

Steering Committee Minutes

Monday, October 16, 2023

1:00 pm to 3:00 pm (In-Person)

Mt. SAC SCE Bldg. 40 – Room 140

Meeting Folder: https://drive.google.com/drive/folders/1mofgZXPodKG_hg_kLTAdqdE0Cs5bZgse?usp=sharing

Baldwin Park <u>X</u> Veronica Valenzuela	Covina Valley <u>X</u> Ryan Maddox	Pomona <u> </u> Miguel Hurtado	Consortium <u>X</u> Tischel Diaz <u>X</u> Ana Ramos
Bassett <u>X</u> Adder Argueta	Hacienda-La Puente <u>X</u> Gregory Buckner <u>X</u> Micah Goins	Rowland <u> </u> LaToya Brown	Partners/guests present: <u>X</u> Adrienne Price
Charter Oak <u>X</u> Ivan Ayro <u>X</u> Michelle Lee	Mt. SAC <u>X</u> Madelyn Arballo <u>X</u> Tami Pearson		

Welcome & Agenda
Check
NO Public Comment

Approval of the Minutes for 9/18/23
Motion to approve by Tami Pearson, Seconded by Adder Argueta Vote.
Unanimously approved.
Call to Order: 1:09 PM

Objectives for the day:

1. Consortium Updates

Upcoming CAEP Due Dates

October 2023

- **(Extended to Oct 20)** ~~Sep 30~~: 23/24 Member Program Year Budget and Work Plan due in NOVA
- **Oct 31**: Student data due in TOPSPro (Q1)
- **Oct 31**: Employment and Earnings Follow-up Survey

November 2023

- **Nov 9**: *****Soft Deadline***** Program Area Report: July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *
- **Nov 9**: *****Soft Deadline***** 22/23 & 23/24 Member Expense Report Due in NOVA (Q1)
- **(Extended to Nov 17)** ~~Oct 30~~: 23/24 Member Program Year Budget and Work Plan certified by Consortia in NOVA *

December 2023

- **Dec 1**: Program Area Report: July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *
- **Dec 1**: 21/22, 22/23- & 23/24-Member Expense Report Due in NOVA (Q1)
- **Dec 31**: 21/22, 22/23 & 23/24 Member Expense Report certified by Consortia in NOVA (Q1)
- **Dec 31**: End of Q2

<p>2. Consortium Counselor Updates</p>	<p>The Consortium Counselors are Adjuncts Counselors so are not available to respond to emails every day. – They are available for class presentations but must be booked at least two weeks in advance. These can be booked using the online appointment option. Place details in the appointment request.</p> <p>Book appointments – Cindy M/W La Quirshia M/Tu</p> <p>There is some difficulty in the afternoon appointments due to the slow attendance between 12 – 4 PM in some schools The below are the numbers reported from Cindy Carrasco and LaQuirshia Fennell.</p> <table border="1" data-bbox="483 598 1481 1178"> <thead> <tr> <th>School</th> <th># of Students Met With</th> <th># of students in the pipeline</th> <th># of Transitioned Students</th> </tr> </thead> <tbody> <tr> <td>Baldwin Park</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Bassett</td> <td>1</td> <td>1</td> <td>0</td> </tr> <tr> <td>Charter Oak</td> <td>9</td> <td>2</td> <td>0</td> </tr> <tr> <td>Covina Valley</td> <td>5</td> <td>1</td> <td>0</td> </tr> <tr> <td>Hacienda La Puente</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Rowland</td> <td>7</td> <td>1</td> <td>0</td> </tr> <tr> <td>Pomona</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	School	# of Students Met With	# of students in the pipeline	# of Transitioned Students	Baldwin Park	0	0	0	Bassett	1	1	0	Charter Oak	9	2	0	Covina Valley	5	1	0	Hacienda La Puente	0	0	0	Rowland	7	1	0	Pomona	0	0	0
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<p>3. Workgroup Updates</p>	<ul style="list-style-type: none"> • Tischel shared that the workgroup meetings attendance spreadsheet for this month and is looking better than last month. So far ABE/ASE, AWD and CSS met this month (October). Still, there is need to increase attendance, especially AWD workgroup meeting. • Expecting the attendance increase for the upcoming ESL meeting on 10/27/23. • Tischel mentioned that all workgroup meetings have had a hand in planning for the PD Conference. • 70 responses to PD Topics Survey. • Data – Discussed the ELL Grant, hands on presentations, bringing their own laptops and focusing more into their internal data and strategies for identifying students to be tracked for grant. • Covina-Valley will be having a Showcase event on October 25, 2023, and will host CTE Workgroup w/ a presenter: Medical Supply Company. 																																
<p>4. CAEP Three-Year Planning Survey</p>	<p>Due October 27th CAEP Members and Leads Three-Year Planning Survey Link</p> <p>CAEP is requesting to provide a feedback on the CAEP 2022-2023 Three-Year Plan process and for the upcoming 2025-2028 Three-Year Plan process might be improved.</p>																																

