



Strategy Proposal Workgroup - Adult Education Block Grant (AEBG)
October 24, 2016 3:00pm – 5:00pm

Location: College and Workforce Preparation Center
1572 N. Main Street, Orange CA 92867

Attendees: Janet Cruz-Teposte, Estela Cuellar, Lori Fasbinder, Karla Frizler, Sue Garnett, Chrissy Gascon, Angela Guevara, Ray Hernandez, Rosalba Hernandez, Jarek Janio, Donna Khalid, Ozzie Madrigal, Vincent Nunez, Daniel Oase, Imelda Perez, Elaine Pham, John Tashima, Merari Weber

Not Present: N/A

MINUTES

Item	Discussion	Action
Introductions: <ul style="list-style-type: none"> New members/guests 	Imelda Perez , Special Projects Coordinator, OEC	
Approval of Minutes <ul style="list-style-type: none"> September 26, 2016 	Approval of minutes with no changes Sue Garnett moved Angela Guevara seconded	
Procedures <ul style="list-style-type: none"> AEBG Strategy Proposal Flow Chart 	Chrissy presented a new Strategy Proposal Flow Chart, which outlined the procedures for submitting a strategy proposal. Discussion: <ul style="list-style-type: none"> Strategy leaders need to keep Chrissy apprised of the state of their strategy Strategy leaders should submit reports the Monday before the strategy proposal workgroup 	<ul style="list-style-type: none"> Chrissy asked for feedback on the flow chart. Requested that Chrissy create a checklist out of the flow chart Requested that Chrissy add times and items to the checklist of past projects.

	<ul style="list-style-type: none"> • A history of strategies, both approved and not approved, was requested • Ray asked about whether a checklist ever was completed (about including budget and outcomes). Chrissy said the information was added to the flow chart. It would be possible to add check boxes. • Vincent suggested setting up a sample timeframe that would be useful, so new people would know how long projects generally take. Others felt information on how long certain actions take (board approval, hiring those outside the district) would be helpful. Chrissy felt that projects vary so widely that a timeframe wouldn't be that useful. 	
<p>Procedures</p> <ul style="list-style-type: none"> • AEBG Strategy Proposal Coversheet 	<ul style="list-style-type: none"> • There was a discussion about who brings strategy proposals to the meetings (full or part time, anybody who is representing their department) 	
<p>Procedures</p> <ul style="list-style-type: none"> • AEBG Conference Request 	<p>Chrissy presented an AEBG Conference Request Form</p> <ul style="list-style-type: none"> • Conference needs to AEBG related. Form needs to explain why it is AEBG related, what areas it touches on, what are the anticipated expenses • Forms are used for tracking annual conference expenses • Standard Conference Request Forms still need to be turned into your Dean/Director for approval and determination of funding source to be used. • The AEBG state workgroup recommends Professional Development activities that are geared 	

	<p>toward training groups as they tend to be more efficient than conferences</p> <ul style="list-style-type: none"> • If you're presenting on AEBG, Chrissy needs to be informed about it prior to submitting to conference committee so that the executive committee can approve. • Such presentations (representing the consortium/AEBG) need to come before the executive committee 	
<p>Requests for Proposals</p>	<p>Pre-Proposal #1 –</p> <ul style="list-style-type: none"> • Sue Garnett came forward with a discussion on how to gather research • Baselines to be developed • Easier for researcher to do the whole district – Sue wants to know if anybody wants to be excluded. • Will use CASAS scores to identify literacy level students (below 180), use the district researcher to follow these students • Will include ESL and ABE • Is this in the annual plan? If not, Chrissy will present at the executive committee and get an amendment 	<ul style="list-style-type: none"> • Sue will proceed with creating a proposal • Chrissy will follow up with determination of whether this proposal is in the 16-17 Annual Plan
	<p>Pre-Proposal #2 –</p> <ul style="list-style-type: none"> • Research why students are no-shows • Set up interviews/surveys where students are contacted to find out why they never showed up instead of just calls to come back • May need committee to work on this • Fund short-term hours to make these calls 	<ul style="list-style-type: none"> • Sue will proceed with creating a proposal
	<p>Proposal #1 –</p> <ul style="list-style-type: none"> • Karla presented a proposal to fund PT faculty to give feedback on CORs • 6 hrs per course for 5 courses. 	<ul style="list-style-type: none"> • Karla and Eden will present the idea at the CEC ESL Department meeting on November 3. If approved by CEC ESL Department, Chrissy will present

	<ul style="list-style-type: none"> • 10 hrs per course for advanced low/high • Cost range is because whether paid at non-instr rate or curriculum writing rate. Cost is based on the highest a PT faculty could be paid • Draft of CORs should be ready by winter break • Bulk of work by early spring (April). Should be done by summer. <p>Discussion:</p> <ul style="list-style-type: none"> • Sue asked about whether there would be coordination with CEC. Karla said that CEC's emphasis seemed to be the new academic classes. Merari said she would be working with Karla. Once the OEC CORs are adopted, CEC will be looking at them for possible adoption. CEC will focus on academic, which OEC will then look at. • There was a discussion clarifying the differences between GG and RSCCD • Discussion about non-instructional vs. curriculum writing. Curriculum writing rate would attract the most experienced teachers • Estimated timeline – Spring 2017 • Expectations for teachers need to be made clear • Discussion about more cross-over and discussion as the programs need to align. Part-time writers will be hired from both CEC and OEC 	<p>at executive committee on the November 14th.</p>
Proposal Updates	Tabled	
Other	None	
Future Meetings:	Next Meeting: Monday, November 28	<p>LOCATION & TIME CHANGE: Meeting will be held at: Centennial Education Center (CEC)</p>

<ul style="list-style-type: none">• All meetings to be held at the College and Workforce Preparation Center from 3-5 pm unless otherwise noted.		2900 W. Edinger Avenue, Santa Ana, CA Room D-112 1:00pm-2:00pm Room B-109 2:15pm-3:15pm
<ul style="list-style-type: none">• 2016: Monday, November 28; Monday, December 5• 2017: Monday, January 30; Monday, February 27; Monday, March 27; Monday, April 24; Monday, May 22		