



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

Present: Susan Garnett, Angela Guevara, Chrissy Gascon, Cristina Gheorghe, Raymond Hernandez, Rosalba Hernandez, Donna Khalid, Osiel Madrigal, Daniel Oase, Elaine Pham, John Tashima, and Merari Weber

MINUTES

Item	Discussion	Action
Introductions:		
<ul style="list-style-type: none"> New members/guests 		
Approval of Minutes		
<ul style="list-style-type: none"> November 13, 2018 	Approval of November 13, 2018 minutes with minor change of future meetings date from April 8 to April 9 <ul style="list-style-type: none"> Sue Garnett moved John Tashima seconded Approved unanimously	
Upcoming RSAEC Executive Meetings:		
<ul style="list-style-type: none"> Next meeting: Tuesday, January 23 Meeting Location: CWPC Please submit agenda or proposal items by Friday, January 18 		
Human-Centered Design & Vision for Success		
<ul style="list-style-type: none"> Human-Centered Design Training: Completed 	<ul style="list-style-type: none"> Meets #2 of the Chancellor’s Office’s Seven Core Commitments for reaching the goals of the Vision for Success by 2022 	

<p>Upcoming CAEP Deliverables for 2019</p> <ul style="list-style-type: none"> • Q2 Student Data due in TOPSPro <ul style="list-style-type: none"> • Due: January 31, 2019 • NEW - Program Area Reporting (by Hours of Instruction and Fund Source) <ul style="list-style-type: none"> • Due: Feb 15, 2019 • Three-Year Plan <ul style="list-style-type: none"> • Due: June 7, 2019 	<ul style="list-style-type: none"> • Chrissy led a discussion on the upcoming deliverables. The new program area reporting is quite complex. All funding – regardless of source – must be reported by program area. This includes donations, in-kind and support services. • Separate reports must be uploaded into NOVA by all members: RSCCD, OUSD and GGUSD. 	
<p>Marketing Plan</p> <ul style="list-style-type: none"> • NEW - RSAEC will be working on a new marketing plan for 2019 • \$200,000 in approved funds 	<ul style="list-style-type: none"> • Chrissy discussed the plan for a comprehensive Marketing Plan with Interact – the company that has developed the Strong Workforce Future Built campaign • Rosalba gave an overview of Project RISE. It is geared toward helping the formally incarcerated transition into education. She is currently working on a grant to fund a student center on the SCC campus 	
<p>Discussion & Planning</p> <ul style="list-style-type: none"> • RSAEC: 3-Year Plan 	<ul style="list-style-type: none"> • Cristina will help guide the metrics section of the 3-year plan • Ray asked about lessons learned and the need for specific outcomes • Ray expressed that we need to collaborate more with the WIOA Leadership Council in tracking student outcomes 	
<p>Upcoming Webinars: Jan 11: 1:30-3:30pm Reporting 17-18 Hours of Instruction and Operational Costs by Funds Source Jan 15: 1:00-2:00pm Pre-Planning Guidance And Self-Assessment Tool Jan 22: 1:00-2:00pm Community Asset Mapping Jan 29: 1:00-2:00pm 3-Year Planning – Where Do We Go Next?</p>		

Sub-committee Reports (if applicable): <ul style="list-style-type: none"> • ESL 		
<ul style="list-style-type: none"> • CTE 		
<ul style="list-style-type: none"> • AWD 		
<ul style="list-style-type: none"> • ASE/ABE 		
Next Meeting(s): <ul style="list-style-type: none"> • Tuesday, February 12: 3 year planning • Plan Due: June 7, 2019 		
Other:		
Future Meetings: All meetings will be held at CWPC from 9:00am – 11:00am, unless otherwise noted. SPRING 2019: Tuesday, February 12, Tuesday, March 12, Tuesday, April 9, Tuesday, May 14 SUMMER 2019: (June & July: No meetings due to faculty being off-contract)		