



**Combined Strategy Workgroup – California Adult Education Program (CAEP)**  
**February 12, 2019 9:00am – 11:00am**

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

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

**MINUTES**

Item	Discussion	Action
<b>Introductions:</b> <ul style="list-style-type: none"> <li>New members/guests</li> </ul>	<ul style="list-style-type: none"> <li>Stephanie Paramore, Dean of Instruction and Student Services, SAC-SCE</li> </ul>	
<b>Approval of Minutes</b> <ul style="list-style-type: none"> <li>January 8, 2019</li> </ul>	Approval of Minutes <ul style="list-style-type: none"> <li><b>Donna Khalid</b> moved</li> <li><b>Angela Guevara</b> seconded</li> <li>Approved unanimously</li> </ul>	
<b>ACCE Update:</b> <ul style="list-style-type: none"> <li>EFL's and CB21 coding</li> <li>Special Admit Privilege</li> <li>Pilot of noncredit CCCApply</li> </ul>	<ul style="list-style-type: none"> <li>ACCCE update given by Chrissy Gascon</li> <li>Moving from CB21 coding to EFL's (Educational Functional Levels)</li> <li>Special Admit Privilege for Adult HS Students</li> <li>Pilot of noncredit CCC Apply going out in February 2019</li> <li>San Diego has a very successful noncredit online course curriculum               <ul style="list-style-type: none"> <li>Students must attend the first day of class for orientation</li> </ul> </li> <li><b>Merari Weber</b> suggested a workshop on "How to Offer Online Classes"</li> </ul>	

<p><b>Marketing Plan</b></p> <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> <p><b>Update:</b></p> <ul style="list-style-type: none"> <li>• Currently working with Purchasing to submit a Professional Service Agreement for Board approval</li> </ul>	<p><b>Marketing Plan</b></p> <ul style="list-style-type: none"> <li>• RSAEC will be working on a new marketing plan for 2019, which may roll out slower due to Board approval</li> <li>• Up to \$200,000 in approved funds</li> </ul> <p><b>Update</b></p> <ul style="list-style-type: none"> <li>• Currently working with Purchasing to submit a Professional Service Agreement for Board approval</li> </ul>	
<p><b>Self-Assessment on Survey Monkey:</b></p> <ul style="list-style-type: none"> <li>• Please complete by Friday, Feb 22</li> <li>• Please encourage your department members to complete</li> <li>• This will guide our 3-year plan</li> </ul>	<ul style="list-style-type: none"> <li>• All members to check email and complete the Survey Monkey Self-Assessment by Friday, Feb 22, which will guide our 3-year plan</li> <li>• Please collaborate with your department and encourage them to complete the survey</li> </ul>	
<p><b>Adult Education Pipeline:</b></p> <ul style="list-style-type: none"> <li>• Launchboard</li> <li>• Lack of ASE/ABE data</li> <li>• Data discrepancies</li> </ul>	<ul style="list-style-type: none"> <li>• Our data has room for improvement</li> <li>• Lack of ASE/ABE data</li> <li>• We have data discrepancies</li> </ul>	
<p><b>Logic Model Process:</b></p> <ul style="list-style-type: none"> <li>• PowerPoint Discussion led by Cristina Gheorghe, CAEP Researcher</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Cristina Gheorghe</b> presented and demonstrated the Logic Model Process</li> <li>• The logic model process is to be used in the 3-Year Plan</li> <li>• A handout of the presentation was distributed</li> </ul>	
<p><b>Small Groups:</b></p> <ul style="list-style-type: none"> <li>• Getting started</li> <li>• Create initial drafts of Logic Model for the 3-year Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Breakout groups were formed and met for 30 minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Notes from each breakout group to be emailed to <b>Chrissy Gascon</b></li> </ul>

