



CAEP Consortium Directors Council Meeting Minutes

DATE: AUGUST 5, 2021

TIME 2:00 PM

LOCATION: ZOOM

CDC-MEMBERS	Dr. Megan Battle	Dr. Minou Spradley	Dr. Vernon Moore	
ATTENDEES:	Crystal Robinson	Jennifer Lewis	Dr. Ryan Burke	
	Sara Garcia-Salgado	Diane Edwards-Lipera	Dr. Christine Jensen	
	Dr. Jay Marquand	Dana Orozco	Anel Martinez	Myesha Jackson
HANDOUT(S)	April 27, 2021 Meeting Minutes Corrective Action Report - FPM 2021-2022 Annual Plan Presentation			
	<ul style="list-style-type: none"> • Welcome and Introductions • Public Comment: None • Adoption of Minutes: April 27, 2021 – Approved with no corrections. Motion for approval made by SWC, seconded by CUSD. Motion carried unanimously. • Agenda Item 1 –Selection of 2021-2022 CDC Chair: Dr. Moore nominated Dr. Spradley for 21-22 CDC Chair, seconded by CUSD. SWC accepted nomination. • Agenda Item 2 – 2021-2022 CAEP Annual Plan: This is the final year of current three year plan. Crystal presented an overview of the plan. Highlights of presentation were: <ul style="list-style-type: none"> - Accomplishments: Over 5000 CAEP students were served in 20-21. SWC and SUHSD developed an inventory of over 20 articulated course. Phase 1 of Data & Transitions Project completed. - Meeting the Regional Need: Maximizing course offerings in all CAEP program areas continues to be a major need in our consortium due to the large communities of need that we serve. - Gaps in Services: all members will explore avenues to provide academic tutoring to adult education students. The consortium Data and Transitions teams will determine the need to for a shared data system. - Seamless Transitions: SUHSD will work toward strengthening the bridge between 7-12 and adult education by presenting on the adult education program in a manner that is accessible to all Sweetwater seniors. - Student Acceleration: The consortium will identify courses at SWC that can be embedded in adult school courses, such as OSHA and Customer Service, to accelerate student completions of certificate programs in a shorter amount of time. - Shared Professional Development: As needed, members will participate in additional professional development around strategic planning. Members will also engage in strategic planning activities for the upcoming consortium 3 year plan. - Leveraging Resources: The consortium will identify and share related district and community resources and explore possible sources of funding to leverage CAEP efforts. <p>Motion for approval made by SWC, seconded by SUHSD. Motion carried unanimously.</p> <ul style="list-style-type: none"> • Agenda Item 3 - SUHSD FPM Update: <ul style="list-style-type: none"> - SUHSD Adult Education recently completed a FPM (Federal Program Monitoring) review, and is sharing the results with CAEP members for informational purposes. - There was one finding in record keeping; no students were impacted. Error occurred in 2 places: 1) over reported in graduates in the High School Graduate program due to change in information systems from ASAP to Infinite Campus 2) underreported over 100+ graduates over the course of 3 years. Now teachers are inputting information directly into TOPS system for more accurate reporting. - SUHSD reimbursed WIOA with CAEP funds, in the amount of \$68,378 for the overpayment of WIOA funds. It was required that the overpayment be paid back with base funding, and WIOA is a federal grant supplemental to state CAEP funds for SUHSD Adult Ed. The impact will be a delayed acquisition of some CTE in equipment for Adult Education. 			

- **Announcements:**

Dr. Moore shared Adult Education program will continue to take precautions to mitigate COVID spread as they welcome students back on campus.

Crystal announced that all members will be receiving an increase in CAEP funds of 2.5% due to change in allocation in the final 21-22 budget. No need to vote.

- **CDC Meeting Calendar:**

Next CDC meeting will be in April 2022 to approve the 22-23 CFAD.

Meeting adjourned 3:00 p.m.