<p>5. Field Testing</p>	<p>https://www.casas.org/product-overviews/research-and-evaluation/field-testing-opportunities Field Testing@casas.org Offering Gift cards \$20 for one test and \$40 for two tests. E-test and Paper/pencil testing for some programs such as ABE/ASE/GED Adult learners. No cost.</p>
<p>6. Consortium Events</p>	<p>Fall PD Conference The agenda for the Fall PD Conference is almost completed Arranging the conference sessions Adult Ed Day: Discussed what was the best date and time for the Adult Ed Day. Tentatively agreed on February 29, 2024 (Leap Year) Tentatively Theme: “Leap into Education”</p>
<p>7. Upcoming Events</p>	<p>Please share any upcoming events you have: Updated weekly: https://www.caadultedtraining.org/</p> <ol style="list-style-type: none"> 1. Application Deadline: Online Integrated Education and Training (IET) Implementation Clinic (Fall 2023) October 17, 2023, 5:00 PM https://www.caadultedtraining.org/CALPRO/35179?Type=15 2. California Data Submission Guidelines: WIOA, Title II and CAEP Wednesday, October 18, 2023, 11:00 AM - 12:00 PM https://www.caadultedtraining.org/CASAS/8418?Type=11 3. CAEP Summit 2023 October 24-26, 2023 -Hilton Universal City https://summit.caladulted.org/ 4. ACCE Drive in Workshop November 9th, 2023, 1:00 PM – 5:00 PM (VIRTUAL) http://www.acceonline.org/store/p50/Fall_2023_ACCE_Zoom-In_Workshop.html 5. CCAIE Southern Conference November 17-18, Palm Springs https://www.ccaestate.org/southern.html 6. CAEEA 2024 State Conference SAVE THE DATE! February 8-9-Sacramento https://www.caeaa.org/2024-conference.html 7. ACCE Annual Conference (SAVE THE DATE) March 6th-8th, 2024, San Diego http://www.acceonline.org/events.html 8. CCAIE 2024 State Conference SAVE THE DATE! May 9-11, 2024-Anaheim https://www.ccaestate.org/revisit-the-2023-conference.html

<p>8. ELL Healthcare Pathway Grant</p>	<p>Continued Discussion</p> <ul style="list-style-type: none"> • Workplan • Budget • Employer Partner Commitment Letters <p>The ELL Healthcare Pathway Grant is due on November 6th. Tischel have met with each school gathering inputs, activities, outputs, outcomes, and impact for each proposed program. We are in the stage of targeting Staff Costs, Partners Collaborations, Transitions and Job Placements. Discussion about the definitions of post-secondary programs and transition programs. Forecasted percentages for the consortium for job placements. Bi-annual reporting with these targets Template letters will be sent out by the end of this week asking partners to sign.</p>																																	
<p>9. Logo Update</p>	<p>Reaching out to two companies for quotes and ideas. Third option of student-led graphic design as an option.</p>																																	
<p>10. Future Meetings</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: center;">Steering Committee Meetings</th> </tr> <tr> <td colspan="3" style="text-align: center;">3rd Monday of the Month 1:00 PM – 3:00 PM</td> </tr> <tr> <th style="width: 33%;">Month</th> <th style="width: 33%;">Dates</th> <th style="width: 33%;"></th> </tr> </thead> <tbody> <tr> <td><i>November</i></td> <td><i>11/20/2023</i></td> <td><i>Canceled by Consensus</i></td> </tr> <tr> <td><i>December</i></td> <td><i>12/18/2023</i></td> <td><i>Canceled by Consensus</i></td> </tr> <tr> <td><i>January</i></td> <td><i>1/15/2024</i></td> <td><i>Canceled by Consensus</i></td> </tr> <tr> <td>February Retreat</td> <td>2/14/2024</td> <td>9am-1pm @Mt. SAC</td> </tr> <tr> <td>March</td> <td>3/18/2024</td> <td>ok</td> </tr> <tr> <td>April</td> <td>4/15/2024</td> <td>ok</td> </tr> <tr> <td>May</td> <td>5/20/2024</td> <td>ok</td> </tr> <tr> <td>June</td> <td>6/17/2024</td> <td>ok</td> </tr> </tbody> </table>	Steering Committee Meetings			3rd Monday of the Month 1:00 PM – 3:00 PM			Month	Dates		<i>November</i>	<i>11/20/2023</i>	<i>Canceled by Consensus</i>	<i>December</i>	<i>12/18/2023</i>	<i>Canceled by Consensus</i>	<i>January</i>	<i>1/15/2024</i>	<i>Canceled by Consensus</i>	February Retreat	2/14/2024	9am-1pm @Mt. SAC	March	3/18/2024	ok	April	4/15/2024	ok	May	5/20/2024	ok	June	6/17/2024	ok
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<p>11. Adjourned 2:07 PM</p>	<p>Next Meeting: Retreat –February 14, 2024, 9:00 AM- 1:00 PM @ Mt. SAC</p>																																	