



**Combined Strategy Workgroup - Adult Education Program (AEP)  
November 13, 2018 9:00am – 11:00am**

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

**Present:** Susan Garnett, Chrissy Gascon, Raymond Hernandez, Donna Khalid, Osiel Madrigal, Daniel Oase, and John Tashima

**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>October 9, 2018</li> </ul>	Approval of October 9, 2018 minutes <ul style="list-style-type: none"> <li><b>Daniel Oase</b> moved</li> <li><b>John Tashima</b> seconded</li> </ul> Approved unanimously	
<b>Upcoming RSAEC Executive Meetings:</b> <ul style="list-style-type: none"> <li>Next meeting: Tuesday, November 27</li> <li>Meeting Location: CWPC</li> <li>Please submit agenda items in advance</li> </ul>	<b>Chrissy</b> announced next meeting and requested proposals in advance	
<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 4 &amp; 5</li> <li>Verify that all team members have submitted Assignment 1, 2 &amp; 3</li> </ul>	Worked as a team to complete all 5 assignments of the Human Centered Design Training.  Completed training assignments can be found in CAEP 2018-2019 Meeting Folder.	<b>Sue</b> asked to receive information ahead of time.
<b>Requests for Proposals:</b>	N/A	

<ul style="list-style-type: none"> <li>Please let me know prior to November 19 if you have a proposal or agenda item</li> </ul>		
<b>Sub-committee Reports (if applicable):</b> <ul style="list-style-type: none"> <li>ESL</li> </ul>	N/A	
<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> <ul style="list-style-type: none"> <li>Tuesday, December 4<sup>th</sup> – 3 year planning</li> <li>Planning Guidelines and Template have been released</li> <li>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>FALL 2018:</b> Tuesday, December 4 <b>SPRING 2019:</b> Tuesday, January 8, Tuesday, February 12, Tuesday, March 12, Tuesday, April 9, Tuesday, May 14 <b>SUMMER 2019:</b> (June & July: No meetings due to faculty being off-contract)		