



Steering Committee

Meeting Minutes - **Approved**

Monday, October 21, 2019

1:00-3:00 pm

Mt. San Antonio College, Bldg. 40, Rm 126

Baldwin Park <input checked="" type="checkbox"/> Veronica Valenzuela	Charter Oak <input checked="" type="checkbox"/> Ivan Ayro <input type="checkbox"/> Debra Black	Mt. SAC <input checked="" type="checkbox"/> Madelyn Arballo <input checked="" type="checkbox"/> Tami Pearson	Consortium <input checked="" type="checkbox"/> Ryan Whetstone <input type="checkbox"/> Lila Manyweather <input checked="" type="checkbox"/> Ana Ramos
Bassett <input checked="" type="checkbox"/> Albert Michel	Covina Valley <input checked="" type="checkbox"/> Virginia España	Pomona <input type="checkbox"/> Enrique Medina <input checked="" type="checkbox"/> Miguel Hurtado	Partners/guests present: Noelle D'Ingillo, C-VUSD
ESGVROP <input checked="" type="checkbox"/> John Smith <input type="checkbox"/> Leticia Covarrubias	Hacienda-La Puente <input type="checkbox"/> Gregory Buckner <input checked="" type="checkbox"/> Micah Goins	Rowland <input checked="" type="checkbox"/> Rocky Bettar	

<p>Welcome & Agenda Check</p> <p>Public Comment</p> <p>Approval of Minutes for 9/16/19</p>	<p>Called to order: 1:09 pm</p> <p>No public comment</p> <p>Approval of minutes 9/16/19 Motioned by Tami Pearson and seconded by John Smith. Unanimously approved.</p>
<p>1. 3 Year / Annual Plan progress updates</p>	<p>Ryan distributed an annual plan progress update. Has asked the group for feedback on the document. Madelyn Arballo suggested entering data on completed activities along with actual dates versus those planned. Veronica Valenzuela suggested including schedules for Mt. SAC transitional visits and on-site classes conducted. Ryan will also include related workgroup activity in these reports as well.</p>
<p>2. Fiscal Update</p>	<p>Madelyn thanked all members for participating in individual fiscal meetings with Rosa Royce, Mt. SAC Chief Compliance and College Budget Officer. She shared there was about \$50,000 remaining of the consortium budget for 2017-18 but that has been expended.</p>
<p>3. Adult Education Update</p>	<p>Ryan presented a summary of the CAEP Director's Event held on 9/21/19 via PowerPoint. "The 3-Year Plan Implementation Starts Now" was the theme. The event provided CAEP office updates, policy changes for 2019-20, and possible effectiveness measures for the 3-year plan implementation during the first year and best practices on consortia governance. Ryan will share his summary upon request. CAEP Summit Update – 10/29-30 - all members have representatives registered for the event and he will also be presenting with Naomi Avila, Mt. SAC SCE Counselor, on their efforts supporting consortium student transitions to the college.</p>
<p>4. Data Update</p>	<p>Ryan stated that Lila Manyweather is not present as she is attending the ASAP data conference, however this month's data update report is in each member folder. The data group is also walking through the Consortium Calculator to understand how data is under review and source fields from the CASAS Consortium Manager's Report.</p>

