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CAEP DUE DATES

Steering Committee Minutes

Monday, July 17, 2023

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

Bldg. 40 – Room 140

Google Folder: <https://drive.google.com/drive/folders/1GekGMs-kGt4SvJhIDkEIS7-0AXJddScE>

Agenda

Baldwin Park <input checked="" type="checkbox"/> Veronica Valenzuela	Covina Valley <input checked="" type="checkbox"/> Ryan Maddox	Pomona <input type="checkbox"/> Miguel Hurtado	Consortium <input checked="" type="checkbox"/> Tischel Diaz
Bassett <input type="checkbox"/> Adder Argueta	Hacienda-La Puente <input checked="" type="checkbox"/> Gregory Buckner <input checked="" type="checkbox"/> Micah Goins	Rowland <input checked="" type="checkbox"/> LaToya Brown	<input checked="" type="checkbox"/> Ana Ramos
Charter Oak <input checked="" type="checkbox"/> Ivan Ayro <input type="checkbox"/> Michelle Lee	Mt. SAC <input checked="" type="checkbox"/> Madelyn Arballo <input type="checkbox"/> Tami Pearson		Partners/guests present: <input type="checkbox"/> LaQuirshia Fennell
Welcome & Agenda Checked: 1:15pm <input type="checkbox"/> Public Comment	Approval of the Minutes for 5/15/23 Motion to approve <u>Greg Bucker</u> Second <u>Ryan Maddox</u> Vote. Revised minutes to correct the sequence of the agenda items. Unanimously approved with correction.		
Objectives for the day:			
1. Consortium Manager – Tischel Diaz	Introduction and Agenda Overview.		
2. Consortium Updates a. CAEP Due Dates (August/September)	AUGUST <ul style="list-style-type: none"> • Aug 15: Annual Plan for 2023-24 due in NOVA * • Aug 18: <i>Soft Deadline</i> for 21/22 and 22/23 Member Expense Report due in NOVA (Q4) SEPTEMBER <ul style="list-style-type: none"> • Sept 1: Hard Deadline for 21/22 and 22/23 Member Expense Report due in NOVA (Q4) • Sept 1: 22/23 Certification of Allocation Amendment due in NOVA • Sept 30: <ul style="list-style-type: none"> ○ 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q4) * ○ 23/24 Member Program Year Budget and Work Plan due in NOVA ○ End of Q1 		
3. Budget Update	<ul style="list-style-type: none"> – Madelyn explained the Consortium budget report stating that the CAEP Fund for 2021-22 is fully spent down. – Discussed the Final Allocations in NOVA for the CAEP 2023-24. – Madelyn moved a motion to split the funds equally across the consortium (\$4,460) and to vote on this allocation split at the next meeting or by online vote. – Madelyn recommended to attend a CAEP Webinar this Wednesday, 7/19/23 (2023-24 Final Allocations). 		
4. LAO Report Discussion	<ul style="list-style-type: none"> – Overview of the CASAS Summer Institute discussion of LAO report. Many interpretations of what was discussed. No Steering Committee members 		

