



## DATA Workgroup Meeting Agenda

Wednesday, November 15, 2023 @ 2:30 - 4:00 pm

Baldwin Park Adult & Community Education,  
4640 N. Maine Ave. Baldwin Park, CA 91706 –Room 16

[Make sure to Check-In with the front office. Please bring a laptop and photo ID for check-in purposes](#)

Meeting Folder: <https://drive.google.com/drive/folders/1mPsD7SmkaSl11QNI0oqbNYGHrg4ByRjI?usp=sharing>

### Agenda

ITEM	NOTES
1. Welcome	Please sign in on the sign-in sheet
2. Upcoming Events	<p>Please share any upcoming events you have: <a href="https://www.caadulthoodtraining.org/">https://www.caadulthoodtraining.org/</a></p> <ol style="list-style-type: none"><li><b>California WIOA, Title II: AEFLA Network Meeting - LA, Orange County, San Diego &amp; Imperial</b> November 17, 2023, 9:30 AM – 11:00 AM <a href="https://www.caadulthoodtraining.org/CASAS/8438?Type=12">https://www.caadulthoodtraining.org/CASAS/8438?Type=12</a></li><li><b>Overview: TOPSpro Enterprise (TE) (Zoom Online)</b> November 30, 2023, 11:00 AM – 12:30 PM <a href="https://www.caadulthoodtraining.org/CAEP/652?Type=10">https://www.caadulthoodtraining.org/CAEP/652?Type=10</a></li><li><b>Mt. SAC Consortium Professional Development Day</b> December 1, 2023, 8:30 AM to 2:00 PM <a href="https://forms.gle/EFaR847QjQvXGWXF7">https://forms.gle/EFaR847QjQvXGWXF7</a></li><li><b>El Civics Network Meeting (CASAS) (Zoom Online)</b> December 6, 2023, 1:00 PM – 2:30 PM <a href="https://www.caadulthoodtraining.org/CASAS/8335?Type=12">https://www.caadulthoodtraining.org/CASAS/8335?Type=12</a></li><li><b>California Accountability</b> December 6, 2023, 1:00 PM – 2:00 PM <a href="https://www.caadulthoodtraining.org/CASAS/8455?Type=11">https://www.caadulthoodtraining.org/CASAS/8455?Type=11</a></li><li><b>California WIOA, Title II: AEFLA Network Meeting - LA, Orange County, San Diego &amp; Imperial</b> December 15, 2023, 9:30 AM – 11:00 AM <a href="https://www.caadulthoodtraining.org/CASAS/8439?Type=12">https://www.caadulthoodtraining.org/CASAS/8439?Type=12</a></li><li><b>SAVE THE DATE! Adult Ed Day Event – Leap into Education</b> February 29, 2024 – Mt. SAC</li><li><b>ACCE Annual Conference (SAVE THE DATE)</b> March 6th-8th, 2024, San Diego <a href="http://www.acceonline.org/events.html">http://www.acceonline.org/events.html</a></li><li><b>CCAIE 2024 State Conference</b> SAVE THE DATE! May 9-11, 2024-Anaheim <a href="https://www.ccaestate.org/revisit-the-2023-conference.html">https://www.ccaestate.org/revisit-the-2023-conference.html</a></li></ol>

3. Around The Table	<ul style="list-style-type: none"> <li>• Questions</li> <li>• Anonymous Form <a href="https://app.smartsheet.com/b/form/bbc7ee646d94440b9523aed445555e36">https://app.smartsheet.com/b/form/bbc7ee646d94440b9523aed445555e36</a></li> </ul>																														
4. HSD other Literacy Gains change in TE	<a href="#">Update CAEP Data Metrics</a> <ul style="list-style-type: none"> <li>• ASE Low = ABE/ASE Level 5 (9<sup>th</sup>/10<sup>th</sup>)</li> <li>• ASE High = ABE/ASE Level 6 (11<sup>th</sup>/12<sup>th</sup>)</li> </ul>																														
5. PD Conference	<ul style="list-style-type: none"> <li>• CASAS <ul style="list-style-type: none"> <li>○ Instructional Reports</li> <li>○ New Test Forms</li> </ul> </li> <li>• ASAP <ul style="list-style-type: none"> <li>○ Entry and Update</li> </ul> </li> </ul>																														
6. Data Accountability Manual	<ul style="list-style-type: none"> <li>• <a href="https://drive.google.com/drive/folders/1CZL63ZnxObg8RvOG7mVoaCaalkTEmueR?usp=sharing">https://drive.google.com/drive/folders/1CZL63ZnxObg8RvOG7mVoaCaalkTEmueR?usp=sharing</a></li> </ul>																														
7. 23-24 Qtr 1 Data Review	<ul style="list-style-type: none"> <li>• <a href="#">CAEP and NRS DIRs for 23-24 Q1</a></li> </ul>																														
8. Upcoming CAEP Due Dates	<p><b>December 2023</b></p> <ul style="list-style-type: none"> <li>• <b>Dec 1:</b> 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 *</li> <li>• <b>Dec 1:</b> 21/22, 22/23 &amp; 23/24 Member Expense Report Due in NOVA (Q1)</li> </ul>																														
9. Upcoming Meetings	<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th colspan="3" style="color: red;">Data Workgroup Meetings</th> </tr> <tr style="background-color: #d9d9e3;"> <td style="width: 33%;">3rd Wednesday -</td> <td style="width: 33%;">2:30 - 4:00 pm</td> <td style="width: 33%;">BPACE 4640 North Maine Avenue Baldwin Park, CA 91706</td> </tr> <tr style="background-color: #d9d9e3;"> <th>Month</th> <th>Dates</th> <th></th> </tr> </thead> <tbody> <tr> <td style="color: red;"><del>December</del></td> <td style="color: red;"><del>12/20/2023</del></td> <td style="color: red;">Winter Break. No meeting</td> </tr> <tr> <td>January</td> <td>1/17/2024</td> <td>BPACE</td> </tr> <tr> <td>February</td> <td>2/21/2024</td> <td>BPACE</td> </tr> <tr> <td>March</td> <td>3/20/2024</td> <td>BPACE</td> </tr> <tr> <td>April</td> <td>4/17/2024</td> <td>BPACE</td> </tr> <tr> <td>May</td> <td>5/15/2024</td> <td>BPACE</td> </tr> <tr> <td>June</td> <td>6/19/2024</td> <td><b>Reschedule?</b></td> </tr> </tbody> </table>	Data Workgroup Meetings			3rd Wednesday -	2:30 - 4:00 pm	BPACE 4640 North Maine Avenue Baldwin Park, CA 91706	Month	Dates		<del>December</del>	<del>12/20/2023</del>	Winter Break. No meeting	January	1/17/2024	BPACE	February	2/21/2024	BPACE	March	3/20/2024	BPACE	April	4/17/2024	BPACE	May	5/15/2024	BPACE	June	6/19/2024	<b>Reschedule?</b>
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10. Adjourn	<b>Next Meeting: January 17, 2024</b>																														