



Combined Strategy Workgroup - Adult Education Block Grant (AEBG)

October 10, 2017 9:00am – 11:00am

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

Present: Lori Fasbinder, Karla Frizler, Sue Garnett, Chrissy Gascon, Angela Guevara, Rosalba Hernandez, Ray Hernandez, Donna Khalid, Osiel Madrigal, Daniel Oase, Imelda Perez, Rosa Salazar De la Torre, John Tashima, Alicia Ayers, Mary Lou Van Vachet (via conference call)

AGENDA

Item	Discussion	Action
Introductions:		
<ul style="list-style-type: none"> New members/guests 	<p>Rosa de la Torre, counselor at SCC.</p>	
Approval of Minutes		
<ul style="list-style-type: none"> September 12, 2017 	<p>Approval of minutes with a minor correction</p> <ul style="list-style-type: none"> Angela Guevara moved Donna Khalid seconded Approved Unanimously 	
2017 - Consortia Lead Summit		
<ul style="list-style-type: none"> October 12-13 in Sacramento New information from the state workgroup will be shared at the November meeting 	<ul style="list-style-type: none"> Chrissy Gascon is leaving tomorrow for the Consortia Lead Summit in Sacramento. Most of the information will be for data and accountability and 3 year plan. 	<ul style="list-style-type: none"> Chrissy Gascon to report back to Workgroup.
2018 AEBG Summit		
<ul style="list-style-type: none"> January 22-23 in Los Angeles Call for Proposals on the local level – please submit to Chrissy Gascon Innovative Best Practices, Braiding of Funds, Collaborative work with other agencies/districts 	<ul style="list-style-type: none"> 2018 AEBG Summit will be January 22-23, 2018 in Los Angeles. <ul style="list-style-type: none"> We can attend by presenting or as an invited guest. Call for proposals on the local level will need to be submitted to Chrissy Gascon. <ul style="list-style-type: none"> No theme for Summit at this time 	<ul style="list-style-type: none"> If interested in presenting at the 2018 AEBG Summit, submit your proposal to Chrissy Gascon.

<ul style="list-style-type: none"> • Must have RSAEC Board approval before being submitted to the state workgroup for approval 	<ul style="list-style-type: none"> ○ Topics could be: <ul style="list-style-type: none"> ▪ Innovative Best Practices ▪ Braiding of Funds ▪ Collaborative Work With Other Agencies/Districts ○ Must have RSAEC Board approval before being submitted to the state workgroup for approval. 	
<p>Workgroup Action Item: CASAS Update Record Forms – Action Plan to roll out to departments.</p> <ul style="list-style-type: none"> • CTE • ESL • HS Subjects, Adult Basic Education • AWD 	<ul style="list-style-type: none"> • Need an action plan to rollout CASAS Update Record Forms to departments, which will be completed by everyone. • 10 years since the last change • Implementation July 1, 2017 • MIS isn't ready to roll out until April 2018, we will need to continue with TopsPro this year • CASAS website has data dictionary on website and has pictorials. <ul style="list-style-type: none"> ○ Data elements dictionary updates should be out later this month. • WIOA/AEBG Data Dictionary, Block 9 has the most information • Pre and post-test for AEBG funds • CTE is not tested, just complete form • Sue Garnett has already started to work on a rollout plan. <ul style="list-style-type: none"> ○ Hard copy vs electronic form – hard copy may be better to start so everyone has a good understanding. • Ideas: <ul style="list-style-type: none"> ○ May want to fill out in the next 2-3 weeks in class ○ Update record as a class lesson ○ Have student fill out, then teacher, and then scan ○ Have training the last hour of class for instructors • We should be transparent to the students and show them the results 	<ul style="list-style-type: none"> • Chrissy Gascon to send link to CASAS website.

- Share the areas where they need help/assistance
- Has a student made a transition?
 - Yes, if any program movement
 - ESL to CTE is a transition
 - ESL to higher ESL class is a transition
- Spent breakout time in small groups to plan the rollout.
 - CTE:
 - Day lesson (November ?)
 - Designate one week for completion and deadline for data entry
 - Emphasize their responsibilities
 - Ask Yuri/Imelda to check on availability of online e-test updates
 - ESL:
 - Why are many items on #9 marked for WIOA/AEBG on the data dictionary, but not on the sample colored chart?
 - Are boxes 12-14 irrelevant for ESL?
 - Does box 28 apply only to students with disabilities or students enrolled in an AWD/SSD course section?
 - Is box 9 “acquired workforce readiness skills” linked to strong workforce (i.e. 48 hours of instruction)?
 - HS Subjects, Adult Basic Education:
 - IA’s interview at end of the class (training for IA’s needed).
 - IA’s will ask a group of questions in order to obtain information from students
 - Pre-slugged

	<ul style="list-style-type: none"> • AWD: <ul style="list-style-type: none"> ○ In-class forms ○ Is workforce readiness equal to workforce preparation for ABE? • Do CDCP Certs received mark “attained credential” or “other recognized diploma, cert, etc.”? 	
Sub-committee Reports: <ul style="list-style-type: none"> • ESL 	<ul style="list-style-type: none"> • Time did not allow for the Sub-committee Reports. 	<ul style="list-style-type: none"> • Chrissy Gascon will move the Sub-committee Reports to the top of the agenda for November 14th meeting.
<ul style="list-style-type: none"> • ASE/ABE 		
<ul style="list-style-type: none"> • CTE 		
<ul style="list-style-type: none"> • AWD 		
<ul style="list-style-type: none"> • Other 		
Requests for Proposals: <ul style="list-style-type: none"> • No proposal requests 	<ul style="list-style-type: none"> • No proposal requests 	
Sub-committee Meetings and Dates <ul style="list-style-type: none"> • Please send meeting dates and times to AEBG Director so that they can be listed on the AEBG website calendar • www.ranchosantiagoadulted.com 		<ul style="list-style-type: none"> • Please send meeting dates and times to AEBG Director, Chrissy Gascon, so that they can be listed on the AEBG website calendar (www.ranchosantiagoadulted.com)
Next Meeting:	<ul style="list-style-type: none"> • Tuesday, November 14th 	
Other		<ul style="list-style-type: none"> • Please send agenda items to Chrissy Gascon.
Future Meetings: All meetings will be held at CWPC from 9:00am – 11:00am, unless otherwise noted. 2017: Tuesday, November 14; Tuesday, December 12 2018: Tuesday, January 9; Tuesday, February 13; Tuesday, March 13; Tuesday, April 10; Tuesday, May 8; (June, July & August: No meetings due to off-contract)		