



Presenter: Tischel Diaz

# Steering Committee Meeting Minutes **Approved**

Monday, May 15, 2023

1:00-3:00 pm (In-Person) Mt SAC

SCE Bldg. 40 - Room 140

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

**Call to Order: 1:00 pm**

**Welcome & Agenda Check    No Public Comment**

**Approval of the Minutes for 4/17/23**

Motion to approve by Greg Buckner and seconded by Miguel Hurtado. Minutes Unanimously approved.

**Objectives for the day:**

**1. Consortium Manager – Tischel Diaz**

• **Introduction and Agenda Overview**

Tischel introduced the new Consortium member, LaToya Brown (Rowland). She also asked around the room for member introductions

**2. Consortium Updates**

• **WIOA and CAEP Upcoming Due Dates**

**June 2023**

- **Jun 1:** 21/22 and 22/23 Member Expense Report due in NOVA (Q3). Soft Deadline of May 18<sup>th</sup> to submit to NOVA and send in support documentation
- **Jun 30:** 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q3) \*
- **Jun 30:** End of Q4

**July 2023**

- **Jul 15:** Student Data due in TOPSPro (Q4) FINAL

**August 2023**

- Aug 15:** Annual Plan for 2023-24 due in NOVA \*

### 3. Workgroup Updates – Rowland – Ivette Valeriano and Stephanie Garcia

#### CSS Workgroup Presentation

- Overview of the CSS Workgroup meetings objectives and goals
- Annual Plan and Strategies
- What has CSS been working on? Creating an Internal and External Resources Guide/booklet,
- CSS workgroup benefits: Networking w/ counselors across the consortium, workgroup updates from other workgroups and how CSS fits in with their activities, data, best practices, Adult Ed Day
  - Ivette and Stephanie mentioned that they appreciate Counselor Cindy Carrasco being very helpful
- CSS workgroup needs:
  - Establishing:
    - a referral process w/in adult schools and AJCC, tracking transitions, Professional Development: ASAP 4, CASAS Reporting, Funding and how CSS affects this, Assisting students w/ language barriers, community resources (homelessness), Digital Marketing, etc.
  - Annual Planning:
    - More conferences for counseling
    - Yearly Calendar for events, meetings, trainings, and data submission
    - Orientations for new adult school counselors
  - Mt. SAC Partnership
    - Expand hours for transitions counselor
- Looking forward to attending the Consortium Professional Development in Fall. (Planning for presentations to fit what teachers and counselors need.

### 4. Counselors' Report:

- **New Consortium Counselor**  
LaQuirshia Fennell –starting in June. Tischel mentioned that LaQuirshia will be shadowing Cindy.
- **Counselor Report** -- Cindy Carrasco reporting the following:

School	# of Interested Students	Notes*
Baldwin Park	20	1 student with Summer 2023 registration date, 5 interested in Fall 2023
Bassett	2	2 interested in Fall 2023
Charter Oak	8	2 interested in Fall 2023, 1 interested in CTE at another adult school
Hacienda La Puente	3	2 interested in Fall 2023, 1 potential AESA student
Pomona	0	Will reconnect after the site moves to the Village
Rowland	18	1 Summer STV registration, 2 interested in Fall 2023

### 5. Consortium Website and Logo

- Consent requested to look into changes to the consortium logo and website
  - Goal: The website needs to be more accessible and student-friendly to assist with driving students and potential students to member agency websites
- Met via Zoom with Alexandra Owens Customer Success Manager and Tevra Wood from CatapultCMS (current web host)
  - They both were very helpful and shared with us gallery of templates links
  - Cost: There is only an estimate since we haven't decided yet

- Permission granted to continue exploring. All present agreed to move ahead
- The members suggested:
  - 1) Subcommittee to bring ideas, suggestions, and opinions for the selection process
  - 2) Hire an hourly part-time employee to maintain the Consortium website
  - 3) Follow up with Madelyn and Veronica about the possibility to hire an hourly employee
- Shared the following links with members:
  - <http://www.mtsac-rc.org/index.html>
  - CatapultCMS
    - <https://samples.catapultk12.com/gallery/>
  - Full Capacity (Move ahead with adult Ed)
    - <https://moveaheadwithadulthood.org/south-bay/>

