



AEBG Consortium Directors Council Meeting Minutes

DATE: AUGUST 7, 2018

TIME 3:30 PM

LOCATION: SWC ROOM 662

CO-CHAIRS	Dr. Megan Battle	Dr. Joe Fulcher	Dr. Renee Kilmer	
ATTENDEES:	Mary Alvarado	Fabiola Epperly	Jennifer Lewis	Jessica Noel
	Michelle Dullea	Sara Garcia-Salgado	Osvaldo Mendoza	Crystal Robinson
	Diane Edwards	Myesha Jackson	Virginia Mendoza	Sheryl Sanchez
HANDOUT(S)	April 25, 2018 Meeting Minutes AEBG 2018-2019 Annual Plan SBAEC 2018-2019 Draft Allocations 2017-2018 Data Integrity Reports			
	<ul style="list-style-type: none"> • Welcome and Introductions • Select 2018-2018 CDC Chair: SWC nominated CUSD, seconded by SUHSD. CUSD accepted nomination. • Public Comment: None. • Adoption of Minutes: April 25, 2018 – Approved with no corrections. • Agenda Item 1 – Review and Approval of 2018-2019 Annual Plan: 18-19 is the last year of our current Three-Year Plan. Throughout the year information has been collected from the workgroups, advisory committee and implementation team for the plan. The Annual Plan consist of the following sections: <ul style="list-style-type: none"> - Executive Summary – in this section we put our accomplishments from 17-18. SUHSD served over 10,400 adult students in an array of high-need areas: ESL, Citizenship, ABE, HSD/HSE, and CTE. At SWC, progress was made toward the campus-wide effort to provide a noncredit ID card that allows noncredit students access to the following services: library, tutoring, Child Development Center childcare discounts, health services, Disabled Student Services, employment services, veteran services, student discounts in the community, and participation in student organizations. - Regional Planning Overview – includes ideas of how we are going to plan for the next Three-Year Plan. SBAEC will discuss a possible restructure and broadening of workgroup participation in order to better align with the broader AEBG goals, and to better inform our marketing and outreach practices. - Meeting Regional Needs – the following needs have been identified within the boundaries of the South Bay Adult Education Consortium. There is a great need for ESL, student educational planning and goal setting practices have been minimal across the consortium and support services for AEBG adults with disabilities. - Gaps in Services – new strategies are: SWC and SUHSD will identify the gaps in their own internal pathways, implement existing plans around WorkAbility, and explore ways to connect entrepreneurship to CTE programs, SWC will evaluate and support improvement in ESL as part of program review and SUHSD will offer higher level math, incorporate more writing into the lower levels of ESL - Continue re-aligning CTE courses to local industry needs - Continue to operate adult schools including certificated and clerical salaries, operating expenses, and supplies to deliver the following AEBG programs: ESL, Citizenship, ABE, ASE, and CTE. - Seamless Transitions – Strategies: continue to offer SWC NC 90 Retraining Readiness and SWC NC 220 Transitioning to College ESL at adult school sites, SUHSD will implement a new Student Orientation Assessment and Results (SOAR) program and explore scaling the TRIO peer ambassador model to assist those students interested in transitioning to SWC. 			

- **Student Acceleration** – Strategies: SWC will modularize curriculum with entry/exit points between modules where applicable, create pathways with multiple on-ramps and off-ramps - Share implications of AB705 with consortium members. SUHSD and SWC will evaluate student progression through programs and co-enrollment models - Make improvements to IET and SUHSD will implement a form of improved managed enrollment and orientation.
- **Professional Development** – new strategies include: expand working knowledge of the delivery of AEBG courses and services at each member district, and to uncover areas for further collaboration, publish a consortium PD calendar to include trainings hosted by members, state and local conferences, and AEBG TAP and SUHSD will - Expand the usage of their student information system (Infinite Campus) to connect with current and potential students.
- **Leveraging Resources – new strategies are:** draft the following consortium-wide agreements: - Student data sharing - Facilities use, take a regional approach to the planning of CTE programs, continue to leverage existing partnerships, establish channels for regular input from all stakeholders including students, faculty/staff, and community partners in the form of a consortium-wide summit and community forums and establish a regional teacher pool of interested potential candidates for future employment opportunities around the consortium.
- **Fiscal Management** – this section states how our plan is consistent with our Three-Year Plan.

Motion for approval made by CUSD and seconded by SWC. Motion carried unanimously.

- **Agenda Item 2 - Review and Approval of 2018-2019 Consortium Fiscal Administration Declaration (CFAD):** we received additional money from the state, therefore the Advisory Committee had to reallocate the funds. They decided to keep the same percentages as last year. The Consortium Fiscal Admin cost also changed from 0.7% to 0.3%; these additional funds will go into the consortium level budget which is included in the SUHSD's total. In 2018-2019 SUHSD will receive \$13,636,232 (95.2%), SWC will receive \$459,250 (2.7%) and CUSD will receive \$225,472(1.6%). Total consortium allocation of \$14,320,954.

Motion for approval made by CUSD and seconded by SWC. Motion carried unanimously.

- **Agenda Item 3 – 2017-2018 AEBG Student Data:**

17-18 End of the Year Student Data has been sent to the state. Data Integrity Report includes all AEBG Program Areas. Data was gathered by all members through TOPS Pro. Starting 18-19, Community Colleges will not be using TOPS Pro to report data, they will be using their MIS system.

SWC reported there was a lot of data clean up. Worked on aligning enrollment application and transitioning to MIS reporting. Also, implemented an ESL pilot class. They will use information gathered to see if they will use CASAS testing. One challenge is that the class is less than 40 hours. As of now, students move up based on teacher recommendation.

CUSD is expanding their ESL program. They are adding a conversation class off-site at the Coronado Library.

SUHSD explained that the first six lines of the Data Integrity Report are based on demographics. Adult Schools have made fields mandatory on registration application to capture more data. Staff has been working hard on capturing services and barriers.

- **Announcements:**
Program is no longer called AEBG it is now called AEP (Adult Education Program). It was changed by the legislation this year because it's not a grant, it's an allocation.

Dr. Kilmer will be retiring in December 2018.

- **CDC Meeting Calendar:**

Our next meeting will take place in Spring 2019 to approve our 2019-2020 CFAD and another one in June to approve the next Three-Year Plan.