	were in attendance so unsure of what was discussed.
5. Counselors Updates	<p>Current Progress: Cindy on maternity leave. She will be back by mid-September. La Quirshia will not be visiting schools for the month of July and August due to schools' breaks and schools' request. She is stationed here at Mt. SAC, Working on Tracking Transition Services, online booking, and meeting with students as needed.</p> <p>Proposed Fall Schedule for Consortium Counselors. Starting in September, counselors will be housed at each agency twice a month, two weeks apart. Both Morning and Evening hours will be covered. Tischel gave a quick overview of the Google calendar showing the counselors' visits. Counselors will also be available for career fairs, orientations, and other events to represent the Consortium with advanced notice. The online booking system is under investigation.</p>
6. Year in Review	<p>Tischel reviewed the Comparison of 21-22 and 22-23 Consortium Data.</p> <ul style="list-style-type: none"> - Enrollment increased 34%. - Program enrollments: <ul style="list-style-type: none"> o CTE program 42%. - Demographics: <ul style="list-style-type: none"> o Hispanic enrollment increased 28%. o Asian enrollment increased by 52%. - CAEP Data Outcomes <ul style="list-style-type: none"> o HSD/HSE Achieved up 46% o Transition to Post-Secondary increased by 52%. o Students receiving services received up 5%. <p>Madelyn thanked Tischel for the hard work on collecting the data and explaining in a simple way.</p>
7. Annual Plan Review	<p>Tischel gave a quick overview of the Annual Plan Activities: Short-term, Intermediate-term and Long-term goals progress by school. She asked around the table regarding agency progress for those goals are met and what will be a work in progress for the current year (2023-24).</p> <p>Tischel inquired about what the schools are doing regarding the Articulation process with Mt. SAC credit. She mentioned that Marie Tyra (mtyra@mtsac.edu) can help with this process. Tischel stated that she will be meeting individually with each school to discuss the Annual Plan Draft that needs to be reviewed, voted on, and submitted before August 15th.</p>
8. Workgroup Member Representatives	<p>Tischel distributed a spreadsheet with the list of workgroup representatives that need to be confirmed for the new FY2023-2024.</p> <p>An email will be sent to confirm representatives. Let Tischel and Ana know if you want to keep or change members of the workgroups. All workgroup meetings will be held in person. Sending a survey about dates and times for the new program year.</p>
9. Fall PD Conference	<p>Tischel opened a discussion for consensus on the best date to hold the Consortium Fall Professional Development Conference at Kellogg West Conference Center: either December 1st or December 8th for the Professional</p>

	<p>Development Conference. Or do we prefer a date in the middle of the week?</p> <p><u>Steering Committee came to a consensus for Friday, December 1, 2023.</u> It is expected to have approximately 20 individuals per adult school, but this amount is fluid.</p>
<p>10. Member Updates</p>	<p><u>Around the Room</u></p> <p>Veronica Valenzuela (BP)</p> <ul style="list-style-type: none"> ▪ Ended Summer school. Today, 7/17/23, is the first day of registration for Fall. ▪ New teachers were hired for Pharmacy Tech and Home Care Aide to start/restart those programs in the Fall. <p>Ivan Ayro (CO) –</p> <ul style="list-style-type: none"> ▪ Summer term started last week. <p>Greg Buckner (HLP) -</p> <ul style="list-style-type: none"> ▪ Fall term will start August 8th. <p>Ryan Maddox (CV) -</p> <ul style="list-style-type: none"> ▪ Summer will have two academic sessions to increase retention student enrollment. ▪ CTE site - summer sessions June 5-August 26, 2023 - Cosmetology program. <p>Madelyn (Mt. SAC) -</p> <ul style="list-style-type: none"> ▪ New Mt. SAC President, Dr. Martha Garcia. She came on board last week. <ul style="list-style-type: none"> ○ Community-oriented and 12 years of experience in Community College. <p>LaToya Brown (Rowland) -</p> <ul style="list-style-type: none"> ▪ Started pre-registration today for Fall. ▪ Creating innovation support and instruction curriculum process. ▪ Reviewing and updating curriculum ▪ Looking to increase ABE offerings ▪ Hiring new teachers