<p><b>Upcoming RSAEC Executive Meetings:</b></p> <ul style="list-style-type: none"> <li>• Next meeting: Tuesday, February 26</li> <li>• Meeting Location: CWPC</li> <li>• Please submit agenda or proposal items by Friday, March 8</li> </ul>	<ul style="list-style-type: none"> <li>• Next meeting: Tuesday, February 26 at CWPC</li> <li>• Please submit agenda or proposal items by Friday, March 8</li> </ul>	
<p><b>Upcoming CAEP 2019 Releases &amp; Deliverables</b></p> <ul style="list-style-type: none"> <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>• 19-20 Preliminary Allocations <ul style="list-style-type: none"> <li>• Released: Feb 28, 2019</li> </ul> </li> <li>• Three-Year Plan <ul style="list-style-type: none"> <li>• Due: June 7, 2019</li> </ul> </li> </ul>	<p><b>Upcoming CAEP 2019 Releases &amp; Deliverables</b></p> <ul style="list-style-type: none"> <li>• Program Area Reporting (by Hours of Instruction and Fund Source) are Due: Feb 15, 2019</li> <li>• 19-20 Preliminary Allocations will be Released: Feb 28, 2019</li> <li>• Three-Year Plan is Due June 7, 2019</li> </ul>	
<p><b>Upcoming Webinars:</b></p> <p><b>Friday, Feb 15, 12:00-1:00 PM</b></p> <ul style="list-style-type: none"> <li>• Closing Out 16-17 Adult Education Funds in NOVA</li> </ul> <p><b>Tuesday Feb. 19, 12:00-1:30 PM</b></p> <ul style="list-style-type: none"> <li>• Using Assessment Results to Inform Instruction</li> </ul> <p><b>Wednesday, Feb. 20, 12:00-1:30 PM</b></p> <ul style="list-style-type: none"> <li>• Low-Hanging Fruit: How to Improve Student Performance of Those Already in the System</li> </ul>	<p><b>Upcoming Webinars:</b></p> <p><b>Friday, Feb 15, 12:00-1:00 PM</b></p> <ul style="list-style-type: none"> <li>• Closing Out 16-17 Adult Education Funds in NOVA</li> </ul> <p><b>Tuesday Feb. 19, 12:00-1:30 PM</b></p> <ul style="list-style-type: none"> <li>• Using Assessment Results to Inform Instruction</li> </ul> <p><b>Wednesday, Feb. 20, 12:00-1:30 PM</b></p> <ul style="list-style-type: none"> <li>• Low-Hanging Fruit: How to Improve Student Performance of Those Already in the System</li> </ul>	
<p><b>Possible Professional Development Activity:</b></p> <ul style="list-style-type: none"> <li>• Curriculum Workshop <ul style="list-style-type: none"> <li>• Coding</li> <li>• Shared Courses</li> <li>• Articulation Agreements</li> <li>• Mirrored Classes</li> </ul> </li> </ul>	<p><b>Possible Professional Development Activity:</b></p> <ul style="list-style-type: none"> <li>• Proposed to bring in adult education noncredit experts and have a ½ day retreat on the following topics: <ul style="list-style-type: none"> <li>• Coding</li> <li>• Shared Courses</li> <li>• Articulation Agreements</li> <li>• Mirrored Classes</li> </ul> </li> <li>• The Workgroup liked the proposed professional development activities</li> </ul>	

<b>Next Meeting(s):</b> <ul style="list-style-type: none"><li>• Tuesday, March 12: 3-year planning</li><li>• Plan Due: June 7, 2019</li></ul>	<b>Next Meeting(s):</b> <ul style="list-style-type: none"><li>• Tuesday, March 12: 3-year planning</li></ul>	
<b>Other:</b>		<ul style="list-style-type: none"><li>• <b>Chrissy Gascon</b> to send an email regarding “doodle” of the 3 Year Plan</li></ul>
<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, March 12; Tuesday, April 9; Tuesday, May 14		
<b>SUMMER 2019:</b> (June & July: No meetings due to faculty being off-contract)		