Advisory Committee Google Drive. - Noncredit Career Training: A goal in our annual plan is for SWC to increase the number of noncredit career training offerings. Diane gave an update on new courses underway. These include a career focused DSS course, reading courses, CERT 1 & 2 courses, family studies courses to become a caregiver for infants, preschoolers, school age children and teens, workforce readiness courses, and a restructuring of the customer service series of courses. Diane will attend MC3 pre apprenticeship training in an effort to build a pre-apprenticeship program. Diane noted that courses attached to a certificate are able to go through the approval process faster than courses that do not lead to a certificate. - IET Expansion: A goal in our annual plan is for SUHSD to increase the number IET course offerings. Dana explained that the purpose of IET is to provide ESL support for students in CTE courses. IET has expanded to the following CTE programs: Welding, Administrative Professional, Culinary Arts, Floral Design, and Medical Terminology. IET for Child Development is no longer being offered because the Child Development program has recently been closed effective this school year. Dana is working on deciding which teaching and learning model will work best; options include co-teaching and alternate teaching. Dana is currently participating in professional development through CALPRO to learn best practices in IET and how to recruit students. - Upcoming Activities: Crystal explained that the remaining activities in our annual plan involve professional development. SUHSD and Coronado have been participating in SWC’s Workforce Summit series, we are working on putting together 2 summits this semester: one for Jaguar Pathways and one for Human Centered Design. We are also working on having SUHSD CTE teachers participate in SWC Industry Advisories, and working on faculty cross observations across program areas. • CAEP Timeline – 2020-2021 allocations are scheduled to be released Feb 28, which will be

our main topic of discussion at our next advisory committee meeting on March 2. For now we know that there will be a COLA along with guidance from the CAEP office on how to allocate funds.

- **Marketing Needs** – Tabled
- **SWC Workforce & Economic Development Study** - Tabled
- **Other:** None

Meeting adjourned at 12:30

