



SOUTH BAY
ADULT EDUCATION

CAEP Advisory Committee Meeting Minutes

DATE: April 6, 2020

TIME 11:00 AM

LOCATION: Zoom

CO-CHAIRS	Jennifer Lewis	Ryan Burke		
	Diane Edwards	Osvaldo Mendoza	Sara Garcia-Salgado	Crystal Robinson
	Anel Martinez	Carol Ross	Dana Orozco	

HANDOUT(S)	<p>February 3, 2020 Meeting Minutes CAEP Fiscal Update Version #1 2020-2021 SBAEC Allocations Proposal 3-16-20 Version #2 2020-2021 SBAEC Allocations Proposal 3-21-20</p>
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	<ul style="list-style-type: none"> • Review/Approval of Minutes – Crystal called for the review and approval of minutes. Minutes approved with no corrections. • Member Updates: How is each member adjusting to online/distance/remote learning? <ul style="list-style-type: none"> - Sweetwater: Students are back to school (virtually) on April 20. Until then, teachers are preparing for distance learning instruction. There will be no new enrollments of students. The rough outline of instruction will be as follows: teachers will provide online lessons multiple times per week through a combination of whole group instruction and individual follow up instruction. - Southwestern: Instruction is actively occurring in the form of distributed learning. There is a combination of synchronous and asynchronous instruction. The existing schedule is being maintained. There is a concern about students dropping courses due to multiple changes occurring in their lives. The upcoming summer session will see a significant reduction in course offerings, and will be offered online. There are plans in place to move fall course offerings to an online format as well, with a potential reduction in course offerings as well. The Chancellor’s Office will hold harmless the remainder of the 2019-2020 year, but we expect to see a fiscal impact in 2020-2021. We are moving forward with online registration for noncredit and fee based courses. All operations are remote. A Distance Education mentor has been assigned to noncredit. - Coronado: Adult ed adopted the same protocol as the district in general. Teachers will use the remainder of this week to plan for students to come back (virtually) next week (week of April 13). CAEP students who need a laptop for distance learning will get one checked out them. • Draft 2020-2021 Allocations: Crystal presented two versions of 2020-2021 draft allocations. Version #1 is the original draft that Crystal developed for the advisory committee, version #2 includes an update from SUHSD finance department. Advisory committee agrees that version #2 needs clarification, as there seems to be a blending of admin cost and indirect cost. Crystal and Ryan will meet with SUHSD finance department in 2 days to gain clarity and report back the results. • CAEP Timeline – 2020-2021 CFAD Due May 2, 2020: We will hold one final advisory committee meeting on April 20 to reach consensus on a recommendation for the CDC on these allocations. The CDC meeting will be April 24, 2020. • Other: Jennifer requested that we start collecting online instructional resources. Crystal will create a folder in the advisory committee Google Drive where we can drop resources. <p>Meeting adjourned at 12:00pm</p>
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