



CAEP Advisory Committee Meeting Minutes

DATE: March 17, 2021

TIME 2:00 PM

LOCATION: Zoom

CO-CHAIRS	Dr. Ryan Burke	Jennifer Lewis		
	Christine Jensen	Andrea Aragoza	Myesha Jackson	Sara Garcia-Salgado
	Crystal Robinson	Jen Trinidad	Diane Edwards	
	Carol Ross	Melissa Torres	Dana Orozco	
HANDOUT(S)	February 24,2021 Meeting Minutes March 17, 2021 Meeting Agenda 2021-2022 Consortium Budget Proposal 2021-2022 SBAEC Allocation Proposal DRAFT Transitions Coordinator SBAEC			
	<ul style="list-style-type: none"> • Review/Approval of Minutes – Crystal called for the review and approval of minutes. Minutes approved with one correction. • Member Updates: <ul style="list-style-type: none"> SUHSD: <ul style="list-style-type: none"> - Third student device distribution taking place today. - Working on board presentation regarding Adult Education. - Working with IT on identifying students who took any CTE articulated courses with SWC. Adult Ed goal is to get all students going back 2 years into system to get their college credit. - Working on Continuous Improvement Plan: need to identify goal for the upcoming year. Will focus on ESL Academy Pathway and dually enroll them into ABE program. - CTE classes will be free next year. CUSD: <ul style="list-style-type: none"> - Registered Behavioral Technician program starting early April, another session will take place in June and another early August. - Currently looking for Google instructor. - Discussing whether to offer summer courses other than Registered Behavioral Technician class. SWC: <ul style="list-style-type: none"> - There's a Counselor vacancy for General Counseling. - Student Support Services Dean Steven Baissa is interested in what is going on in CAEP and noncredit. He's forming a Counseling Faculty Advisory to the Dean; Diane will serve as the noncredit representative in the committee. - ESL pilot to kick of use of progress indicators, hope is to encourage students to move to credit side of SWC. - Automotive Technology program will have a new space at Otay Mesa facility. Program is moving many of their courses into noncredit. Courses will be tuition free, there will be 4-5 different certificate programs. - ESL faculty is going to be working on Vocational ESL in the Health Care field. - Final stages of getting CARES funding to noncredit students who need it. In the past it was only available to credit students. - Drone Technology is up and running. - Optical Technician is going to be offered this Fall; in-person classes at National City site. 			

- **Transitions Coordinator: Job Description/Cost/Timeline:** Crystal added to job description under Desirable Qualifications: Community College experience preferred. Transitions Coordinator is a Classified Management position; in K-12 no credentials are required but a Master's Degree is required with Behavioral Science or education with experience in Counseling or Counseling related fields. Advisory Committee agreed for CUSD to budget in high end for this positions. Funds will pass through by way of the MOU. The MOU will state CUSD member funds and separately CUSD Consortium funds for specific position. Crystal will move forward with this recommendation to April CDC meeting. If CDC members approve recommendation the job description goes to CUSD board in May for approval since it's a new position for them, then start hiring process begins. High end budget for this position is \$187,950.

- **21-22 Preliminary Consortium Budget:** aside from salaries, Crystal has included extra duty for SUHSD for team participation in Data and Transitions project. Team will meet on Fridays therefore some SUHSD team members will need extra duty to participate. CUSD will not need extra duty funds. SWC will discuss if extra duty funds is needed.

- **Other:**

Data System Contract: Data Team's big step was to get MOU approved. Now we are able to share data but we don't have a common system for sharing that data. Looking at other Consortia that have tackled this issue they have purchased a common system. Crystal will ask Data Team to look at different data sharing systems.

Marketing: there are initial ideas that can be worked on soon. The larger marketing piece will be towards the end of next year. Transitions Team will be creating the maps and we want to market the pathways in our larger marketing effort. Ideas include brochure, video, webinar. Advisory Committee discussed marketing and who will run it since SUHSD and SWC have a long process. CUSD will run marketing; consortium staff will do the work and CUSD will do the contract. Advisory Committee agreed to pass through marketing funds to CUSD. Crystal will add \$50,000 for marketing to CUSD allocation and explain it in MOU.