



CAEP Advisory Committee Meeting Minutes

DATE: JUNE 5, 2019

TIME 2:30 PM

LOCATION: SWC L246

CO-CHAIRS	Jennifer Lewis		
	Michelle Dullea	Myesha Jackson	Crystal Robinson
	Sara Garcia-Salgado	Kevin McClelland	
HANDOUT(S)	June 5, 2019 Meeting Minutes		
	<ul style="list-style-type: none"> • Welcome and Introductions • Public Comment – None • Approval of Minutes – Crystal called for the review of minutes. Minutes approved with no corrections. • Agenda Item 1 – Consortium Update: CAEP course list – Melissa has finished list, will send it to Advisory Committee members through google docs. Michelle met with Sergio, Myesha, Crystal and Sara to discuss language support curriculum development for the three Customer Service courses. Facilities Maintenance Tech Program - met with San Diego Apartment Association. Begun processing items for course by SUHSD. A physical is not required from the student to take the course but students should be informed at orientation that employer might ask for physical and drug test; students need to be thinking about it through 9 week course. August 1 is the first orientation at CVA from 9:00 – 11:00 am. Class will be 9 weeks long, a total of 144 hours. OSHA course will be 10.5 hours. During orientation there should be representatives from the San Diego Apartment Association and possible employer's. 19-20 Advisory Committee Meetings - Sara on behalf of Osvaldo has requested to change the meeting time to the morning due to his teaching schedule. Advisory members discussed this and agreed that for 19-20 meetings will be held in the morning with availability of accessing through Zoom as well. Crystal will look at the yearly deliverables and see when to meet twice a week or once a month. At the beginning of school year each district needs to review their Advisory Committee members and update members if needed. There needs to be six members from SWC, six from SUHSD and 2 from CUSD. Please send any revisions to Crystal. Our Three-Year Plan has been approved and submitted to the state. • Agenda Item 2 – CUSD Curriculum Update: None • Agenda Item 3 – SWC Curriculum Update: None • Agenda Item 4 – SUHSD Curriculum Update: None • Agenda Item 5 – 2019-2020 Annual Plan and Budget: Crystal has compiled goals from each workgroup. How can consortium budget help implement goals? For school year 19-20 there's an estimate amount of \$325,000 carryover. In 18-19 for SUHSD there was a Professional Development freeze. The only way to participate was if consortium funded it. This was discussed and agreed by the Advisory Committee prior to funding it. Consortium spent around \$10,000 on it in 18-19. 		

Crystal will ask Dr. Burke about professional development funding for 19-20, then bring it back to Advisory Committee, to see if consortium keeps on paying for it or SUHSD pays for it. Will vote on it if consortium continues paying.

Voting by Advisory Committee is by consensus.

Where does budget development comes from? Implementation team or Advisory Committee? Implementation team comes up with logistics and finds details to implement. Advisory Committee provides broader levels, general information.

Gaps In Services workgroup identified four main tasks for 19-20. Crystal needs further recommendation for professional development and how can consortium implement goals. Including CAEP Summit on October 28-30, 2019.

We need to establish baseline data and identify professional development. We can survey staff specifically about professional development.

Invite SUHSD CTE staff to attend SWC Industry meetings.

Marketing – hire a marketing firm to leveraging resources. Maybe even change our consortium name.

Academic Senate – there's Adult Education discussion in this group. SWC attendants can bring information and back to report to Advisory Committee.

Tutoring – are Adult Education student allowed to access SWC tutoring services? Should built capacity at adult schools because students can only access SWC services if they are SWC students.

Consortium orientation – this would be set-up just how our consortium website is set-up. We'll have all classes and services available throughout the consortium. Maybe have a student orientation video.

One intermediate goal is to hire a Resource Counselor. Do we create a position? Or can duties be assigned to existing staff? Think about the role, then what district can employ them. We can amend our allocations and give additional money to a different district if not hired through SUHSD.

Crystal will input today's notes on 19-20 Annual Plan outline.

- **Other:** None