



**SOUTH BAY**  
ADULT EDUCATION

## AEBG Advisory Committee Meeting Minutes

DATE: SEPTEMBER 6, 2017

TIME 2:00 – 4:00 PM

LOCATION: SWC ROOM 662

<b>NOTE TAKER</b>	Melissa Torres			
<b>CO-CHAIRS</b>	Dr. Ryan Burke	Mia McClelland		
	Mary Alvarado	Mary Murphy	Phyllis Sensenig	
	Michelle Dullea	Dan Perusich	Diana Vera-Alba	
	Sara Garcia-Delgado	Crystal Robinson		
<b>HANDOUT(S)</b>	August 16, 2017 Meeting Minutes SBAEC Overview			
<b>DISCUSSION / INFORMATION</b>	<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. Adoption of Minutes: August 6, 2017 – APPROVED with no correction.</li> <li>• <b>Agenda Item 1 – Marketing Update:</b> Our consortium website is being updated to make it more user friendly. One of the changes is the search feature, it will now be by program and will include registration procedure. Right now meeting information is in two places, we are going to add a tab for meetings.  We now have an Instagram account – sbadulthood. Please keep us informed of your school events so that we can add them on our social media.</li> <li>• <b>Agenda Item 2 – Consortium Activities:</b> Crystal is requesting 15-16 consortium level funding balance from SWC. Mia will get balance from Olympia and provide it to Crystal. Crystal asked the Advisory Committee for ideas on how to spend the remaining balance.  Phyllis presented the Adult Education Block Grant in the South Bay Adult Education Consortium Overview. The document describes the history of our consortium, starting with the development of the regional three-year plan for adult education. It also includes, the differences in the adult education programs of the consortium members at the start of AEBG, its funding history, the challenges in the collection of performance data and our next steps. The advisory committee reviewed the document and made a couple of changes. The final draft will be posted on the consortium website.</li> <li>• <b>Agenda Item 3 – Super Region Update:</b> last month there was a counselors meeting. East region consortium reached out to super region counselors and shared best practices for student support services.  Next Super Region meeting will be on September 12, 2017 at SDCOE.</li> <li>• <b>Agenda Item 4 – AEBG Office Update:</b> A LaunchBoard Adult Education Dashboard Data Element Dictionary has been released as well as the Adult Education Data and Accountability Guidance.</li> <li>• <b>Agenda Item 5 – Deliverables:</b> 17-18 Budget due October 31, 2017. July 1 – September 30<sup>th</sup> student data is also due on October 31, 2017. Each member will be submitting their budget and data.</li> </ul>			

- **Agenda Item 6 – Data & Accountability:** Upcoming trainings are:

September 26-27 in Burbank  
October 5-6 in San Mateo  
October 10-11 in Sacramento  
October 17-18 in Vista

- **Agenda Item 7 – Other:** Our September 30<sup>th</sup> meeting is cancelled due to SUHSD being on Fall Break. Our next meeting will be on October 4, 2017.

Meeting adjourned at 3:58 p.m.