<p>5. 3 year / Annual Plan - Workgroup update</p>	<p>Ryan shared the workgroup updates are included in the plan update. All workgroups are participating in ongoing review of the Consortium Calculator with respect to their area. ESL engaged in ongoing review and revision of the Student Progress Report along with debriefing on the ESL Cengage Professional Development at Baldwin Park Adult. ABE/ASE is focusing on adults with learning disabilities/universal instruction strategies and looking forward to related professional development activities-Grace Hanson, Dean for Mt. SAC ACCESS (disabilities) suggested as an expert presenter and Ryan put a request in with CAEP TAP for a presenter. CTE members will be participating in the New World of Work training held at Mt. SAC this week. They are also focusing on planning and support for the upcoming Career Fair for adult students at Mt. SAC on Friday, February 7, 2020. Counselors and Students Support are discussing best practices for student support, transitional activity planning and current support offerings at community college.</p>
<p>6. CAEP –Using Data to Improve Program Performance</p>	<p>Ryan reviewed the Consortium Calculator spreadsheet with the committee. Based on presentations made by Jay Wright (CASAS) on Using Data to Improve Persistence and Performance via the CASAS TE Consortium Managers Report data (with recommended calculations). Members received a copy of their school draft, CAEP Manager Report and consortium totals spreadsheet. He used Baldwin Park as the visual sample for presentation. He cross-referenced the corresponding sections of each sheet. The sections outlined persistence, performance and outcomes. For the outcomes section, he followed the CASAS Presentation recommendation but noted that it is hard to hone in on pivotal outcomes. Ryan asked what are the top outcomes based on committee opinion. The response was diplomas, job placement, transitions and English Level Proficiency. Tami Pearson suggested simplification of the report. Miguel Hurtado concurred. Rocky Bettar and Tami noted that the persistence & performance sections are understandable and simple. There was also discussion on the purpose of the document. Ryan clarified that this is the movement in state to take a closer look and get a better understanding of how we are performing and areas we can begin to analyze for improvement.</p>
<p>7. Adult Transitions Project</p>	<p>Specific data that CAEP and the Chancellor’s office use to determine transitions is not available to Consortia and members. Ryan will be working with the college to determine a way to track students who have completed programs at the adult schools and transition to the college. Currently Mt. SAC School of Continuing Education counselor Naomi Avila is coordinating with members--conducting classes and presentations, as well as meeting with students individually but also has significant obligations with the college. He will investigate whether our current structure with CAEP permits data sharing for tracking purposes and determine alternatives for collecting this information.</p>
<p>8. Professional Development update</p>	<p>Ryan shared an update of the ESL series in partnership with Steve Maggiore from Cengage. The second session on preparing students for their next steps was just held on Friday 10/18. For ABE/ASE and working with student with learning disabilities, Grace Hanson, Dean of ACCESS (disabilities) Programs at Mt. SAC, was suggested as a expert presenter on the topic of Universal Design Learning. Ryan will be meeting with her tomorrow to discuss possible activities. Members discussed if the ESL sessions (as an example) are more effective than the Consortium conferences. Veronica mentioned that this is great because consortium is targeting a particular area with a series of focused workshops. Ryan believed that special sessions are effective but that the conference has its place as well. As mentioned before, CTE members are participating in the 2-day New World of Work – workplace readiness and</p>

	digital badge certification, at no cost to members, via Madelyn Arballo’s connection with the Community College Chancellor’s Office Strong Workforce Program.
9. Updates	<p><u>Events/Conferences</u></p> <ul style="list-style-type: none"> • October CAEP Summit Conference 10/29-30 – Tuesday & Wednesday - All members registered to attend. • California Council for Adult Education (CCAEE) South Coast Section – 11/22-23 - Friday & Saturday @ the Hilton in Palm Springs. • California Adult Education Administrators Assoc. (CAEAA) – Jan 29-31, 2020, Sacramento. <p><u>Member Roundtable Update</u></p> <ul style="list-style-type: none"> • Madelyn gave an update about the special admission process for adult students (SB-554 Roth) to community college. Students must be enrolled in HS or equivalency program. She will get more information. Don’t try to send students through credit (at this point). If members want to assist students or have questions, please call her or Tami. • Ivan Ayro - Assoc. for CA School Administrators (ACSA) Adult Education Region 15 Meeting, 12/17/19 @ HLP. • Virginia Espana – Tri-Community (C-VUSD) held their annual Showcase with over 100 in attendance including elected officials. • Albert Michel – Bassett - spent \$100,000 in facilities and he has hired additional staff. He and his staff will attending upcoming related conferences. • Veronica Valenzuela- Baldwin Park- Electrician program class taking place in a new location.
10. Adjourn	2:42 pm