**K-12 & Mt. SAC Regional Consortium**

**Meeting Agenda**

Thursday, May 8, 2014

12:30 p.m. – 2:30 p.m.

Mt. SAC Building 40, Room 103

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| X | Baldwin Park (John Kerr) |  | Charter Oak | X | Mt. San Antonio (Madelyn Arballo, Liza Becker) |  | Walnut Valley |
|  | Bassett | X | Covina Valley (Julie Caston-Hicks, Lynn Ward Broudy) | X | Pomona (Enrique Medina) | Partners present:  Priyadarshini Chaplot | |
|  | Bonita | X | Hacienda La Puente (Vicky Rossier, Bruce Krall, Matthew Smith) |  | Rowland |

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| **Agenda Items** | **Outcomes** |
| Welcome & Agenda Check | Add a quick status check on outstanding subcontract agreements. Bassett’s will go to the board on May 22, Hacienda La Puente on June 6, and Pomona on June 10.  Agendas for 4/10/14 and 4/28/14 meetings were approved. (Enrique moved, Vicky seconded, and all agreed, with one abstention.) |
| Task Group Membership   * Additional members * Co-chair hours | Discussion included weighing the benefits against the drawbacks. Having more individuals on a task group could help distribute the workload, ensure diverse voices (e.g., counselors, student services), and reduce the amount of sharing the members have to do with other colleagues at the districts. Drawbacks include a strong district voice swaying the group. Considerations included too much back and forth for the groups after they have already started and how to balance the perspective of the community college with the unified schools districts’.  Consensus was that for each program area, each district can have two representatives with the possibility of a third resource (volunteer) who attends as necessary. The volunteer can be changed based on the topic of discussion. The official list will have up to two members per program area per district and will be posted on our website, including constituent group (e.g., faculty, administrator).  This structure would be tried out for the next few weeks and if further conversation is necessary, it will be an agenda item in a future steering committee meeting. |
| Streamlining the Data Requests for the Tables   * Revised templates * Can the district administrators take care of the data requests? | The state workgroup released revised data tables for Objectives 1 and 2.  The committee agreed to streamline data requests by having the administrators provide the data for all task groups via e-mail to Priya by Friday, May 16, 2014.  Questions on the tables:  Table 1.1B Total Dollar Amount by Funding Source for Consortium Members   * How is “Apportionment” defined? Is it what the district receives versus what the adult school receives? It would be recommended that both numbers be shared (to show the percentage of the total apportionment received) and be included in the narrative. * Is this table exclusively for partners? The old version included member districts as well. * Do we need to do this for each program area or the district as a whole?   Table 2 Evaluation of Existing Adult Education Enrollment   * Is this table exclusively for partners? The old version included member districts as well. |
| Partners   * What does their engagement look like? * How should it be structured? | Preliminary discussions about engaging with partners, internal and external. We want to find a way to include their voices and perspectives in the regional planning, how they engage with adult learners in our region.  Reviewed potential partners list from February and agreed to ask task groups to share additional ones.  Considered having an event, maybe ½ day event in June, where partners are asked to attend and help with regional planning.  Further discussion in June meeting. |
| Transparency   * Publicize which information? | Steering committee meeting minutes and finished documents. |
| Program Offerings   * Which district offers which programs? | Filled gaps for districts. |
| Documents   * Self-Study and WIA | Identified and informed remaining districts. |
| Other Items | Considered having another in-person meeting towards the end of May to discuss partner engagement and address any emerging insights/questions from task groups. |

**Future meetings: Steering Committee meeting on Thursday, June 12 from 12:30 p.m. to 2:30 p.m. (2nd Thursday of each month).**