



AEBG Consortium Directors Council Meeting Minutes

DATE: AUGUST 10, 2017

TIME 4:00 PM

LOCATION: SUHSD BOARD ROOM

NOTE TAKER	Melissa Torres			
CO-CHAIRS	Dr. Megan Battle	Dr. Joe Fulcher	Dr. Renne Kilmer	
ATTENDEES:	Wes Braddock	Michelle Dullea	Jo Ann Gibilisco	Crystal Robinson
	Ryan Burke	Diane Edwards	Virginia Mendoza	Adriana Sanchez-Aldana
	Gene Chavira	Ely Freedman	Mary Murphy	Phyllis Sensenig
	Erica Dibello-Hitta	Sara Garcia-Salgado	Dan Perusich	
HANDOUT(S)	April 19, 2017 Meeting Minutes 2016-2017 Data Integrity Reports Spring 2017 AEBG Workgroup Summary 2017-2018 AEBG Annual Plan			
	<ul style="list-style-type: none"> • Welcome and Introductions • Approval of Minutes – Adoption of Minutes: April 19, 2017 – SWC and CUSD abstained, SUHSD approved. • Agenda Item 1 – CDC Report on Interim Communications: None. • Agenda Item 2 – Public Comment: <ul style="list-style-type: none"> Gene Chavira – has concerns regarding how Annual Plan will affect SUHSD Adult Education teachers. Erica Dibello-Hitta – worried that the 17-18 Annual Plan is all the state will see. Feels the plan lacks specificity. There is no mention of SUHSD’s 5% cut, and sees no urgency in plan. Would like the document to address that people in AEBG don’t understand Adult Education. Ely Freedman – expressed concern regarding SWC faculty using SUHSD classrooms. Feels SWC will be displacing SUHSD teachers. College is not prepared to teach people with third grade education. Feels SUHSD is the bridge, not SWC. Rationale for plan diverting resources to community college is needed. Margaret Welsh – concerned with funding issues. Marianne Styron – Adult Education students are not ready for SWC, they need bridge and that bring is being provided by SUHSD. • Agenda Item 3 – Select 2017-2018 CDC Chair: Dr. Kilmer (SWC) and Dr. Battle (CUSD) nominated Dr. Fulcher (SUHSD). Dr. Fulcher accepted nomination. • Agenda Item 4 – 2016-2017 AEBG Student Data: 2016-2017 student data has been submitted to the state. In 15-16 there was flexibility to determine our own definitions for completers. In 16-17 we used one standardized template to submit data, which is the WIOA DIR and we had to include CTE. <ul style="list-style-type: none"> There were limitations – ABE, ASE and ESL classes were reported successfully but not CTE classes, due to students not being pre and post tested. • Agenda Item 5 – Spring 2017 AEBG Workgroups Summary: <ul style="list-style-type: none"> The workgroups met to make recommendations for creating seamless transitions between SUHSD, CUSD and SWC. They built on the work completed in 15-16 and used the recommendations to develop our 17-18 Annual Plan. 			

ESL workgroup: created a resource map outlining course flow for SUHSD and SWC ESL courses.

Recommendation – SWC: offer noncredit NC220 Transitioning to College ESL; NC90 Using your Foreign Degree in the United States and NC40 Basic First Aid and Adult CPR at SUHSD. Dr. Burke noted that none of these courses are provided by SUHSD and never have been. We need to think about our community needs, it's a great benefit to them.

SUHSD recommendation- change ESL placement exam to include a writing prompt.

Math Basic Skills Workgroup: discussed placement exams at SWC and their upcoming changes. Preparation for the HiSET Math test was emphasized as a determining factor in the material covered and the type of problems considered in class at SUHSD.

SWC recommendations – offer an "Algebra Refresher" Non-Credit course at SUHSD Adult Schools. Add a transition class, SUHSD adult students find transition to college difficult. Dr. Burke added SUHSD would not be able to open these courses.

CTE & Workforce (Re) Entry Workgroup: OSHA 10-hour and 30-hour courses are being developed. At SWC, four courses are pending approval and can be offered immediately.

CTE & Workforce (Re) Entry recommendations –offer SWC OSHA 10-hour and 30-hour at CVA Building Maintenance and Repair Program during spring break.

