



## CAEP Advisory Committee Meeting Minutes

DATE: August 21, 2019

TIME 10:30 AM

LOCATION: SUHSD AIC

<b>CO-CHAIRS</b>	Ryan Burke			
	Diane Edwards	Oswaldo Mendoza	Sara Garcia-Salgado	Dana Orozco
	Jessica Noel	Crystal Robinson	Jay Marquand	Anel Martinez
			Myesha Jackson	Carol Stuardo

<b>HANDOUT(S)</b>	July 25, 2019 Meeting Minutes
	<ul style="list-style-type: none"> <li>• <b>Welcome and Introductions</b></li> <li>• <b>Public Comment</b> – None</li> <li>• <b>Approval of Minutes</b> – Crystal called for the review of minutes. Minutes approved with no corrections.</li> <li>• <b>19-20 Annual Plan Overview</b> – Crystal created a shared Google Drive for the advisory committee to house pertinent information. The 19-20 annual plan is included here. Crystal recapped how the annual plan strategies are organized (Gaps in Services, Student Acceleration, Seamless Transitions, Professional Development, Leveraging Resources). Members will need to select strategies pertinent to them by September 30 to create their member work plan.</li> <li>• <b>CAEP Summit &amp; CAEP Directors Summit</b> – Directors Summit is September 27 in Sacramento and is geared toward administrators. Our consortium has 2 slots available (Crystal + 1) but we can request more. Advisory suggested that Crystal, Ryan, Jennifer, and Myesha attend, and asked Crystal to request 2 additional slots to make that happen.  The general CAEP Summit is October 29 &amp; 30 in Garden Grove and is pertinent to anyone involved with CAEP (faculty, staff, admin). Our consortium has been allotted 11 pins, but we can request more. Crystal has already registered for the summit, so that leaves 10 pins. Dr. Burke wanted Sweetwater to have enough pins to allow for all 6 advisory committee members to attend, the remaining members of the Sweetwater leadership team, and 2 teachers from each adult school. That makes 22 pins total for Sweetwater. The Southwestern advisory committee members requested 12 pins to include advisory committee members and additional faculty. Oswaldo requested 1 pin for himself to attend. Crystal will request the additional pins.</li> <li>• <b>18-19 Program Area Reporting</b> – Estimates of instructional hours and expenditures by program area are due September 1. There is a webinar explaining how to complete this deliverable right after this meeting (12pm). Crystal received the PowerPoint for the upcoming webinar ahead of time and placed it in the shared google drive.</li> <li>• <b>Consortium Project Overview</b> - The implementation team will discuss the key positions to be included on the task force. A major role of the task force is to establish the goals of the consortium project as they relate to data collection and transitioning of students. SWC will facilitate process.</li> <li>• <b>Advisory Time &amp; Calendar</b> – Advisory Committee meeting time and day needed to be finalized. At the last meeting, Fridays were given as a possible option. Dr. Burke stated that Fridays would not work for Sweetwater because Sweetwater’s advisory committee members are not on duty on Fridays. Crystal offered to create a Doodle poll to gather everyone’s availability and email out the results.</li> <li>• <b>Other:</b> <ul style="list-style-type: none"> <li>- Dr. Marquand described SB554, which would allow adult high school students to concurrently enroll in college credit courses tuition-free. There is a letter of support that is due this Friday. Dr. Marquand will forward the letter to Crystal to send to the advisory committee.</li> </ul> </li> </ul>

- Dr. Burke has met with the director of HR to discuss a temporary replacement for Melissa. They discussed our previous recommendation to post for a temporary internal position, so that we could paper screen and interview multiple candidates. However, due to how the SUHSD classified contract is written, we won't be able to do that as there are no temporary classified positions in SUHSD to post for. The SUHSD process is that Dr. Burke would need to recommend a current classified SUHSD employee to work "out of classification". The SUHSD HR director recommends that we collectively determine traits that the temporary replacement should possess, to inform Dr. Burke's decision on a candidate to replace Melissa until she returns. Crystal will synthesize and send out to the advisory committee.
- Dr. Burke reported that Carolyn Zachry (State Administrator of Adult Education) has asked Sweetwater to be on a panel to describe their model IET (Integrated Education and Training) programs. This is where Career Technical Education courses are combined with ESL support courses. The conference is in November in Palm Springs. Dr. Burke urged the importance of creating consortium level IET, where Sweetwater would provide ESL support for Southwestern College's Career Education courses. Diane stated that Southwestern College created noncredit VESL courses, as a result of the work of the consortium workgroups, as a way to bridge this gap. Diane also suggested including Southwestern College ESL faculty in the conversation. Myesha stated that we are beginning to do this work already with the Goodwill partnership, where Sweetwater is offering ESL support for Southwestern's Customer Service courses. Dr. Burke explained how that although this is a great first step, more can be done with more robust ESL and Career Education programs.

