



## CAEP Consortium Directors Council Meeting Minutes

Date: December 4, 2020

TIME 1:00PM

LOCATION: VIRTUAL (ZOOM)

<b>CDC MEMBERS</b>	Dr. Megan Battle	Dr. Joe Fulcher	Dr. Minou Spradley
	Jennifer Lewis	Diane Edwards	Edgar Romo
<b>ATTENDEES:</b>	Dr. Ryan Burke	Dana Orozco	Guillermo Abasolo
	Sara Garcia-Salgado	Dr. Jay Marquand	Melissa Torres
<b>HANDOUT(S)</b>	August 13, 2020 Meeting Minutes		
	<ul style="list-style-type: none"> <li>• <b>Welcome and Introductions</b></li> <li>• <b>Public Comment:</b> None</li> <li>• <b>Adoption of Minutes:</b> August 13, 2020 – Approved with no corrections.  Motion for approval made by Dr. Minou, seconded by Dr. Battle. Motion carried unanimously.</li> <li>• <b>CAEP Data and Transitions Project Phase I – Preliminary Findings:</b> Edgar Romo presented on the project background, findings and recommended next steps for phase I.  Project Background: in Spring 2019 faculty workgroups identified two significant challenges 1) data is currently insufficient to accurately track the flow of students through the consortium 2) student support services don't intentionally support all student in realizing their college and career needs. In August 2019 the CDC governing board approved a pilot project to address these challenges.  Phase I – Discovery: outline the current student journey, understand existing tracking measures. Conduct a baseline assessment of transitions between the three districts and identify 2 to 4 potential models of student transition that can be piloted by the consortium.  Findings: documentation was reviewed to identify current processes such as faculty works group findings, past three year plans and annual plans, white papers.  Stakeholder Interviews: conducted between December 2019 and September 2020. Interviewees covered a range of topics such as consortium/roles, background, student tracking, intake/advising, student journey, recommendations. Common themes founds during interviews were that there is a significant disagreement and miscommunication about the role of Southwestern's Noncredit classes for adult education students. Another common theme some interviewees discussed was that Southwestern and Coronado are challenged by their broader campus communities' limited understanding or lack of support for adult education. Other challenges referenced: communication between partners, fear of SWC taking. SWC credit counselors aren't familiar with the adult education student experience.  Baseline Data Analysis: analysis of Southwester College's Noncredit application data and transition measured through student record matching between adult schools and Southwestern (credit and Noncredit) to set a baseline. In Southwestern Noncredit application from 2018-19 Students' primary goal: mainly family/personal, work/career related. A very few listed prepare to enter college/training and high school diploma/ U.S. citizenship  Best Practice Research: the method used was a comparison consortia analysis where a review of comparison consortia's documented strategies and goals regarding seamless transitions (three year plans, budgets, websites) review of promising practices related to student transition on CAEP website and attended regional meetings related to student transition and conducted interviews with two outside vendors. Common themes and practices found were data sharing between members and working development board, leveraging college initiatives and cohort models, noncredit/bridge courses to support transition.  Recommended Next Steps: establish an infrastructure to address these findings and design, implement and evaluate a pilot. Create a data team and a transitions team.</li> </ul>		

Data Team would be led by a Research Analyst to support Educational Research Specialist (Sweetwater), Research Analyst (Southwestern), and office/data staff (Coronado).

Transitions Team would be led by a Transition Coordinator (recommendation to hire) to provide support to counseling, Adult School Resource Teachers, Community College Faculty, Office staff, Project Director and Others.

Dr. Fulcher asked if the Transitions Coordinator could be added to the Project Director's role. Dr. Burke answered it could be explored by the Advisory Committee. Also stated the Transition Coordinator position can be funded by consortium carry over money. Advisory Committee members stated more information is still needed on the journey mapping for students and research. They are also waiting for additional information of the functions of the position; whether the position will be long term or not? Jennifer asked the Implementation Team to bring forward a recommendation with a budget to address the issues to recommend to the CDC. Dr. Spradley and Dr. Battle would like an update to whatever has been addressed to in the report and a budget attached to the recommendation for the next CDC meeting.

- **Announcements:**

Dr. Spradley is working with Sweetwater partners on Data Sharing MOU. Agreement will go to Sweetwater board in December and to the SWC board in January for approval.

Dr. Battle shared that Christine Jensen and Donnie Salamanca from CUSD will be joining the CAEP team.