<p>11. Upcoming CAEP events</p>	<p>Please share any upcoming events you have: https://www.caadultedtraining.org/</p> <ol style="list-style-type: none"> 1. Final Allocations for 2023-24 July 19, 2023, 12:00 pm – 1:30 pm https://register.caladulted.org/Home/EventDetail/641 2. Coffee with the Community Mt. SAC AWD/IMPACT Program July 31, 2023, 10:00 am – 12:00 pm Mt. SAC Heritage Hall impact@mtsac.edu 3. IAEC Super-Consortia Professional Development Day August 1, 2023, 9:00 am to 2:00 pm, San Bernardino, CA http://bit.ly/iaec-super-consortia 4. CAEP Consortium Management 101- Online Webinar August 9, 2023, 12 pm – 1:30 pm https://register.caladulted.org/Home/EventDetail/617 5. Course Approval System Updates and Training (K-12s only) August 10, 2023, 12:00 pm – 1:00 pm https://www.caadultedtraining.org/OTAN/40?Type=23 6. 2023 High School Equivalency and Proficiency Summer Convenings August 16, 2023, 9:00 am – 12:00 pm, Pomona, CA https://uk.eventsforce.net/scoe/frontend/reg/thome.csp?pageID=375&ef_sel_menu=5&eventID=3 7. Budget and Work Plan and Quarterly Expenditure Reports for 2023-24 August 18, 2023, 12:00 PM to 1:30 PM https://register.caladulted.org/Home/EventDetail/631 8. CAEP Summit 2023 October 24-26, 2023, Universal City https://summit.caladulted.org/ 9. CTE Conference 2023 <i>Call for Presenters (August 4, 2023)</i> Looking for schools to showcase their IET and CTE programs. November 15-17, 2023, Omni Rancho Las Palmas https://www.cteconference.org/call-for-presentations/
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<p>12. Future Meetings</p>	<p style="text-align: center;">Steering Committee Meetings</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><u>Month</u></th> <th style="text-align: center;"><u>Dates</u></th> <th style="text-align: center;"><u>All Members Agreed for the below Changes</u></th> </tr> </thead> <tbody> <tr> <td>August</td> <td>8/21/2023</td> <td>Scheduled</td> </tr> <tr> <td>September</td> <td>9/18/2023</td> <td>Scheduled</td> </tr> <tr> <td>October</td> <td>10/16/2023</td> <td>Scheduled</td> </tr> <tr> <td>November</td> <td>11/20/2023</td> <td>By Consensus, members decided to cancel SC meeting</td> </tr> <tr> <td>December</td> <td>12/18/2023</td> <td>By Consensus, members decided to cancel SC meeting and have the PD event instead of a meeting. Date confirmed: December 1st.</td> </tr> <tr> <td>January</td> <td>01/15/2023</td> <td>By Consensus, members decided to cancel SC meeting and rather attend the Steering Committee Retreat in February.</td> </tr> <tr> <td>February</td> <td>02/19/2023</td> <td>Retreat? 2/23/2023?</td> </tr> <tr> <td>March</td> <td>03/18/2023</td> <td>Keeping meeting, email will be sent</td> </tr> <tr> <td>April</td> <td>04/15/2023</td> <td>Keeping meeting, email will be sent</td> </tr> <tr> <td>May</td> <td>05/20/2023</td> <td>Keeping meeting, email will be sent</td> </tr> <tr> <td>June</td> <td>06/17/2023</td> <td>Keeping meeting, email will be sent</td> </tr> </tbody> </table>	<u>Month</u>	<u>Dates</u>	<u>All Members Agreed for the below Changes</u>	August	8/21/2023	Scheduled	September	9/18/2023	Scheduled	October	10/16/2023	Scheduled	November	11/20/2023	By Consensus, members decided to cancel SC meeting	December	12/18/2023	By Consensus, members decided to cancel SC meeting and have the PD event instead of a meeting. Date confirmed: December 1st.	January	01/15/2023	By Consensus, members decided to cancel SC meeting and rather attend the Steering Committee Retreat in February.	February	02/19/2023	Retreat? 2/23/2023?	March	03/18/2023	Keeping meeting, email will be sent	April	04/15/2023	Keeping meeting, email will be sent	May	05/20/2023	Keeping meeting, email will be sent	June	06/17/2023	Keeping meeting, email will be sent
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<p>13. Adjourned</p>	<p>3:00 pm Next Meeting: Monday, August 21, 2023 1:00 pm to 3:00 pm (In-Person) Mt. SAC SCE</p>
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