



# Meeting Minutes - **Approved**

Monday, September 16, 2019

1:00-3:00 pm

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

## Steering Committee

<b>Baldwin Park</b> <u>xx</u> Veronica Valenzuela	<b>Charter Oak</b> <u>xx</u> Ivan Ayro __ Debra Black	<b>Mt. SAC</b> __ Madelyn Arballo <u>xx</u> Tami Pearson	<b>Consortium</b> <u>xx</u> Ryan Whetstone <u>xx</u> Lila Manyweather <u>xx</u> Ana Ramos
<b>Bassett</b> <u>xx</u> Albert Michel	<b>Covina Valley</b> <u>xx</u> Virginia España	<b>Pomona</b> <u>xx</u> Enrique Medina <u>xx</u> Miguel Hurtado	<b>Partners/guests present:</b> <u>xx</u> Cindy Manke, Covina-Valley <u>xx</u> Noelle D’Ingillo, Covina-Valley  <u>xx</u> Matthew Smith- Cal Learns
<b>ESGVROP</b> __ Leticia Covarrubias <u>xx</u> John Smith	<b>Hacienda-La Puente</b> <u>xx</u> Gregory Buckner __ Micah Goins	<b>Rowland</b> <u>xx</u> Rocky Bettar	

Agenda Items	Outcomes
<ul style="list-style-type: none"> <li>Welcome &amp; Agenda Check</li> <li>Public Comment</li> <li>Approval of Minutes for 8/19/2019</li> </ul>	<p>Called to order: <b>1:09 p.m.</b></p> <p>No Public comments</p> <p>Motioned to approve the minutes by <b>Greg Buckner</b> and <b>Virginia Espana</b> seconded.</p> <p>Unanimous vote for approval as presented.</p>
<ul style="list-style-type: none"> <li><b>Objectives for the day:</b></li> </ul>	
<p>1. Hours and Expenditure Submission Review</p>	<p>Leveraged Fund by Program Area and Hours – NOVA Submission Review</p> <p>Ryan Whetstone thanked all of the members for getting their information in on time, as it was due on September 1. Consortia have until December to certify these amounts. He reviewed a PowerPoint of each member’s submission. He shared that Neil Kelly at CAEP stated the legislators want to see this information to assist in determining future funding models. Ryan shared that he received several questions about fees. One was where financial aid from students should be reported. He double checked with the CAEP office and any monies, regardless of source, if used to cover stated costs, that would be charged to a student <u>not</u> receiving financial aid, should be counted as fees (not for books or personal supplies). HLP AE did not report fees at this time but may update.</p> <p>Miguel Hurtado stated he needs to double check Pomona’s information based on this conversation. Rocky Bettar shared his district pays funds to support certain activities the adult school and he reported them as fees. Ryan will get more clarifications on this topic as we move forward.</p> <p>Ryan encouraged them to review the CAEP due dates on the reverse side of the agenda. 2018-19 Q4 expenditures were due in NOVA, September 1<sup>st</sup>, with consortium certification expected September 30. 2019-20 Program Year Budgets and Work Plans</p>

