SAN DIEGO CONTINUING EDUCATION

San Diego Unified SCHOOL DISTRICT

SDAERC DRAFT Minutes

Date: February 6th

9:30- 11:30

Location: SDCE ECC
Room: Headquarters PDC 106

Item		
1.	**Call to Order**	Michelle Fischthal called meeting to order at 9.40 **Introductions** **Members Present:** ☐ Lorie Crosby Howell, SDCE ☐ Michelle Fischthal, SDCE ☐ Megan Johnson, SDUSD ☐ Magdalena Kwiatkowski, SDCE ☐ Al Love, SDUSD ☐ Michael Reynolds, Proxy for Andrea Vinson, SDCE **Guests Present:** ☐ Flora Barron, SDCE Foundation ☐ Alex Berry, SDCE ☐ Kelly Henwood, SDCE ☐ Randy Tillery, WestEd, Facilitator ☐ Jessica Luedke ☐ Esther Matthew, SDCE ☐ Becki Walker, Consultant ☐ Carol Wilkinson, SDCE
3.	**Public Comment**	None
4.	**Consent Items**	None
5.	**Action Items**	None
6.	**Discussion Items:** SDAERC Strategic Planning	**Warm-up Exercise with the "end in mind " or SDAERC Planning** Vision Exercise: Attendees were asked to craft and report out a 30 second vision/elevator statement for the SDAERC. Statements shared included: elements strongly rooted student experience and collaborative efforts, focus on needs of students, and instruction and supports leading to pathways to college and career. Attendees were then asked to review of Previous Strategic (Three Year)Plan and current Year Four Plan. Attendees divided into two groups summarized themes for these plans. Participants then discussed what the SDAERC has been successful in implementing and What the SDAERC has not been successful in addressing or implementing. See below. Aspects of the discussion was that the SDAERC has many goals, perhaps too many. These goals need to be prioritized to allow for the SDAERC to go deeper and set top priorities.

SDAERC Minutes 2/7/19: Discussion Item Notes

Themes Year 4 Annual plan Objectives:
➢ Align and improve curriculum focused on feedback from industry
➢ Outreach and recruitment to increase enrollment, increase access, including increased access to new student groups, and outreach to employer engagement
➢ Integrated Professional Development
➢ Leveraging of institutional resources including financial, human capital, and facilities
➢ Use of data and data driven decision making
➢ New equipment and technology aligned to instruction and curriculum

Themes previous Strategic (Three Year) Plan Goals:
➢ Develop and implement infrastructure
➢ Align services and programs
➢ Placement in programs
➢ Professional development
➢ Community collaboration
➢ Curriculum alignment and expansion
➢ Expanded services
➢ Increase accessibility
➢ Identify and utilize resources proactively

Successes:
➢ Beginning to leverage SDUSD as offsite locations for SDCE CTE (HVAC at Wagenheim Middle School)
➢ Lots of outreach but we don't have data if these efforts resulted in enrollments
➢ Beginning efforts at joint marketing for HS Diploma program
➢ Beginning to promote and have joint participation on outreach events (Farm to Family, Resource Fairs, etc.)

Improvement Needed:

Marketing/Messaging
➢ Better job documenting and sharing successes
➢ Internal and external messaging
➢ Better use of easy to understand info graphics for marketing materials

Transitions
➢ Need to define transitions (from referrals to enrolment, to persistence/attendance and to completion)
➢ Focus on the SDCE "What's Next Tours to SDUSD Adult Ed sites to promote transition to CTE, credit and using LMI information
➢ Determine who is not graduating e.g. try to understand target populations needs so better services could be provided
➢ Profile students to determine key touch points for transitions
➢ There are "silo'd" marketing and outreach efforts that need to be better coordinated between: Public Information office which is mainly focused on materials, and student services efforts through Outreach, and Counseling interface with SDUSD sites

Data Informed Efforts
➢ Challenges with this is that we are not able to track transitions due to lack of data lack of data availability in SDCE enrollment,
➢ Better use of CalPass data

- ➢ New K-12 SWP data in Launchboard will track K-12 CTE transition
- ➢ Focus more on the needs of "Who" of our target groups are
- ➢ Focus on what is the "hook" in terms of services for special populations

Priorities:
Attendees were asked to rank the top three priorities from previous plans that the SDAERC could address in the upcoming Strategic (Three Year) Plan development. Those included:
1. Support Transitions via student services
2. Focus on recruitment and outreach
3. Increase access through effective onboarding efforts
4. Data driven decision making

Next Steps:
Discussion for how to move towards setting goals for the upcoming SDAERC Strategic (three year) plan included:

Data:
- ➢ Consortium to schedule a "data conversation" in an upcoming meeting
- ➢ Develop key questions that could be addressed through better use of data and data driven decision making
- ➢ Look at current data from TE, SDUSD Clearinghouse
- ➢ Based on key questions identify other data sources

Transition:
- ➢ An effort will be made to consolidate the work of multiple categorical funding imperatives: SDAERC "seamless transitions" planning, "SWP Onboarding project", and Guided Pathways operational framework
- ➢ Determine how to adopt a universal career assessment that SDUSD Adult Education students could utilize previously this was a common assessment (previous strategic plan goal)
- ➢ Define transition: Look at work for the Summer '18 Seamless Transitions Workgroup
- ➢ Define outreach

Next Step Process (general considerations):

- ➢ Prioritize goals and go deeper: currently there are too many goals
- ➢ Determine if planning should be done via workgroups or through the SDAERC as a whole
- ➢ Need stronger connections between student services and classrooms in planning discussions and goal setting
- ➢ Who is missing from the planning discussion? Dean of College and Career Transition, Stephanie Lewis
- ➢ Utilize the upcoming SDCE Instructional Dean Meeting to talk about data questions SDCE
- ➢ SDCE needs to determine how to organize and involve faculty: instructors and counselors in planning efforts
- ➢ Hire someone to help look at data as part of the planning process
- ➢ Have a "Data Summit" for the consortium based on key questions from SDAERC Member agencies
- ➢ Possibly utilize Randy from West Ed to hold a Data Summit after the 3/7/19
- ➢ Data Summit should include key faculty and other constituent groups

Meeting Adjourned

Next Meeting: Thursday March 7th 2019 2:30 – 4pm