



CAEP Advisory Committee Meeting Minutes

DATE: JULY 25, 2019

TIME 10:30 AM

LOCATION: SUHSD AIC

CO-CHAIRS	Ryan Burke	Jennifer Lewis		
	Diane Edwards	Osvaldo Mendoza	Sara Garcia-Salgado	Corrie Charfauros
	Michelle Dullea	Crystal Robinson	Jay Marquand	
HANDOUT(S)	June 19, 2019 Meeting Minutes 2019-2020 Annual Plan Proposed 19-20 Consortium Budget Transition Specialist Goals & Abilities Research Analyst Goals & Abilities			
	<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. • 19-20 Annual Plan & Consortium Budget: Crystal presented a ppt presentation that included member and consortium accomplishments from 18-19, a summary of the strategic planning process, common themes throughout the workgroups, and major workgroup recommendations. Common workgroup recommendations include: <ul style="list-style-type: none"> - Increase internal PD, and PD around pathway development - Dedicated transition counselor/specialist to assist students transitioning to SWC - Dedicated data researcher/analyst to compile & interpret data in a meaningful manner - Hire marketing consultant <p>Crystal presented a proposed 19-20 consortium budget that would allocate funds for SUHSD and SWC to participate in consortium PD. Coronado wouldn't require extra funding from the consortium in order to participate in Consortium PD. Funds for a marketing consultant and associated marketing costs are included.</p> <p>The proposed 19-20 consortium budget also includes funding for SWC for a 1.0 FTE transition specialist and 0.5 FTE data researcher, and a list of goals and abilities for both positions were presented. It was noted that four consortium positions (two proposed positions plus project director and admin assistant) are not sustainable with the current level of consortium funding. Corrie explained that TRIO EOC counselors co-located at the four Sweetwater adult schools currently do the work described. The TRIO EOC counselors serve around 1,130 of Sweetwater's adult students, and about 90% move on to SWC. Discussion around supplementing the work done by TRIO EOC counselors rather than duplicating. Being able to track students in transition remains a major challenge; adult ed students are not entered into the CALPADS system.</p> <p>Diane recommended opting to do a pilot to come up with recommendations and a plan for improvement rather than hiring for positions right away. More research needs to be done around what services are currently being provided and how we can improve to better serve all students.</p> <p>The consensus was to accept the 19-20 annual plan and consortium budget, but in lieu of moving forward with hiring a transition specialist and data researcher right away, SWC would convene a task force in fall 2019 that included key consortium stakeholders to determine gaps in transition services and consortium data collection, and compile recommendations for improvement.</p> <ul style="list-style-type: none"> • Other: <ul style="list-style-type: none"> -Jennifer invited SUHSD and CUSD to attend the upcoming Workforce Summit on August 23, 1pm-3pm at SWC. She will send the link with registration info. -Discussed future meeting times. Mornings are difficult for SWC and afternoons are difficult for CUSD. 			

Fridays from 9am-10:30am could potentially work. Diane will survey SWC faculty for the best time.

-Melissa has accepted a temporary position in SUHSD's HR department until June 2020. Dr. Fulcher has requested that the advisory form a recommendation on a temporary replacement. The recommendation is for a temporary internal posting, leading to interviews with multiple candidates by a panel of consortium members, similar to the process used that ended in Melissa as the Consortium admin assistant.

