



Combined Strategy Workgroup – California Adult Education Program (CAEP)

March 12, 2019 9:00am – 11:00am

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

Present: Alicia Ayers, Marci Dallazen, Susan Garnett, Chrissy Gascon, Cristina Gheorghe, Angela Guevara, Donna Khalid, Osiel Madrigal, Daniel Oase, Robin Patterson, Elaine Pham, John Tashima, and Merari Weber

MINUTES

Item	Discussion	Action
Introductions: • New members/guests	• Marci Dallazen, Adult Transition Program, SAUSD	
Approval of Minutes • February 12, 2019	Approval of Minutes • Donna Khalid moved • John Tashima seconded • Approved unanimously with minor changes	
Marketing Plan • RSAEC will be working with Interact on a new marketing plan for 2019 • Up to \$200,000 in approved funds Update: • The Professional Service Agreement went to the RSCCD Board on March 11, 2019 • Tentative dates are being looked at for an upcoming marketing retreat • Hoping for a July 1 kick-off	Marketing Plan • Professional Service Agreement was approved for the Marketing Plan with Interact • Interact Marketing Retreat is coming up in mid-April ○ Approximately 25 people will attend the Marketing Retreat ○ It will be a half day retreat • Hoping to kick off the Marketing Plan on July 1 st	
Self-Assessment on Survey Monkey: • Thanks to all who completed the survey	• Thanks to all who completed the Self-Assessment survey ○ Due April 17, 2019	

<p>Possible Professional Development Activity:</p> <ul style="list-style-type: none"> Curriculum Workshop <ul style="list-style-type: none"> On Coding, Shared Courses, Articulation Agreements & Mirrored Classes 	<ul style="list-style-type: none"> Decided to move forward with the curriculum workshop on coding, shared courses, articulation agreements and mirrored classes Revamping CB21 and will not be using EFL's 	
<p>Upcoming RSAEC Executive Meetings:</p> <ul style="list-style-type: none"> Next meeting: Tuesday, March 26 Meeting Location: CWPC Please submit agenda or proposal items by Friday, March 15 	<p>Upcoming RSAEC Executive Meetings:</p> <ul style="list-style-type: none"> Next meeting: Tuesday, March 26 Meeting Location: CWPC 	<ul style="list-style-type: none"> Please submit agenda or proposal items for the RSACE Executive Meeting by Friday, March 15
<p>Upcoming CAEP 2019 Releases & Deliverables</p> <ul style="list-style-type: none"> 19-20 Preliminary Allocations <ul style="list-style-type: none"> Released: Feb 28, 2019 New COLA allocation to RSAEC = \$158,918 Consortium Fiscal Administration Declaration (CFAD) due May 2, 2019 Three-Year Plan <ul style="list-style-type: none"> Due: June 7, 2019 	<p>Upcoming CAEP 2019 Releases & Deliverables</p> <ul style="list-style-type: none"> 19-20 Preliminary Allocations <ul style="list-style-type: none"> Released: Feb 28, 2019 New COLA allocation to RSAEC = \$158,918 Consortium Fiscal Administration Declaration (CFAD) <ul style="list-style-type: none"> Due May 2, 2019 Three-Year Plan <ul style="list-style-type: none"> Due: June 7, 2019 	
<p>Upcoming Webinars:</p> <ul style="list-style-type: none"> Contact TAP for more information regarding location/time (888) 827-2324 <p>Wednesday, March 13:</p> <ul style="list-style-type: none"> Low-Hanging Fruit: How to Improve Student Performance of Those Already in the System <p>Monday, March 25</p> <ul style="list-style-type: none"> CAEP Data Drive Part 1 <p>Wednesday, March 27</p> <ul style="list-style-type: none"> CAEP Data Drive Part 2 <p>Friday, March 29</p> <ul style="list-style-type: none"> Using Social Media to Promote Adult Education 	<p>Upcoming Webinars:</p> <ul style="list-style-type: none"> Contact TAP for more information regarding location/time (888) 827-2324 <p>Wednesday, March 13:</p> <ul style="list-style-type: none"> Low-Hanging Fruit: How to Improve Student Performance of Those Already in the System <p>Monday, March 25</p> <ul style="list-style-type: none"> CAEP Data Drive Part 1 <p>Wednesday, March 27</p> <ul style="list-style-type: none"> CAEP Data Drive Part 2 <p>Friday, March 29</p> <ul style="list-style-type: none"> Using Social Media to Promote Adult Education 	

<p>CAEP Objectives and the 3-Year Plan: Please refer to handouts:</p> <ul style="list-style-type: none"> • CAEP 3-year plan info • 2019-2022 Three-Year Planning Guidance • 2019-2022 Three-Year Planning Template 	<p>CAEP Objectives and the 3-Year Plan Please refer to handouts:</p> <ul style="list-style-type: none"> • CAEP 3-year plan info • 2019-2022 Three-Year Planning Guidance • 2019-2022 Three-Year Planning Template • IET/IELCE Basic Skills & Career Education • Leveraging SAC, SCE, GGUSD, Career Education , and ESL • Curriculum 	
<p>3-Year Planning: Group Work</p> <ul style="list-style-type: none"> • Figure 1: Logic Model • Table 3: Progress Indicators • Table 1: Regional Service Providers 	<ul style="list-style-type: none"> • Discussion on the Logic Model • Discussion on Employability Skills <ul style="list-style-type: none"> ○ By 2022 increase the number of IET/IELCE courses offered across the consortium ○ Short Term: Number of students enrolled in workforce prep ○ Intermediate: Number of students enrolled in Workforce training with IET Plans ○ Long Term: Number of students completing pathways that started with IET Plans ○ Barriers: <ul style="list-style-type: none"> ▪ Instructors embracing change ▪ Instructors “buy in” to new classes and professional development • Goal: Expanding Access to Students <ul style="list-style-type: none"> ○ Increase access by offering flexible learning options (online/blended courses) ○ Canvas allows more of a seamless transition for students going from Continuing Education to College ○ Short Term: Adding Addendum to curriculum ○ Intermediate: Number of classes built in canvas <ul style="list-style-type: none"> ▪ Train teachers to teach online classes 	

	<ul style="list-style-type: none"> ○ Long Term: Each department to offer a program certificate with all online courses ● Regional Service Providers <ul style="list-style-type: none"> ○ Please ask your department/campus who your Service Providers are 	<ul style="list-style-type: none"> ● Please send any of your Service Providers to Chrissy Gascon
Next Meeting(s): <ul style="list-style-type: none"> ● Tuesday, April 9: 3-year planning ● Plan Due: June 7, 2019 	Next Meeting: <ul style="list-style-type: none"> ● Tuesday, April 9th from 9:00am-11:00pm at CWPC 	
Other:	<ul style="list-style-type: none"> ● 3-Year Plan is Due June 7, 2019 	
Future Meetings: All meetings will be held at CWPC from 9:00am – 11:00am, unless otherwise noted. SPRING 2019: Tuesday, April 9; Tuesday, May 14 SUMMER 2019: (June & July: No meetings due to faculty being off-contract)		