



Strategy Proposal Workgroup - Adult Education Block Grant (AEBG)
January 30, 2017 3:00pm – 5:00pm

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

Present: Estela Cuellar, Karla Frizler, Lori Fasbinder, Nicole Gallegos, Sue Garnett, Chrissy Gascon, Angela Guevara, Raymond Hernandez, Rosalba Hernandez, Rob Jenkins, Donna Khalid, Osiel Madrigal, Daniel Oase, Imelda Perez, Elaine Pham, Jolene Shields, John Tashima, Connie Van Luit, Merari Weber

MINUTES

Item	Discussion	Action
Introductions: <ul style="list-style-type: none"> New members/guests 	Nicole Gallegos , Special Projects, SAC-SCE	
Approval of Minutes <ul style="list-style-type: none"> November 28, 2016 	Approval of minutes with changes. Donna Khalid moved Merari Weber seconded	
New changes to the AEBG Guidelines for Data and Accountability	<ul style="list-style-type: none"> End of Nov/Beg of Dec, we were notified of new changes coming down the pipeline. Any data we collect has to be from services AEBG funded All data now through TopsPro. All members must use Tops for data collection. We are getting Tops for Orange Unified. By March, everybody needs to be using TopsPro. New areas of responsibility: jobs and wage earning. E.g. students not only need to get a job, but it needs to be in their field. Working with other Title programs in WIOA to facilitate this. We and the state are working towards this. When proposals come through, 	

	<p>we need to think about how many students the proposal will affect. Will get more information from ACCE.</p> <ul style="list-style-type: none"> • Question – What kind of purchases are acceptable for data and accountability money? Meetings are being held to cover this. New CASAS scanners, computers, update for Aeries, training regional researcher, dashboard systems • Questions about specifics – Paying for laptops for CASAS, challenges of gathering data for curriculum (which is still being written), etc. 	
<p>Requests for Proposals:</p> <ul style="list-style-type: none"> • CTE 3-D Printing • HS Geometry Curriculum • HS Spelling Curriculum • ESL Curriculum Writing Project 	<p>CTE 3-D Printing – Daniel Oase Budget: \$27,000 (includes protection plans)</p> <ul style="list-style-type: none"> • Presentation: Have received Perkins money, curriculum under development, part-time instructor writing, COR is ready, classes ready to go. Funding is there to buy one printer – proposal to purchase additional printers. Multiple size printers for different kinds of projects. • Daniel & others also presented the background, talked about the certificates, software, state of the industry, state of the project, outreach strategies. <p>HS Geometry Curriculum</p> <ul style="list-style-type: none"> • Discussion on curriculum in general. • Tabled for now <p>HS Spelling Curriculum – Jolene Shields Budget: \$2,814</p> <ul style="list-style-type: none"> • Affect 29 people • ABE is replacing ESL in the jails, which will increase the number of participants • Discussion about details of class (multiple levels, part of a certificate) and sharing class with CEC. Question 	

about whether amount requested includes benefits (it doesn't, but it's close).

- **Chrissy** discussed AEBG's new emphasis: Funds are reaching as many students as possible "student support & instructional services"

ESL Curriculum Writing Project

Budget: \$36,441.30

- **Lori** discussed context of project, to revise curriculum to align with the levels for model standards
- **Karla:** Project to revise curriculum to align with model and other standards, but including advanced levels – including college and workplace, becoming active member of community. Working on CORs, work with group of faculty. Emphasis on developing program as opposed to individual courses. Not just overview but a living/breathing document, materials, a "teacher's guide."
- CCRS, digital literacy, CASAS – go through materials and prepare it for classroom teachers. Group of faculty apply for position – curriculum design experience, good writing, experienced with instructional design. Will also train part time faculty afterwards.
- Goal is to have teachers trained by Fall 2018 to align with CAI. Group will also work with not competency mapping (will be done by Karla and Eden for SCC) but the group will look at the competency map Karla and Eden create.
- Detailed lesson plans for 5 different areas at least. (listening/speaking, reading/writing, digital literacy, workplace prep, college prep)
- 7 P/T writers, 111 hours per writer.

	<ul style="list-style-type: none"> • Hire by end of Feb 2017 • March 2017 COR drafts • April 2017 meet to discuss feedback • May-July 2017 create/adapt new lessons • Fall 2017 – Karla creates teacher’s guide • Spring 2018 – faculty training/mentoring • Discussion on role of part time teachers – this is a professional development opportunity for them. CAI mapping would be done by FT coordinators with PT teachers giving feedback. • Alignment will be important as it will allow students to take classes at a partner institution seamlessly. • The number of levels would be the same. Historically, advanced was not present due to talks with credit. Now, with articulation discussions, this should not be an issue. • When new standards are created, we should be a part of it. 	
Proposal Updates	Lori – computers for jails, servsafe tests, HiSET testing begins Feb 1. HiSET clerk hired for jails.	
2017-2018 Annual Plan	<ul style="list-style-type: none"> • Annual plan is due. AEBG coordinators will be working as a group to put together plan. Chrissy has offered to come to department meetings to help. • May 2nd deadline, must be approved by executive committee by April, so due date is end of March/beginning of April. 	
Adult Education and Community Resource Fair	<ul style="list-style-type: none"> • For multiple educational consortium members 	

	<ul style="list-style-type: none"> • Bring in community partners for those whom adult education isn't a priority • Currently working on list for community partners, asked for suggestions of partners to contact • Mini-workshops, can be a community partner or internal. Leadership, citizenship programs putting on mini-workshops put on through the course of the event • Child-centered programs can be used to draw people in • Tables for different programs (departments, registration, childcare, etc). • Outreach ideas – grocery stores, bag flyers, posters in libraries • Goal is 1000 participants • There was a discussion about what days. It is best to decide on a number of possible days. • Discuss with departments what the presence would look like. 	
Other	N/A	
Future Meetings: <ul style="list-style-type: none"> • All meetings to be held at the CWPC from 3:00-5:00pm unless otherwise noted. 	Next Meeting: Monday, February 27	
<ul style="list-style-type: none"> • 2017: Monday, February 27; Monday, March 27; Monday, April 24; Monday, May 22 		