	are also due in NOVA on September 30. 2019-20 Q1 expenditures are due in December 1st.
2.Fiscal/Budget Update/District Meetings	Tami Pearson shared (on behalf of Madelyn Arballo) there are no other fiscal updates at this time.
3. Adult Education Policy Update	Ryan reminded the board that next Friday is the CAEP Directors meeting in Sacramento. Rocky shared emails about statewide CalWORKs allocations and also the forwarded message on behalf of Kathleen Porter (Poway Adult) referencing her call for support of SB554 – Roth – Dual Enrollment for Adult Students. Ryan reminded members to update the consortium representatives to committee with board approvals in place and the next set of the fiscal meetings on Friday September 23rd at Mt.SAC.
4. Data Update	Lila Manyweather reviewed several Data Integrity Analysis reports. She focused on a new report looking at only CTE enrollees. Students reflecting pre/post tests (with the exception of HLP) are most likely enrolled concurrently in academic programs. She thought this report may be a good tool to begin identifying programs/courses, with large groups of students, to develop them into Integrated Education and Training programs. We will examine this phenomenon more closely. Data reporting appears to be on-track across the consortium. She asked members to let her know if they want to see some other types of reports. She also shared the updated 2017-19 comparative data report across years and the outcomes by program area information. The members has several questions including what types of trends are noticed, etc. and that the 2016-17 collection year was not reliable and we shouldn't reflect those numbers moving forward. Ryan said will begin the analysis processes this year with the workgroup and steering committee.
5. Workgroup update	Ryan shared most of the groups have had their initial meetings. His main focus with them has been to establish their group leads, review 3 year and annual plan summaries, reflect on activities last year and determine focus based on the consortium plans. In the area of professional development --Ryan thank the members hosting the groups this year. He also thanked Veronica Valenzuela from BPACE for hosting the ESL Professional Development Series co-sponsored by Steve Maggiore with National Geographic/Cengage. The series is taking place monthly on Fridays at her campus. Rocky mentioned that the Rowland ESL teachers were leery of attending because they did not want a big sales pitch by Cengage and also did not consider the topics relevant. Ryan said he would follow up with Steven on those concerns. Ryan also shared he is pursuing trainings with CAEP TAP focused on supporting Adults with Learning Disabilities, related instruction concepts and tutoring resources. He will also follow up with Mt. SAC staff for support as well. The CTE group is also interested in improving instructional practice, supporting pathways and continued focus on workplace readiness. The Counseling workgroup on best student support practices, the Mt. SAC Adult Ed Day and Partner Breakfast.

<p>6. CAEP Presentation –Using Data to Improve Program Performance</p>	<p>Ryan walked the members through a summary of Jay Wright’s 7/10/19 CAEP Webinar on Using Data to Improve Performance. He used 2018-19 BPACE data in the CAEP Managers Summary as an example along with a spreadsheet he created, based on those formulas to reflect performance percentages. He will create a version for each member at the next meeting. Per Rocky’s request, he will also create an analysis for the consortium.</p>
<p>7. Professional Development update</p>	<p>Ryan thanked the members who signed up for the CAEP Summit Conference next month October 29-30, 2019, Hyatt Regency Orange County. He mentioned the upcoming activities:</p> <ul style="list-style-type: none"> <li>• CCAE Fall Conference (South Coast Section) – November 22-23, 2019, Palm Springs. He encouraged members to go or send someone. Virginia Espana is a board member for that group. <a href="http://www.ccaestate.org">www.ccaestate.org</a></li> <li>• CAEP TAP and OTAN are co-sponsoring a Google Summit (tools for instruction) with the Inland Consortium (Emma Diaz) and all are invited to participate CAEP TAP, in collaboration with OTAN and the Inland Consortium in San Bernardino, CA on December 6, 2019</li> <li>• CAEAA Conference - January 29 – 31st, 2020, at the Sheraton, Sacramento, CA.</li> <li>• Consortium Spring Conference Tuesday, March 24, 2019. Kellogg @ Cal Poly.</li> </ul>
<p>8. Updates</p>	<p><b><u>Member Roundtable Update</u></b>  <b>Virginia Espana- Tri-Community (C-VUSD):</b> Invited everyone to their Showcase Night event on October 17, 2019, 5-7pm. Rocky asked if Virginia is they would try to re-brand the school as it a single district operation, Virginia said no. She also introduced to the members, Noelle D’Ingillo has been placed by the district at the Pioneer site. Virginia will be based at the Technology Center. Ryan shared Noelle has been very active in the Counselors Workgroup over the past several years. Noelle said that Virginia is her mentor while she still earning her administrative credentials.  <b>Ivan Ayro- Charter Oak:</b> ACSA and WIOA related events - December 17th and May 14<sup>th</sup> More information to follow.  <b>Greg Buckner- Hacienda La Puente:</b> WASC/COE completed and it looks like it went well.  <b>Veronica Valenzuela – Baldwin Park:</b> The new adult education Assistant Principal has been selected, Vanessa Arevalo. She was an AP in K-12 and very active with the EL parents and connect with the adult school.  <b>John Smith – ESGVROP -</b>said that their Medical Insurance Billing and Coding program has launched and is going well.</p>
<p>9. Adjourn</p>	<p>2:30 p.m.</p>