



## CAEP Advisory Committee Meeting Minutes

DATE: April 20, 2020

TIME 11:00 AM

LOCATION: Zoom

<b>CO-CHAIRS</b>	Jennifer Lewis	Ryan Burke		
	Diane Edwards	Osvaldo Mendoza	Sara Garcia-Salgado	Crystal Robinson
	Anel Martinez	Myesha Jackson	Dana Orozco	Jessica Noel

<b>HANDOUT(S)</b>	<p>April 6, 2020 Meeting Minutes Final Draft 2020-2021 SBAEC Allocations Proposal 4-8-20</p>
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	<ul style="list-style-type: none"> <li>• <b>Review/Approval of Minutes</b> – Crystal called for the review and approval of minutes. Minutes approved with no corrections.</li> <li>• <b>Member Updates:</b> How is each member adjusting to online/distance/remote learning?             <ul style="list-style-type: none"> <li>- <b>Sweetwater:</b> Distance learning instruction started this morning. Initial reports from teachers are positive, with a wide range of numbers of students in attendance. IT department is currently assigning .net email addresses to adult school students. This is the first time adult school students will have a district email. This opens the door for use of district wide platforms.</li> <li>- <b>Southwestern:</b> Distance learning instruction continues after being in place for several weeks. There is a significant drop in student enrollment as time goes by. The upcoming summer schedule will be light in offerings compared to previous years. The focus in noncredit is to prepare instructors for DEFT (Distance Education Faculty Training) certification, in preparation for the fall semester. This certification is necessary in order to teach hybrid and online courses.</li> <li>- <b>Coronado:</b> Online instruction starts this week. All CAEP students were surveyed, with 70-80% in favor of online instruction. Most students will use their mobile devices for instruction using Zoom. However, there are 8-10 students in need of a device, and a laptop will be issued to them.</li> </ul> </li> <li>• <b>Final Draft 2020-2021 Allocations:</b> Crystal presented the final draft allocations, explaining that she and Dr. Burke met with SUHSD Finance to clarify the difference between admin cost and indirect cost. SUHSD finance agreed to take 5% of the shared consortium budget as the admin cost. In the past SUHSD finance had calculated the admin cost at the current year indirect rate, which varies year to year. Moving forward, SUHSD Finance agrees to keep the admin cost at 5%. This also leaves the member budgets untouched when funding the admin cost. The Advisory Committee unanimously agreed to present the allocations as is to the CDC for their final vote.</li> <li>• <b>CAEP Timeline – 2020-2021 CFAD Due May 2, 2020:</b> The allocations will be presented to the CDC for their final approval on April 24, 2020.</li> <li>• <b>Other:</b> None</li> </ul> <p>Meeting adjourned at 11:35am</p>
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