

San Diego Adult Education Regional Consortium (SDAERC)

February 22, 2018

2:30 – 4:00 ECC 132

Minutes

1. Call to Order – Welcome and Introductions

- a. Called to order 2:35
- b. Members present: Andrea Vinson, Mia Funk, Michelle Fischthal, Lorie Howell, Megan Johnson, Magda Kwiatkowski
- c. Guests: Rosalinda McCollum, Rachel Rose, Kelly Henwood

2. Welcome New Board Members

- A. Michelle Fischthal, Vice President of Instruction, San Diego Continuing Education
- B. Megan Johnson, Instructor, San Diego Unified School District

3. Public Comments (3 minutes)

Public Comment: Rosalinda shared the Legislative (LOA) Update which included: Revamp adult education funding rules. Begin by setting a uniform per-student funding rate and consider building a performance component into the new funding system, Establish a consistent fee policy using one of two approaches—either eliminating fees or charging a nominal fee for all adult education courses, Require all adult education providers to coordinate with their adult education regional consortia, Approve Governor's proposal to support data projects, but additionally require school districts to assign student identifiers and community colleges to use and maintain the identifiers, Wait for the California Department of Education and California Community Colleges Chancellor's, Office to complete planned 2018-19 work on aligning assessment and placement policies. If inconsistencies remain, revisit assessment and placement policies in 2019-20, Amend statute so that adult education instructors at adult schools no longer need a teaching credential. If the Legislature has concerns with instructor quality, encourage consortia to provide professional development as needed, Create clear definitions that distinguish credit and noncredit instruction at community colleges.

4. Action Items:

A. Action: Approval of Minutes

- a. Andrea moved
- b. Lorie 2nd
- c. Michelle F. abstain
- d. All Approved

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For more information about the SDAERC and AEBG: Please go to the State Website: www.aebg.cccco.edu

B. Action: Approval of Period Expenditures for PY 15/16 and Data & Accountability.

- a. All year one (15-16) expenditures have been completed. Kelly passed out the final portal reports w the narrative.
- b. Action: Andrea motion
- c. Megan 2nd
- d. All approved

C. Action: Hiring Process & Timelines for Consortium Director.

a. Discussion: What is the timeline for Kay to phase out and are currently without a director? Group responded that Kay has already phased out. Michelle asked a question if we are hiring an interim and then reevaluate, or hiring a permanent. Andrea stated concerns about the disruption of having an interim and would like to take the time to hire the right person on a permanent basis. There was a question about who determines if the position is interim or permanent and who establishes the salary? The answer was the consortium per state guidelines. Discussion that some see this position more of a coordinator than a Director. There was a suggestion to establish a training and onboarding plan.

Andrea will call candidates to set up interviews. Interview panel will include faculty and administration from both members with a min of 4 for panel. Timelines will be based on schedules and will convene panel and have interviews concluded by the end of March.

There discussion regarding contingency plans if the Consortium doesn't chose any of the candidates and what would happen. It was also suggested that another board meeting prior to May to approve of the hiring or further action such as if we don't receive adequate candidates we will open it up again or we can open it up now to solicit more applications.

b. Action: Have a panel of 4 faculty and management from each institution interview the 2 candidates in the month of March and if not adequate candidates action grants approval to open the position again.

- c. Michelle F. moved
- d. Mia motion
- e. Andrea 2nd
- f. All Approved

5. Discussion Items

A. Discussion Item: Workgroup Structure - Student Transitions – Andrea Vinson/Rachel Rose

- a. Discussion Item: Transitions Workgroup Update - Andrea and Rachel co-chairing. Workgroup convened 2/22 for planning of transitions that align with Consortium strategies. Purpose of workgroup was discussed. A question was asked if there were good participation levels and the response was yes, participants included faculty, counselor, and reps from both institutions. The workgroup defined what was meant by transition and current areas, as well as areas to capture data points (re transitions). There are two key transition points: K-12 to AE and AE to College/Workforce. Another workgroup meeting was set up in March 8th at 1:30.

B. Discussion Item: Workgroup Structure - Curriculum Alignment -chaired by Magda Kwiatowski

- a. There are 4 members from SDCE: Stephanie Thomas, Leah Guatieri, Eric Miller, and Magda Kwiatowski and 4 from SDUSD: Meghan and Deborah Villegas, and Carol Wise, Deborah Villegas. First workgroup has not convened yet but Magda will send out a meeting notice.

Magda stated that she can't find state outcomes for curriculum alignment and needs some help. Mia indicated that the consortium creates a matrix with strategies re: curriculum alignment. Mia said that there will be another (sub) group meeting specifically re: ASE curriculum alignment and CE is invited. This group will meet March 8th.

Lorie suggested that the committee examine the current practices and determine gaps and opportunities for curriculum alignment. One of areas for curriculum is rigor and content –including online content also an area of interest. SDCE is using platforms such as “eduninuty and Aztec” for ABE. Mia indicated that SDUSD will be hiring a teacher to help with curriculum alignment.

Kelly read the consortium strategies for year 3 related to curriculum. Michelle indicated that we need to pare down strategies and focus on incremental goals. SDUSD reported that they are moving to assessment practices and using

exclusively CASAS and felt that this would be helpful for ESL students transitioning to SDCE.

Lorie asked to be sure that faculty from ASE be involved in this workgroup.
Need to Identify a SDUSD Co-Chair for the workgroup.

C. Discussion Item: Consortium Oversight and Evaluation: Mia discussed that the state is providing guidance on metrics. Reporting Data will be part of this evaluation process - Mia provided an overview. Currently there is limited information on developing an evaluation oversight Matrix. Michelle suggested that communication be a metric for effectiveness with how the consortium communicates to constituents and specifically re: the success of the work.

D. Discussion Item: Student Data Reporting TOPSPro. The Consortium reviewed AEBG Tops Pro Reports from Q2.

6. Informational Items

- a. Field Team and State Crosswalk – Magda Kwiatkowski reported that the state Crosswalk Committee meeting is on 2/23. Magda is reviewing rubrics.
- b. AEBG Summit Debrief: All who attended gave brief overviews. Materials have been shared that seemed relevant to our Consortium interests.
- c. Upcoming Deadlines:
 - i. PY 15/16 Closeout Due 2/25/18
 - ii. Preliminary Allocations: CFAD Due May 2, 2018
 - iii. PY 16/17 & PY 17/18 Expenses Due June 1, 2018
- d. A handout was provided as to upcoming Professional Development/Webinars.
- e. Next Regular SDAERC Meeting: May 3, 2:30 – 4:00 PM

7. Adjournment

Meeting Adjourned 3:36