



**Strategy Proposal Workgroup - Adult Education Block Grant (AEBG)  
February 27, 2017 3:00pm – 5:00pm**

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

**Attendees:** Kathy Brook-Wong, Estela Cuellar, Lori Fasbinder, Karla Frizler, Sue Garnett, Chrissy Gascon, Angela Guevara, Raymond Hernandez, Rosalba Hernandez, Jarek Janio, Rob Jenkins, Donna Khalid, Osiel Madrigal, Greg Neitzl, Daniel Oase, Elaine Pham, John Tashima, Merari Weber

**MINUTES**

Item	Discussion	Action
<b>Introductions:</b> <ul style="list-style-type: none"> <li>New members/guests</li> </ul>	N/A	
<b>Approval of Minutes</b> <ul style="list-style-type: none"> <li>January 30, 2017</li> </ul>	Approval of minutes with changes. (add names of attendees & proposal budgets) <b>Raymond Hernandez</b> moved <b>Donna Khalid</b> seconded.	
<b>AEBG Data and Accountability Plan:</b> <ul style="list-style-type: none"> <li>Submitted on February 20, 2017</li> <li>Approved on February 21, 2017</li> </ul>	<ul style="list-style-type: none"> <li>\$507,900 – help us form a plan to get all information to the state.</li> <li>Purchasing TOPS pro scanners, dedicated computers</li> <li>Possibly computers for CASAS e-testing at member campuses</li> <li>Data researcher/planner</li> <li><b>Ray</b> shared that GG working to get AERIES and TOPS to work together. Hopefully will be set up in time for fall.</li> <li><b>Chrissy</b> shared that data needs to be collected for CTE and AWD.</li> <li><b>Chrissy</b> shared that the state wants the data to be submitted separately</li> </ul>	

	<p>1) by students that received instructional programs and/or supportive services funded by AEBG</p> <p>2) by students that have received instructional programs and/or supportive services thru all funding: WIOA, Perkins, SSSP, BSI, FTE, etc. Because our funding has touched a lot of students, we will be able to use data from a lot of students. Not all consortia work this way.</p>	
<p><b>Requests for Proposals:</b></p> <ul style="list-style-type: none"> <li>• Computers for ASE/ABE</li> <li>• Reading Apprenticeship 101</li> </ul>	<p><b>Computers for ABE/ASE</b>  <b>Budget: \$19,000</b></p> <ul style="list-style-type: none"> <li>• \$19,000 to purchase new computers for ABE/ASE classrooms at SCC).</li> <li>• Math/science classrooms for now, but may be multi-discipline in the future. Older computers 5-10 years old.</li> <li>• <b>Chrissy</b> shared that not all computer proposals have gone through strategy workgroup. CEC CTE room will have their computers AEBG funded.</li> <li>• No additional software will need to be purchased as the school already has site licenses.</li> <li>• Same number of computers will be needed before and after the move.</li> </ul> <p><b>Reading Apprenticeship</b>  <b>Budget: N/A</b></p> <ul style="list-style-type: none"> <li>• No longer needed – funding available by collaborating with BSI-Transformation Grant</li> </ul> <p><b>Professional Learning Community</b>  <b>Budget: \$30,000</b></p> <ul style="list-style-type: none"> <li>• <b>Ray</b> gave a summary of the PLC to the SPW: Small group of teachers met to discuss writing across the curriculum; broke into groups, discussed strategies and focused on what is a paragraph, sentence, etc.; looked at what we doing in the class to ensure students</li> </ul>	

	<p>are writing at appropriate level; looked at a lot of different standards; asked what students should be able to do upon exit</p> <ul style="list-style-type: none"> <li>• <b>Rob</b> discussed the premise of the PLC – looking at student work and discussing it, how outcomes build on each other, doing research, listening to presentations on methods, creating assessments.</li> <li>• Proposal is to expand the CEC PLC to OEC and GG. Funding is to pay teachers.</li> <li>• Funding covers from now until June 2018.</li> <li>• Members can be paid in flex (CEC/OEC), or non-instructional rate.</li> <li>• To accommodate the multiple schools participating, <b>Rob</b> proposed one hour as a group, the second as a pull-out</li> <li>• <b>Ray</b> talked about “level meetings” in K-12, which were very helpful and serve a similar “level discussion” purpose</li> <li>• <b>Chrissy</b> asked for more details on the costs.</li> <li>• <b>Lori</b> said that SAC used to be well known for its PLC.</li> <li>• <b>Karla</b> asked about the researcher being a resource to help determine how to measure outcomes.</li> <li>• We can now contact the researcher directly</li> <li>• <b>Chrissy</b> showed us how to contact the researcher via the district website</li> </ul>	
<b>Proposal Updates</b>	<b>N/A</b>	
<p><b>2017-2018 Annual Plan</b></p> <ul style="list-style-type: none"> <li>• Discuss by objectives: activities, performance outcomes, metrics &amp; budget</li> </ul>	<ul style="list-style-type: none"> <li>• Budget (known as the CFAD) is due May 2<sup>nd</sup>.</li> </ul>	

	<ul style="list-style-type: none"> <li>• The next Annual Plan will be in narrative form instead of the activities list</li> <li>• A detailed budget will need to be attached to all projects</li> <li>• Items need to be brought to the department meetings</li> </ul>	
<b>Adult Education and Community Resource Fair</b> <ul style="list-style-type: none"> <li>• Centennial Park, Santa Ana</li> <li>• April 22, 2017 11:30-3:00</li> <li>• Suggestions for community partners</li> <li>• Suggestions for Outreach</li> </ul>	<ul style="list-style-type: none"> <li>• April 22 (Earth Day) at Centennial Park. Saturday 11:30 to 3. Targeting 1000 people.</li> <li>• Need ideas</li> <li>• <b>Nicole</b> is leading, plenty of marketing happening in a different way than we normally advertise</li> <li>• What we want are booths representing departments</li> <li>• Things like welding demonstrations, mini-workshops, citizenship/DACA rights, Mexican Consulate. Many community partners.</li> <li>• Think/brainstorm about what we can do</li> <li>• Maybe invest in stands?</li> <li>• <b>Ray</b> suggested that successful students might be able to help man booths</li> <li>• As a group, we can organize together and then talk to <b>Nicole</b>. Booths should have both an outreach and program/faculty presence.</li> <li>• There will be food trucks available with food to purchase</li> </ul>	
<b>Other</b>		
<b>Future Meetings: TBD</b>	<b>Next Meeting: TBD</b>	