SOUTH BAY
ADULT EDUCATION

AEP Advisory Committee Meeting Minutes

DATE: AUGUST 15, 2018   TIME 2:30 PM   LOCATION: SUHSD AIC

CO-CHAIRS	Ryan Burke	Jennifer Lewis		
	Mary Alvarado	Sara Garcia-Salgado	Crystal Robinson	
	Michelle Dullea	Myesha Jackson	Sheryl Sanchez	
	Diane Edwards	Mary Murphy	Carol Stuardo	

HANDOUT(S)	August 1, 2018 Meeting Minutes Fall 2018-2019 AEP Plan implementation

- **Welcome and Introductions**

- **Public Comment –** None

- **Approval of Minutes** – Crystal called for the review of minutes. Adoption of Minutes: August 1, 2018 – APPROVED with no correction.

- **Agenda Item 1** – **CCAE as Professional Development:** this year the conference will be held in San Diego. It's a good professional development opportunity for consortium members to attend. Conference registration and event details will come out shortly. What about getting a purchase order to cover expenses for members attending instead of a cash advance? The Consortium budget would pay. The implementation team will look at different options and bring them back to advisory committee members.

- **Agenda Item 2** – **End of the Year Deliverables:** new deliverable due September 30, 2018. AEP expenditures by program area, this year each member needs to add up expenditure by object. Need to figure out a formula to match expenditure to object.

- **Agenda Item 3 – Overview of Fall 2018 Consortium Activities:** took consortium strategies only then put together when they can be done and divided them by goals.

  SWC k12 Student Success Pilot – Diane Atienza from SWC identified program and limitations. Mapped out pilot of what types of workshops are helpful, will start in San Ysidro.

  A shared professional development calendar with conferences and webinars has been created. SWC will have access to enter professional development opportunities as well. The intent is to have each member share one calendar. Haven't decided how to share it.

  Work group kick- off event on September 14, 2018.
  On September 12, 2018 SUHSD Adult Education students will visit SWC for tour, followed by a NC 90 Class on November 1st and working on a date for December.

  Human Center Design class starts September 11 2018; it's a 4-6 weeks course.

  October - November 2018: Have an Advisory Committee Retreat; it's an opportunity to dismantle everything. Discuss allocations and member effectiveness.

  SWC adult learning community cohort for support services – will hopefully be established early October. Maybe have separate ESL cohorts. 20 – 25 students across all programs. Provide additional services to transition.

- **Agenda Item 4 – CUSD Curriculum Update:** None.

- **Agenda Item 5 – SWC Curriculum Update:** a series of Non Credit courses of how to be successful have been created but not launched yet. OSHA classes are ready to go, maybe they can be offered at the adult schools in the spring.

	• **Agenda Item 6 – SUHSD Curriculum Update:** Early stages of overhauling all curriculum.
	• **Other:** SWC will pilot an optometry program. It's grant funded.
	• SWC HEC counselors and SUHSD Adult Ed counselors had an all-day retreat at SUHSD. Learned what everyone is doing. Counselors brainstormed and want more partnering with their region and more involvement in AEP.
	• We have ordered table cloths and a canopy with consortium logo for events. We would like consortium presence at community events.
	• Carol asked the group if the a Non Credit ESL transition specialist position could be funded by the consortium. She will put a document together and send it to the committee to explore further.