



**Combined Strategy Workgroup - Adult Education Block Grant (AEBG)
September 12, 2017 9:00am – 11:00am**

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

Present: Alicia Ayers, Lori Fasbinder, Karla Frizler, Sue Garnett, Chrissy Gascon, Angela Guevara, Ray Hernandez, Jarek Janio, Donna Khalid, Nilo Lipiz, Osiel Madrigal, Daniel Oase, Elaine Pham, Imelda Perez, Eden Quimzon, John Tashima, Merari Weber

MINUTES

Item	Discussion	Action
Introductions: <ul style="list-style-type: none"> New members/guests 	Guest, Alicia Ayers from CWPC, will be taking the minutes for the meeting.	
Approval of Minutes <ul style="list-style-type: none"> May 22, 2017 	Approval of minutes with minor corrections <ul style="list-style-type: none"> Sue Garnett moved Donna Khalid seconded Approved unanimously 	
2017-2018 Annual Plan <ul style="list-style-type: none"> 17-18 AEBG Annual Plan (Part 1) submitted on August 15 & approved. Emailed to all with summer update report. 	<ul style="list-style-type: none"> 2017/2018 AEBG Annual Plan (Part 1) – written collectively by the members of the Executive Committee who met on 4 consecutive Mondays in July/August. It was submitted on August 15th and approved by the state. The 2017/2018 AEBG Annual Plan Part 1 was emailed to all with the summer update report. The Annual Plan Budget (Part 2) has to be tied to goals and objectives. Current funding supports salaries, childcare, centers/buildings, and employees. No information on the format of Part 2 yet. 	

2017-2018 Data and Accountability Overview from AEBG Regional Training

- AEBG is releasing a new system for Data and Accountability
- Moving towards a performance metrics system – data is more important than ever
- CASAS entry and update forms (including new registration forms for SAC and SCC)
- How are we going to meet these new requirements?

- AEBG is releasing a new system for Data and Accountability. It is very important that we collect data through entry/update records.
- Going to a new performance metrics system. Data is more important than ever.
- The AEBG Director presented key PowerPoint slides on the new AEBG Data and Accountability and discussed the importance of capturing as much data as possible.
- Please refer to the attached AEBG Data and Accountability PowerPoint presentation for more information on the performance metrics.
- Data dictionary is the same as CASAS. You can get this on the AEBG website.
- 2017/2018 Reporting Systems
 - TOPSPro enterprise
 - LaunchBoard - should be ready and updated by April 2018
- AWD – Their disability may not be a barrier to employment per Angela Guevara.
- The AWD classes are workforce preparation courses for AWD's.
- How are we going to meet these new requirements?
 - Train faculty/classified and counseling if part of Ed Plan on how to complete the forms and update records after every session (fall, spring, and summer).
 - It would be nice to have a sample sheet (cheat sheet) for faculty and classified on how to complete the form(s) correctly.
 - GG has training in place with data dictionary and forms, AEBG could borrow and update as needed.

- **Chrissy Gascon** will email the PowerPoint Slide Presentation to all members.
- **Chrissy Gascon** will have the PowerPoint Slide Presentation put on the AEBG website.

<p>Project Proposals:</p> <ul style="list-style-type: none"> Program specific proposals should be discussed at the program level sub-committee meetings prior to the combined workgroup. 	<ul style="list-style-type: none"> Requests will be looked at closely to make sure they meet the goals of AEBG. We are leveraging our resources and plan on integration and services for AEBG. We will be utilizing the experts in this room. Program specific proposals should be discussed at the program level sub-committee meetings prior to the combined workgroup. 	
<p>Sub-committee Reports:</p> <ul style="list-style-type: none"> ESL 	<p>Piloting a 1-hour a week CTE class along with the core ESL classes at the CHAP Center. This will roll out in Spring 2018 to correlate with the new integrated EL Civics lessons. The hope is that the classes will not only be more successful but also help students gain more skills.</p>	
<ul style="list-style-type: none"> ASE/ABE 	<p>Nothing to report</p>	
<ul style="list-style-type: none"> CTE 	<p>Nothing to report</p>	
<ul style="list-style-type: none"> AWD 	<p>Nothing to report</p>	
<ul style="list-style-type: none"> Other 	<ul style="list-style-type: none"> Sue Garrett and Karla Frizler appointed to EL Civics Coordinators. Suggested to incorporate 1 hour a week CTE classes to be part of the ESL core classes to help students gain more skills. This can be used at off-site classes too. Perhaps on Fridays (1-hour a week) to teach the parents how to use student/parent portals. TAP Webinars – it would be nice to look into and participate in the TAP Webinars. 	
<p>Requests for Proposals:</p> <ul style="list-style-type: none"> Karla – ESL technology for the off-sites Eden – Friendly Center Babysitting 	<ul style="list-style-type: none"> Karla Frizler presented the Tech for Community-Based ESL for CHAP off-site ESL faculty. Purchase 10 laptops and 10 	

	<p>portable projectors to be available for checkout from CHAP Resource Center by community-based off-site ESL faculty. The technology will provide access to information and learning resources and the opportunity for faculty to develop instructional technology lessons. It will help students achieve digital literacy learning objectives built into the new core ESL integrated-skills classes (300-306). Pending final quote. Estimated Budget \$21,454.50</p> <ul style="list-style-type: none"> • Eden Quimzon presented the Friendly Center Babysitting proposal for Fall 2017. The Friendly Center sites will provide babysitting services for pre-school age children of adult students attending the ESL classes at both the Friendly Center and Friendly Center North sites. RSAEC will reimburse/pay for babysitting costs. The primary outcome of this strategy is to provide educational opportunities to students who would not otherwise have access, and also to increase attendance and retention rates, as well as accelerate student learning gains. The previous program will no longer be offered at the Friendly Center site on Main Street in Orange. Estimated Budget \$8,044.00 	
<p>Sub-committee Meetings and Dates</p> <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 	<p>AEBG Director would like to see more department involvement.</p>	<p>Everyone to send sub-committee meeting dates and times to AEBG Director so they can be listed on the AEBG website calendar.</p>
<p>Next Meeting:</p>	<ul style="list-style-type: none"> • Tuesday, October 10th at 9:00am 	
<p>Other</p>	<p>Please park on the street or at Solari (across</p>	

	the street) in the stalls marked "1507 Yale Only" for meetings at CWPC.	
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Future Meetings:

All meetings will be held on at CWPC from 9:00am – 11:00am, unless otherwise noted.

2017: Tuesday, October 10, 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)