



Building Skills, Advancing Careers

**Combined Strategy Workgroup – California Adult Education Program (CAEP)**  
**October 8, 2019 9:00am – 11:00am**

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

**Present:** Joanne Armstrong, Alicia Ayers, Lorena Chavez, Susan Garnett, Chrissy Gascon, Angela Guevara, Raymond Hernandez, Rosalba Hernandez, Donna Khalid, Osiel Madrigal, Daniel Oase, Phuong Nguyen, Stephanie Paramore, Robin Patterson, Carne Patton, Elaine Pham, Jorge Saucedo-Daniel, Jolene Shields, John Tashima, Rita Van Dyke-Kao, 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>	<ul style="list-style-type: none"> <li>Introductions of new members/guests</li> </ul>	
<b>Approval of Minutes</b>		
<ul style="list-style-type: none"> <li>September 10, 2019</li> </ul>	<b>Approval of Minutes</b> <ul style="list-style-type: none"> <li><b>Joanne Armstrong</b> moved</li> <li><b>Donna Khalid</b> seconded</li> <li>Approved unanimously with minor changes</li> </ul>	
<b>Marketing Plan Update:</b>		
<ul style="list-style-type: none"> <li>Updates at next meeting</li> </ul>	<ul style="list-style-type: none"> <li>Updates on the marketing plan will be given at the next meeting</li> </ul>	
<b>Noncredit Online Classes Workshop</b>		
<b>9:00am-9:15am:</b> Welcome, Approval of the Agenda & Minutes <b>9:15am-9:35am:</b> Chrissy Gascon: Administration of NCDE classes, CORs and Managed Enrollment, Working with ITS, and Collaborating with A&R <b>9:35am-9:40am:</b> Questions <b>9:40am-10:00am:</b>	<ul style="list-style-type: none"> <li>See attached PPT</li> <li>Chrissy Gascon reviewed the schedule for the noncredit online workshop</li> <li>Chrissy Gascon, Elaine Pham, Angela Guevara, and Daniel Oase presented information for the noncredit online classes</li> </ul>	

<p>Elaine Pham: How to set-up the equations for NCDE FTES, Census 1 &amp; Census 2: Focus on ABE and HSS Math  <b>10:00am-10:05am:</b>  Questions  <b>10:05am-10:25am:</b>  Angela Guevara: Noncredit Online Class Management: Focus on AWD and Workforce Preparation  <b>10:25am-10:30am:</b>  Questions  <b>10:30am-10:50am</b>  Daniel Oase: CANVAS Training and Part-Time Instructor Professional Development: Focus on Career Education  <b>10:50am-10:55am</b>  Questions  <b>10:55am-11:00am</b>  Closing</p>		
<p><b>CAEP News: 2019 CAEP Summit</b></p> <ul style="list-style-type: none"> <li>• October 29-30</li> <li>• Hyatt Regency Orange</li> </ul>	<ul style="list-style-type: none"> <li>• The 2019 CAEP Summit will be held October 29-30 at the Hyatt Regency in Orange, CA</li> </ul>	
<p><b>Upcoming RSAEC Executive Meetings:</b></p> <ul style="list-style-type: none"> <li>• New voting members</li> <li>• Next meeting: Tuesday, October 22</li> <li>• Meeting Location: CWPC</li> <li>• Please submit agenda or proposal items by Friday, October 12</li> </ul>	<ul style="list-style-type: none"> <li>• The next RSAEC Executive Meeting will be held on Tuesday, October 22, 2019</li> <li>• Please submit agenda or proposal items by Friday, October 12, 2019</li> </ul>	
<p><b>Other:</b></p>		
<p><b>Future Meetings:</b>  <b>All meetings will be held at CWPC from 9:00am – 11:00am, unless otherwise noted.</b>  <b>2019:</b> Tuesday, November 12; Tuesday, December 10  <b>2020:</b> Tuesday, January 14; Tuesday, February 11; Tuesday, March 10; Tuesday, April 14; Tuesday, May 12  <b>SUMMER:</b> No meetings in June, July or August due to faculty being off-contract.</p>		