Student Support Services Workgroup (group includes students with disabilities) - created a menu of services and a graphic map. Each SUHSD adult school will have a representative from South County Career Center at their site once a week in the 17-18 school year. Any SUHSD/CUSD adult education student that may have an undiagnosed learning disability could utilize SWC DSS.

Assessment/Accountability Workgroup- identified assessment processed within and across districts that support AEBG student transition.

Dr. Fulcher asked, who ensures implementation of recommendations? Crystal replied, the Implementation team works through steps to complete objectives. The goal is to complete the objectives in 17-18.

Dr. Fulcher - in CTE, how is effectiveness determined? Crystal – through certifications and jobs.

Dr. Kilmer – who will produce SWC courses recommended? Diane responded, adjunct faculty is involved in making this curriculum. Fulltime faculty is working on creating the Math courses recommended.

Dr. Burke – added that by SWC offering courses at SUHSD adult schools it would make it easier for alignment. The money paid by SWC to SUHSD for facilities use is a net positive for the Adult Education Division.

- **Agenda Item 6 – Review and Approval of 2017-2018 AEBG Annual Plan:**

An Executive Summary of the Annual Plan was provided. It includes the Vision, Accomplishments of the Prior Year and the Primary goals for upcoming program year, which are:

To maintain/increase the number of students served consortium-wide, SWC may offer new noncredit ESL, ABE and Workforce Development courses at SUHSD adult schools, libraries, etc. to augment access to English language, basic skills, and workforce development. AEBG funding may be used to pay for facilities costs, cover SWC instructor and curriculum development costs, fund marketing expenses, contribute to the administration of SWC AEBG program, and provide students with free books and materials. To this paragraph added "No member instructors will be displaced as a result of these noncompeting agreements."

The marketing plan will be further implemented, including advertising, print materials in English and Spanish, the website, and a social media campaign.

SWC will continue to develop a SWC Basic Skills Academy, will offer short workforce readiness courses, and will develop curriculum to prepare adults to tutor and support elementary and secondary school students. SUHSD will develop and offer courses in pre-algebra to ensure that adult education students are prepared for the basic skills math courses offered at SWC.

SWC will develop noncredit co-requisite classes that will help accelerate adult education students into Intermediate Algebra (Math 60) and English 115.

The Consortium will investigate the use of asynchronous, online professional development activities and platforms to enhance instructor access.

The Consortium will develop 211 informational workshops/courses and a student Resource Guide, and will provide more student-access computer labs to help adult education students access resources/information. All planned allocations are consistent with the three-year plan.

Phyllis explained she came up with the recommendations of facility use as a way for SWC to spend its AEBG money because SWC was having a hard time using their allotment. Now that the state has changed their regulations, SWC can spend their money therefore recommendations might change.

Mia expressed there's a community need for classes in the south bay. SWC can use libraries instead of SUHSD Adult School classrooms and still serve the community.

Dr. Burke expressed this would be a loss to SUHSD students. SWC is not offering a competing course. This recommendation came from the teachers who participated in the workgroups. They are enhancements to a stronger program.

Dr. Fulcher stated he will endorse the 17-18 Annual Plan as long as no SUHSD teacher is displaced.

Section 1; Plans & Goals includes:

- Gaps in Services
- Seamless Transitions
- Student Acceleration
- Shared Professional Development
- Leveraging Resources

Section 2; Fiscal Management:

1) Asked to identify challenges faced related to spending or encumbering AEBG funding. SWC made a change to this section. Revision reads "Although AEBG funds can be used to pay equipment, books and supplies, SWC has tried to keep these costs to a minimum to make noncredit courses as inexpensive as possible. This has made it difficult for SWC to expend its AEBG funding as originally planned, and has resulted in SWC (and other community colleges across the state) having to inaccurately report significantly reduced enrollment this year. These reports do not reflect actual enrollments in basic courses at SWC."

2) Describe your approach to incorporating remaining funds from 2015-1 and 2016-17 into activities planned for 2017-18.

A copy of the approved 17-18 Annual Plan will be available on the South Bay Adult Education Consortium website.

- **Announcements:** None.
- **CDC Meeting Calendar:**

Meeting Adjourned at 5:57 p.m.



DRAFT