



## CAEP Advisory Committee Meeting Minutes

DATE: September 16, 2019

TIME 10:30 AM

LOCATION: SUHSD AIC

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

<b>HANDOUT(S)</b>	<p>August 21, 2019 Meeting Minutes</p> <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 1 typo correction.</li> <li>• <b>Progress Update</b> – Crystal reviewed 19-20 annual plan progress update since our last advisory meeting:             <ul style="list-style-type: none"> <li>- SUHSD had 16 attendees at SWC’s Workforce Collaborative Summit on August 23. More in depth industry advisories to follow starting October 11, Jennifer will send further information.</li> <li>- Crystal, Jennifer, Ryan, and Myesha will attend the CAEP Directors Summit on Sept 27</li> <li>- Our consortium will send 28 attendees to the CAEP Summit October 29-30: 1 from CUSD, 6 from SWC, 20 from SUHSD, and Crystal.</li> <li>- We are revamping the NC90/orientation/tour process; starting with orientations at the adult schools October 16, 17, 23, 24.</li> </ul> </li> <li>• <b>CUSD 19-20 Member Goals/Priorities</b> – Oswaldo shared that student retention is a major goal for 19-20, and has seen an increase in enrollment from 12 to 30 in one class. He is noticing a younger demographic this semester, and hopes to increase enrollment in CTE courses. Their new Child Development program will begin soon; a partnership with the Navy and SWC. 14 district employees and community members enrolled in the new Office Automation course. The fee based program has had to raise fees for the first time in 15 years due to increased costs. Oswaldo would like to continue a discussion around best practices when offering a test prep course.</li> <li>• <b>SWC 19-20 Member Goals/Priorities</b> – Diane explained many changes happening at the state level that affect operations at SWC. Funding is performance based. CDCP eligible courses are funded at a rate higher than credit courses, so this is a major goal for noncredit. SWC is in a pilot for the Guided Pathways model; where SWC starts planning for students’ futures as soon as they connect with the college. SWC must leverage funds so there is no unnecessary duplication. SWC is moving toward Open Educational Resources to avoid high costs of books to students. SWC is working on progress indicators in noncredit.</li> <li>• <b>SUHSD 19-20 Member Goals/Priorities</b> – Sara explained the financial impact of the WIOA grant on adult education. SUHSD receives CAEP, WIOA II, Perkins, and CalWORKS funding, with CAEP being the main source of funding, although it is flat funding. CAEP is aligned with WIOA. The way that SUHSD is able to increase their funding is through increasing their payment points in ESL, ABE, and ASE through the WIOA grant. Several criteria must be met including TOPS entry and update forms (to capture required demographics and outcomes), CASAS pre and post testing, and at least 40 hours of instruction between pre and post tests. CASAS tests are aligned with the College and Career Readiness Standards for Adult Education. IET is a major focus for SUHSD, in which payment points are earned for creating ESL support classes for CTE courses.</li> <li>• <b>Consortium Project Update</b> – Diane reported that the first steering committee meeting of our consortium pilot will be September 18 at SUHSD. She will provide a progress update at the next advisory meeting.</li> </ul>
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- **Other:** None

