



## CAEP Advisory Committee Meeting Minutes

DATE: FEBRUARY 6, 2019

TIME 2:30 PM

LOCATION: SWC L246

<b>CO-CHAIRS</b>	Ryan Burke			
	Mary Alvarado	Sara Garcia-Salgado	Annette Rempt	
	Michelle Dullea	Oswaldo Mendoza	Crystal Robinson	
	Diane Edwards	Jessica Noel	Carol Stuardo	
<b>HANDOUT(S)</b>	January 16, 2019 Meeting Minutes 2.3 Community Needs and Customers Responses			
	<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. January 16, 2019 minutes approved with no corrections.</li> <li>• <b>Agenda Item 1 – Workgroup Report Out:</b> On Friday, January 18<sup>th</sup> all workgroups will get together for a check-in meeting to discuss progress charts and report out with each other.</li> </ul> <p><b>Seamless Transitions</b> – no update.</p> <p><b>Student Acceleration</b> – since December the workgroup has been defining terms within their goal statement. They have narrowed down to help fill in chart, make it clear and simple to everyone. They have also changed their goal statement to: Increase the number of students transitioning from adult education and accelerate their progress by creating a clear pathway which includes curriculum and assessment to better ensure a degree or certificate completion or career training at SWC.</p> <p><b>Marketing</b> – workgroup is reviewing the marketing approach from past two years and has come up with a marketing goal. Goal: Identify strategic marketing options that reach potential students, leveraging multiple funding sources in collaboration with a goal to create a unified adult education marketing design and outreach plan with SWC, SUHSD and CUSD. Work group has also been discussing ways to reach students – surveys, outreach, unified brochure, social media. Currently, CUSD has created a new Adult Education logo, and mails brochure. SUHSD, hands out brochure at adult schools and all sites have a Facebook account. SWC mails their Non Credit brochure three times a year, currently not on social media.</p> <p>Crystal proposed question for how are we impacting student? Brought up discussion of professional development with staff, go to materials and wants to pose the question of changing the name of our consortium at Friday’s workgroup event.</p> <p><b>Gaps in Services</b> – no update.</p> <ul style="list-style-type: none"> <li>• <b>Agenda Item 2 – CUSD Curriculum Update:</b> office automation class has been very successful. There is no teacher for the graphic design class, and there aren’t enough students for the citizenship class.</li> <li>• <b>Agenda Item 3 – SWC Curriculum Update:</b> hired Linda Carver to teach a computer class in Non Credit. General OSHA class has been very successful. Also offering OSHA for construction. Working on offering an optical program, and a drone operator class in Non Credit. SWC is in the Top 10 of Non Credit programs; the difference has been AEBG/AEP faculty workgroups and partnership with SUHSD and SWC.</li> </ul>			

- **Agenda Item 4 – SUHSD Curriculum Update:** there is a curriculum committee working on updating curriculum in all areas except CTE. Looking to purchase digital curriculum for high school programs.

Super Region – currently looking at adult schools in the county looking at their high school curriculum, basic education and ESL. At next meeting there will be a discussion on pathways and common elements for all adult schools in county.

- **Agenda Item 5 – Strategic Plan Section 2.3: Community Need and Customers:** Section 1 of three-year plan is our name and address, the bulk of our plan is Section 2. Workgroups are working on 2.4 Goals and Strategies for the next 3 years. Section 2.5 is being worked on by implementation team. Section 2.3 is being worked by the advisory team.

Currently Jessica from SWC is working on gathering data to see if there’s anything for our plan. Next step is to gather data and come up with time frames. At the next meeting advisory committee will work on section 2.2 funding sources and partners.

- **Other:** LaunchBoard has loaded 2017-2018 data.

Advisory committee meetings held at SUHSD will be one hour longer, they will start at 1:30 p.m. to work on Three Year Plan.

Jennifer, Ryan, Crystal and Sara toured the SWC HEC National City and Crown Cove this morning.

