



MEETING MINUTES

Monday, November 13, 2017

2:00 pm-4:00 pm

Mt. San Antonio College, Bldg. 40, Rm. 140

Steering Committee

Baldwin Park <input checked="" type="checkbox"/> John Kerr <input checked="" type="checkbox"/> Veronica Valenzuela	Covina-Valley <input checked="" type="checkbox"/> Joe Campitiello <input checked="" type="checkbox"/> Claudia Karnoski <input checked="" type="checkbox"/> Cindy Manke	Mt. SAC <input checked="" type="checkbox"/> Madelyn Arballo <input checked="" type="checkbox"/> Tami Pearson	Consortium <input checked="" type="checkbox"/> Ryan Whetstone <input checked="" type="checkbox"/> Wanda Pyle <input checked="" type="checkbox"/> Lila Manyweather <input checked="" type="checkbox"/> Sage Overoye
Bassett <input type="checkbox"/> Linda Bermudez <input type="checkbox"/> Virginia Espana <input checked="" type="checkbox"/> Albert Michel	ESGVROP <input type="checkbox"/> Leticia Covarrubias <input type="checkbox"/> Elia Evans	Pomona <input type="checkbox"/> Rebecca Cristobal <input checked="" type="checkbox"/> Marie Dennis <input checked="" type="checkbox"/> Enrique Medina	Partners/guests present:
Charter Oak <input checked="" type="checkbox"/> Ivan Ayro <input type="checkbox"/> Debra Black	Hacienda-La Puente <input checked="" type="checkbox"/> Greg Buckner <input type="checkbox"/> Elbia Sarabia <input type="checkbox"/> Jorge Seccia <input checked="" type="checkbox"/> Matt Smith	Rowland <input checked="" type="checkbox"/> Rocky Bettar	

Agenda Items	Outcomes
Welcome & Agenda Check	Meeting was called to order at 2:07 PM – Facilitated by Ryan Whetstone.
Public Comment	No Public Comment
Approval of Minutes for 10/9/2017	A motion was made to approve the Minutes of 10/9/2017 by Enrique, seconded by Joe, and approved unanimously with no corrections.
1. Mt. SAC Career and Resource Fair	In February Mt. SAC is holding a career and resource fair. Tami wants the CTE work group to help recruit students and presenters. Shelly Laddusaw from Mt. SAC will bring info on this event to the Work Group this Thursday.
2. Budget Update/AEBG NOVA System	<p>All of the member budgets are done for 2015-16 AEBG funds. There are still centralized funds and Walnut member allocations that have not been sent. There are approximately \$30,000 that need to be spent from these sources. Madelyn proposed that Mt. SAC take the \$30,000 into their member allocation for this year. Then, next year she will take \$30,000 out of Mt. SAC's allocation and put it back in the central fund. Rocky motioned to approve, seconded by Enrique and unanimously approved.</p> <p>AEBG is switching to an online financial reporting system - NOVA. All steering committee members should have received a login for this platform. There are online trainings available, but members felt that they were not very helpful. Every school is responsible for entering their own fiscal data. The consortium still needs to certify the budget. Madelyn thinks it would be better to have an outside party certify the budget rather than her and Rocky. Rocky emphasized the importance of the outside party understanding adult education and the functioning of each district.</p>
3. AEBG Data Metrics/ Consortium Data Review	Lila reviewed the data integrity update and distributed the data integrity review by school. Every member was able to submit their data for the first quarter. The biggest problem with the extract, transform, load (ETL) process is in transformation. Intake is going well, the correct data is being collected, but the problems with system to system communication are causing us to lose data.

	<p>Lila also distributed Covina-Valley’s intake form. She suggests using it for all programs in the consortium because it captures all important data and will transfer into TOPS Pro.</p> <p>Lila will be organizing a formal ASAP training for all members who need it. They will be working through the online university. This training will happen early in 2018. Lila is also creating a training manual.</p> <p>Ryan reviewed Mt. SAC - RC Performance Comparisons and the 2017-18 Consortium Annual Plan Highlights. He is hoping to start going into this data in the work groups in order to make improvements. Schools that are performing well can share best practices and help other schools reform their practices. Ryan suggested setting consortium goals (i.e. improve EFL Gains Achieved from 45% to 50% within the next year).</p> <p>Rocky suggests pulling out Covina-Valley and Charter Oak from the aggregate consortium data. Covina-Valley and Charter-Oak were not using TOPs Pro until the end of the year, so their data is not usable for the 2016-2017 year.</p> <p>Rocky received comments from the ABE/ASE and ESL Work Groups. Members felt that Data Accountability has taken over the discussion at the meetings. John had similar complaints from his work group members.</p>
<p>4. Professional Development Update</p> <p>a. Fall Conference Debrief</p> <p>b. OTAN Digital Badging</p> <p>c. BPACE OTAN Training Update</p> <p>d. EDD Employment Projection/Cross-Program Meeting</p> <p>e. SC Retreat</p>	<p>Sage reviewed the results from the conference evaluations. Retention is emerging as a possible theme for the spring conference. Ryan is hoping to bring a CASAS presenter to do a deep dive on CASAS for the instructor.</p> <p>Tomorrow from 1:00 PM - 4:00 PM. 17 are registered, and space is still available.</p> <p>Baldwin Park is doing monthly trainings on how to use Moodle. Feedback so far has been positive.</p> <p>This meeting will be 1:30 PM - 3:30 PM at Tri-Community Adult Pioneer Campus. For the first hour a representative from EDD is going to come out to do a presentation on employment outlook in the area. The second hour will be cross program, we plan on asking what the work groups want to do moving forward to the spring conference.</p> <p>We have an extension on the 3-year plan, so we do not need to work on it this year. We still need to meet to discuss the direction of the consortium for the next year.</p>
<p>5. Work Group Hot Topics</p> <p>a. Pre-Apprenticeship Update</p> <p>b. Partner Breakfast</p> <p>c. ESL Request to Present at AEBG Summit</p>	<p>Several schools met with the carpenters union last week. Charter Oak is working on developing a pre-apprenticeship program to feed into their apprenticeship program. They are open to collaborating and to allowing us to use their curriculum.</p> <p>The CSS Work Group is planning the partner breakfast for February 23, 2018 at Hacienda La Puente. We want to invite elected officials and those who can send us students and place our students.</p> <p>ESL representatives presented at the CATESOL conference. After their presentation, they were asked to present at the AEBG Summit. The ESL Work Group wanted us to reiterate that they need support in attending and presenting.</p>

d. CCAE Conference	Wanda is attending the CCAE conference this Saturday. Albert motioned to reimburse her registration fee, seconded by Claudia and unanimously approved.
d. Mt. SAC College Transition Course	Mt. SAC is offering "Mobile College" courses. Mt. SAC will send an instructor to the adult school campuses to teach a 12 hour course (2 or 4 weeks). They will be enrolled as Mt. SAC students when they take the class, so the adult schools can count them as a transition. The course will help students get ready for entering Mt. SAC. Ryan circulated a sign up sheet for this course.
Other Updates and Topics	Bassett recently attended the COE annual training. The annual report is due December 15, not December 3.
Adjourn	Meeting adjourned 3:47 PM.

Next meeting: Monday, December 11, 2017, 2:00 PM – 4:00 PM, Mt. San Antonio College, Bldg 40, Rm 140