## 6. CAEP DIR Exercise

- Steering Committee broke into groups and reviewed 6 different blind DIRs
- Members were asked to compare numbers with state averages, point out any anomalies, and discuss strategies to combat any issues.
- Discussed CTE use of CASAS pretests and strategized using the ABE appraisals instead.
  - Reading and Math ABE/ASE appraisals available
  - Shorter time frame with similar results (grade level attainable via scale score)
  - Less chance of extra unneeded data in the system showing on the DIR.
- In the Data meetings discovered missing components e.g., birth date.
- CAEP outcomes and programs
- #20 Title I, III, and IV- Title I is AJCC
- #15 a (Date of Service) No End Date? Exited?
- Valid pre-test and post-test (progress test)
- Tischel encouraged members to have a closer analysis of the DIR reports on a consistent basis.

## 7. Members Updates

Veronica Valenzuela (BP)

- Graduation In-person in a couple of weeks. Summer school May-June 30

Ivan Ayro (CO) –

- Last day of school May 26<sup>th</sup>. Summer school in July.

Greg Buckner (HLP) -

- Spring semester ends May 19, 2023
- ESL and Citizenship graduations –
- Summer session and July term –

Adder Argueta (Bassett) -

- Very successful job fair. Graduations are coming. The summer session will be a 4 weeks session.

Miguel Hurtado (Pomona) -

- Pomona: End of the session on May 31. Graduation on the 30<sup>th</sup>.
- 80 graduates (ceremony). Closed in July.
- Start moving today to the new Village location.

Ryan Maddox (CV) -

- Wrapping up of the year – academic only in June. 50 graduates.
- CTE site - summer sessions June 5-August 26, 2023 - Cosmetology program. Director CNA

Tischel Diaz (Consortium) -

- Check-in with some schools this week, see how they are doing.

- Noticed Lack of attendance for the ABE/ASE workgroup meetings. Have not seen faculty from the ABE/ meetings
- Plan for the new program year. All in-person workgroup meetings at least 1 ½ hours.
- Sending a survey about dates and times for the new program year.

## 8. Upcoming Events

Please share any upcoming events you have: <https://www.caadultedtraining.org/>

For this training at least register to get copies of the slides and recordings.

1. **Adult Education Pipeline 6.0 Release**  
May 18, 2023, 12:00 PM to 1:00 PM  
<https://www.caadultedtraining.org/CAEP/628?Type=10>
2. **Part I: Marketing CA Adult Education - Ways to Increase Awareness and Reach Learners**  
May 23, 2023, 12:00 PM to 1:30 PM  
<https://register.caladulted.org/Home/EventDetail/626>
3. **South Central Coast Regional Training - Adult Education: Using Data to Explore and Improve Equity and Impact in Adult Education**  
May 26, 2023, 10:00 AM to 1:00 PM  
<https://register.caladulted.org/Home/EventDetail/629>
4. **Part II: Marketing CA Adult Education - Ways to Increase Awareness and Reach Learners**  
May 31, 2023, 12:00 PM to 1:00 PM  
<https://register.caladulted.org/Home/EventDetail/627>
5. **San Diego Regional Training - Adult Education: Using Data to Explore and Improve Equity and Impact in Adult Education**  
June 6, 2023, 10:00 AM to 1:00 PM  
<https://register.caladulted.org/Home/EventDetail/630>
6. **CASAS National Summer Institute – In person- Data staff**  
June 12-15, 2023, Hyatt Regency Orange County  
<http://www.casas.org/training-and-support/SI>
7. **CTE Conference 2023**  
*Call for Presenters (August 4, 2023)*  
Looking for schools to showcase their IET and CTE programs. Omni Rancho Las Palmas  
November 15-17, 2023 <https://www.cteconference.org/call-for-presentations/>
8. **Budget and Work Plan and Quarterly Expenditure Reports for 2023-24**  
August 18, 2023, 12:00 PM to 1:30 PM (online)  
<https://register.caladulted.org/Home/EventDetail/631>

## 9. Future Meetings

**Steering Committee Meetings** Juneteenth is a holiday -No June Meeting.  
Meeting will resume July 17<sup>th</sup> (Annual Plan Review)

## 10. Adjourned: 3:00 PM

**NEXT MEETING: Monday, July 17, 2023 1:00 – 3:00 pm**