

Steering Committee

<p>Baldwin Park <input checked="" type="checkbox"/> John Kerr <input checked="" type="checkbox"/> Veronica Valenzuela</p>	<p>Tri-Community Adult Education</p> <p>Charter Oak <input checked="" type="checkbox"/> Debra Tarbox</p> <p>Covina Valley <input type="checkbox"/> Claudia Karnoski</p>	<p>Mt. SAC <input checked="" type="checkbox"/> Madelyn Arballo <input checked="" type="checkbox"/> Tami Pearson</p>	<p>Consortium <input checked="" type="checkbox"/> Lila Manyweather <input checked="" type="checkbox"/> Ryan Whetstone <input checked="" type="checkbox"/> Sage Overoye <input checked="" type="checkbox"/> Wanda Pyle</p> <p>Partners/guests present:</p>
<p>Bassett <input checked="" type="checkbox"/> Albert Michel <input checked="" type="checkbox"/> Virginia Espana</p>	<p>Hacienda-La Puente <input checked="" type="checkbox"/> Elbia Sarabia <input checked="" type="checkbox"/> Matt Smith</p>	<p>Pomona <input checked="" type="checkbox"/> Enrique Medina <input checked="" type="checkbox"/> Marie Dennis <input type="checkbox"/> Rebecca Cristobal</p>	
<p>ESGVROP <input checked="" type="checkbox"/> Elia Evans</p>	<p>Rowland <input checked="" type="checkbox"/> Rocky Bettar</p>		

Agenda Items	Outcomes
Welcome & Agenda Check	Meeting was called to order at 2:15 PM – Facilitated by Ryan
Public Comment	No Public Comment
Approval of Minutes for 01/27/2017	A motion was made to approve the Minutes of 01/27/2017 by Enrique, seconded by Madelyn. The minutes were unanimously approved with the following correction: APEX was discussed under technology integration (page 3 of 6).
1. Budget Update	2015-16 budget was distributed and discussed. About \$30,000 have been spent since January. Consortium still needs to spend \$1,329,141.04 by December. Each district must submit their purchase orders to Mt. SAC by November.
2. Governance Plan/Member Participation	<p>Section 14 of the Consortium Governance Plan was discussed – How will members join, leave, or be dismissed from the consortium?</p> <p>After discussing the language in Section 14 the committee decided not to change the document. A summary of work group attendance was circulated. Some committee members suggested that we add “N/A” if a member doesn’t have a specific program area. Hacienda La Puente and Charter Oak both have parent education/family literacy programs. A work group is needed for this program area.</p> <p>The signatures on the governance document need to be amended updating Debra Tarbox and Elbia Sarabia for the 17-18 version of the Governance Plan. New members can submit their board approval indicating designation as a voting member.</p>
3. Steering Committee Retreat Review	Ryan reviewed key points from the Steering Committee Retreat via presentation. Next steps are to: (a) include the ideas discussed at the retreat in the work group, and (b) include the ideas discussed at the retreat in the 2017-18 annual plan.
4. Data Accountability Plan Review/Update	<p>Lila Manyweather was introduced as the consortium data coordinator.</p> <p>Ryan Whetstone reviewed the data accountability plan via presentation also. Ryan described a data work group, followed by discussion on who makes up the work group,</p>

	<p>and what the role of the work group is. The work group will include people at each site that are responsible for data collection and/or the people who make decisions about the data. Every member district must be represented.</p> <p>Rocky started a discussion about contact hours, and how to track them. Current practice at Rowland includes logging all phone calls, face to face interaction, etc. The new requirement is to record on a CASAS form. There is concern that a lot of contact hours will not be recorded because they are not going to process a form for every phone call.</p> <p>Districts must spend their data accountability budget using the same process as 2015-16 spending. Invoices are due by November. It is OK to change what you planned to spend data accountability money on, however it must relate to data accountability.</p>
5. Work Group Updates	Work groups have expressed the need for cross-program collaboration in order to move students along a continuum within and between campuses. The February Work Group Summary sheet was distributed.
6. AEBG Spring Professional Development Update	<p>A summary of the AEBG Spring Professional Development Conference organization was distributed. The first session will be for intra-program discussion. The second session for inter-program discussion. The third session for cross-program discussion and idea generation.</p> <p>Registration will be online.</p> <p>Work Groups need to be informed of consortium goals. They are responsible for the outcomes. Baseline and future data should be made available to work groups. Currently, work groups are finding gaps in services without the data, soon they will be able to use the data to find further gaps.</p>
7. Website Update	We are going to get a .edu domain name – MSARCAE.edu. We cannot secure this domain until April when the Educause (company that issues .edu domains) forms are updated.
8. Member Updates	<p>Pomona has an online blended program using APEX for HSD. Over 40 students are enrolled, and 30 completed one or more courses.</p> <p>Mt. SAC has a 3-4 week, 20-40 hour college prep class (career & life planning). It is designed for ESL, but is open to all. There are also counselors available from Mt. SAC to visit member sites and discuss how to enroll in college.</p> <p>Baldwin Park has monthly PLCs.</p> <p>Bassett is doing an ASAP training, and is open to collaborating with other members and splitting the cost.</p> <p>Rowland has monthly PLCs for ESL & ABE/ASE. Rowland is also redesigning the website.</p>
Other Updates and Topics Adjourn	AEBG needs a presence at Strong Workforce related meetings (per Neil Kelly). Ryan will forward an email with information on meeting such as “ Strong Workforce and Partnerships to Unlock Social Mobility Part II. ” Sponsored by the CA Workforce Assoc., CA Workforce Dev. Board, & CCCCO Doing What Matters Initiative.

Next meeting: Monday, March 13, 2017, 2:00 PM, Mt. San Antonio College, Bldg 40, Rm 146