



**Combined Strategy Workgroup - Adult Education Program (AEP)  
October 9, 2018 9:00am – 11:00am**

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

**Present:** Susan Garnett, Chrissy Gascon, Angela Guevara, Raymond Hernandez, Donna Khalid, Osiel Madrigal, Daniel Oase, Robin Patterson, Elaine Pham, Eden Quimzon, John Tashima, and Merari Weber

**MINUTES**

<b>Item</b>	<b>Discussion</b>	<b>Action</b>
<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>September 11, 2018</li> </ul>	Approval of September 11, 2018 minutes <ul style="list-style-type: none"> <li><b>Donna Khalid</b> moved</li> <li><b>Angela Guevara</b> seconded</li> </ul> Approved unanimously	
<b>Upcoming RSAEC Executive Meetings:</b> <ul style="list-style-type: none"> <li>Meeting times have been updated on the RSAEC Website</li> <li>Next meeting: Tuesday, October 23</li> <li>Meeting Location: CWPC</li> <li>Please let me know prior to October 15 if you have a proposal or agenda item</li> </ul>	<ul style="list-style-type: none"> <li>No new agenda items were submitted at this time</li> </ul>	
<b>Human-Centered Design &amp; 2019-2022 Three-Year Plan</b> <ul style="list-style-type: none"> <li>Continue work on the Human-Centered Design Curriculum – Assignment 2</li> <li>Verify that all team members have submitted Assignment 1 jpeg</li> </ul>	<ul style="list-style-type: none"> <li>Team worked on Assignment 2 “Inspiration”.</li> <li>Ideas for research included looking at gaps in services such as:               <ul style="list-style-type: none"> <li>Babysitting</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• Textbook adoption procedures and OER materials</li> <li>• Obstacles/Barriers to students attending classes</li> <li>• Barriers that might exist for students in registration, assessment and placement</li> <li>• Student retention</li> <li>• Marketing to our student population</li> </ul>	
<b>Requests for Proposals:</b>		
<ul style="list-style-type: none"> <li>• None at posting of agenda</li> </ul>		
<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>		
<ul style="list-style-type: none"> <li>• Other</li> </ul>		
<b>Next Meeting(s):</b> Tuesday, October 16 – Human Centered Design Assignment 3 (NEW) Tuesday, October 30 – Human Centered Design Assignment 3 Assignment 4 Tuesday, November 13 – SPW Meeting and Human Centered Design Assignment 4 Assignment 5	<ul style="list-style-type: none"> <li>• The final deadline for all assignments is November 13 at 11:59pm Pacific Time.</li> <li>• Adjusted calendar for next HCD meetings</li> <li>• Added: October 16 and adjusted the assignments due for October 30 and November 13</li> <li>• <b>Ray Hernandez</b> sent out calendar invite to group</li> </ul>	
<b>Other:</b>		
<b>Future Meetings:</b>		

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

**FALL 2018:** Tuesday, November 13; Tuesday, December 4

**SPRING 2019:** Tuesday, January 8; Tuesday, February 12; Tuesday, March 12; Tuesday, April 8; Tuesday, May 14

**SUMMER 2019:** (June & July: No meetings due to faculty being off-contract)