



**Combined Strategy Workgroup – California Adult Education Program (CAEP)**

**January 8, 2019 9:00am – 11:00am**

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

**AGENDA**

<b>Item</b>	<b>Discussion</b>	<b>Action</b>
<b>Introductions:</b> <ul style="list-style-type: none"> <li>• New members/guests</li> </ul>		
<b>Approval of Minutes</b> <ul style="list-style-type: none"> <li>• November 13, 2018</li> </ul>		
<b>Upcoming RSAEC Executive Meetings:</b> <ul style="list-style-type: none"> <li>• Next meeting: Tuesday, January 23</li> <li>• Meeting Location: CWPC</li> <li>• Please submit agenda or proposal items by Friday, January 18</li> </ul>		
<b>Human-Centered Design &amp; Vision for Success</b> <ul style="list-style-type: none"> <li>• Human-Centered Design Training: Completed</li> </ul>	<ul style="list-style-type: none"> <li>• Meets #2 of the Chancellor’s Office’s Seven Core Commitments for reaching the goals of the Vision for Success by 2022</li> </ul>	
<b>Upcoming CAEP Deliverables for 2019</b> <ul style="list-style-type: none"> <li>• Q2 Student Data due in TOPSPro               <ul style="list-style-type: none"> <li>• Due: January 31, 2019</li> </ul> </li> <li>• <b>NEW</b> - Program Area Reporting (by Hours of Instruction and Fund Source)               <ul style="list-style-type: none"> <li>• Due: Feb 15, 2019</li> </ul> </li> <li>• Three-Year Plan               <ul style="list-style-type: none"> <li>• Due: June 7, 2019</li> </ul> </li> </ul>		

<b>Marketing Plan</b> <ul style="list-style-type: none"> <li>• <b>NEW</b> - RSAEC will be working on a new marketing plan for 2019</li> <li>• \$200,000 in approved funds</li> </ul>		
<b>Discussion &amp; Planning</b> <ul style="list-style-type: none"> <li>• RSAEC: 3-Year Plan</li> </ul>		
<b>Upcoming Webinars:</b> <b>Jan 11: 1:30-3:30pm</b> Reporting 17-18 Hours of Instruction and Operational Costs by Funds Source <b>Jan 15: 1:00-2:00pm</b> Pre-Planning Guidance And Self-Assessment Tool <b>Jan 22: 1:00-2:00pm</b> Community Asset Mapping <b>Jan 29: 1:00-2:00pm</b> 3-Year Planning – Where Do We Go Next?		
<b>Sub-committee Reports (if applicable):</b> <ul style="list-style-type: none"> <li>• ESL</li> </ul>		
<ul style="list-style-type: none"> <li>• CTE</li> </ul>		
<ul style="list-style-type: none"> <li>• AWD</li> </ul>		
<ul style="list-style-type: none"> <li>• ASE/ABE</li> </ul>		
<b>Next Meeting(s):</b> <ul style="list-style-type: none"> <li>• Tuesday, February 12: 3 year planning</li> <li>• Plan Due: June 7, 2019</li> </ul>		
<b>Other:</b>		
<b>Future Meetings:</b> <b>All meetings will be held at CWPC from 9:00am – 11:00am, unless otherwise noted.</b> <b>SPRING 2019:</b> Tuesday, February 12, Tuesday, March 12, Tuesday, April 8, Tuesday, May 14 <b>SUMMER 2019:</b> (June & July: No meetings due to faculty being off-contract)		