



MINUTES

Monday, September 17, 2018

2:00-4:00 pm

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

Steering Committee

Baldwin Park <u>XX</u> John Kerr <u>XX</u> Veronica Valenzuela	Charter Oak <u>XX</u> Ivan Ayro ___ Debra Black	Mt. SAC <u>XX</u> Madelyn Arballo <u>XX</u> Tami Pearson	Consortium <u>XX</u> Ryan Whetstone <u>XX</u> Wanda Pyle <u>XX</u> Lila Manyweather ___ Isabella Koval
Bassett ___ Albert Michel	Covina Valley <u>XX</u> Claudia Karnoski <u>XX</u> Virginia España	Pomona <u>XX</u> Enrique Medina ___ Rebecca Cristobal	Partners/guests present: Gale Lee, Rowland Karen Neville, Rowland Sherryl Carter, ESGVROP John Smith, ESGVROP Miguel Hurtado, Pomona Cindy Manke, C-VUSD Elia Evans, Bassett
ESGVROP <u>XX</u> Leticia Covarrubias	Hacienda-La Puente <u>XX</u> Gregory Buckner <u>XX</u> Micah Goins	Rowland <u>XX</u> Rocky Bettar	



<ul style="list-style-type: none"> Welcome & Agenda Check Public Comment Approval of Minutes for 8/6/2018 	<p>Called to order: 2:10 pm</p> <p>No Public Comment</p> <p>Meeting minutes from 8/6/2018: Motion to approve minutes from 8/6/2018 by Enrique Medina, 2nd by Greg Buckner. Unanimously Approved.</p>
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Objectives for the day:

<p>1. ESL Work Group Presentation</p>	<p>Representing the ESL work group was current group lead-Karen Neville, ESL instructor at Hacienda La Puente and Rowland, and last year's lead, ESL Coordinator -Gale Lee from Rowland. They presented the ESL Progress Report that has been in development for the past two years.</p> <p>The ESL Student Progress Report generated conversation that included the goals behind creating and using this document. In addition to developing a member-aligned document, it was an opportunity for professional growth. The idea came out of the 2016 conference where all the teachers wanted to better inform students as they progressed through the levels. Faculty gathered data over several meetings, which led to improvements of the document. The progress report also incorporates the listening, speaking, reading, writing and grammar standards previously aligned by the workgroup.</p> <p>Rowland was first to pilot the form, followed by Mt. SAC and several other schools. Preliminary outcomes with the form have included a deeper understanding and connection with the students related to their academic progress, learning gaps and goal setting.</p> <p>Student feedback has been very positive – they liked the form and expressed that it helped them tremendously to know how they are doing. The group now wants to work on garnering more support to expand use of the form by administration. It is time consuming to fill out the form and review with students but the current perspective is that engagement around the document increases retention and persistence. Madelyn stated this type of activity is directly related to the consortiums objectives and plan.</p>
<p>2. Adult Education Program/Fiscal Update</p>	<p>Consortium Fiscal Meetings- Ryan thanked everyone who came to the first Fiscal Meeting held on Friday and reminded every of the second one tomorrow (9/18/18). As Mt. SAC is the Fiscal Certifier for the consortium, these meetings were to ensure district fiscal contacts, decision makers and consortium leads were clear on expectations and appropriate documentation. Madelyn informed agencies requesting budget changes of necessary steps.</p>

Adult Education Program/Fiscal Update (continued)	At this time, the 2018-19 budget is not available in NOVA to complete allocation planning. When it does become available, please budget all monies. Members were advised to check NOVA regularly for 2018-19 funds. Since there are some leftover funds, Mt. SAC may be issuing a one-time check to all members. The committee was also alerted to be prepared to submit expenditure charts based on program area as well as reports on instructional hours by program.
3. Governance Plan Review	<p>Ryan Whetstone reviewed the latest version of the Governance Plan online via Google Docs. The members confirmed they all received a link to this document to make suggested edits just after the last SC Meeting. All previous edits were confirmed.</p> <p>A motion was made to review the people who are the co-chairs be visited each year by Claudia Karnoski. 2nd by Ivan Ayro. Opened for discussion. Members talked about the selection process for the co-chairs of the consortium and language was added to change the wording from institution specific to K-12 District and college, as well as co-chair selection to coincide with the approval of the Three-year plan.</p> <p>Motion amended to approve co-chairs positions in conjunction with submission of the three-year plan, as stated in changes made to the plan in the meeting. Motion to approve the plan as edited. Enrique Medina, 2nd by Ivan Ayro. Unanimous Approval.</p>
4. Three year Plan Goal Discussion/Planning Process	Ryan requested the formation of a sub-group to develop the next three-year plan and that each member assign a knowledgeable staffer to be part of this group to develop the plan. The members agreed. He will send an email request to have the group established before the next steering committee meeting.
5. 2017-18 Preliminary Consortium Data Review	<p>Lila Manyweather reviewed draft summary data outcome charts. There was discussion at the last data meeting to get clarity on where members are entering their outcome data. Expected numbers are not showing up on the reports. We must also work on clarification of where to report specific outcomes, along with clear definitions from AEP/CASAS. She expects numbers will be higher after agencies know exactly where the data needs to go in TE.</p> <p>Lila is planning group meeting topics based on data points to improve establish recommended targets based on available information and processes. Specific focus will be on sub-groups of outcomes and related best practices for outlining in the consortium data manual.</p>
6. LaunchBoard Adult Education Overview	<p>Ryan reviewed LaunchBoard for the members, providing a live demonstration and some of the features. The data is reflected up to 2016-17. He showed everyone where to go to access LaunchBoard https://www.calpassplus.org/Launchboard/Home.aspx. Everyone must create an account for Launchboard. He suggested everyone do so and review the data presented for their agency. 2017-18 data should be available in January 2019.</p> <p>He reminded members about the upcoming data training (in preparation for three-year planning) at Mt. SAC campus hosted by Randy Tillery. A Day With Your Data handout was distributed.</p>
7. Updates	<p>Conference update- Wanda reviewed a draft version of the schedule for the conference and confirmed presenters:</p> <ul style="list-style-type: none"> • Shlomy Kattan from XPRIZE will be speaking and conducting 2 sessions • Donna Price, CALPRO, conducting 2 sessions on CCRS and Goal Setting in Adult Education, • Carolina Kussoy, from New World of Work will give an overview on their Workplace Readiness curriculum, and • Naomi Avila from Mt. SAC will present on college transitions. <p>Work Groups - Work groups are all focusing on improving instruction and best practices. The CTE Work Group will present at the next Steering Committee meeting.</p>
8. Adjourn	Meeting was concluded at 3:50 p.m.