



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**

AGENDA

Item	Discussion	Action
Introductions:		
<ul style="list-style-type: none"> New members/guests 		
Approval of Minutes		
<ul style="list-style-type: none"> September 10, 2019 		
Marketing Plan Update:		
<ul style="list-style-type: none"> Updates at next meeting 		
Noncredit Online Classes Workshop		
<p>9:00am-9:15am: Welcome, Approval of the Agenda & Minutes</p> <p>9:15am-9:35am: Chrissy Gascon: Administration of NCDE classes, CORs and Managed Enrollment, Working with ITS, and Collaborating with A&R</p> <p>9:35am-9:40am: Questions</p> <p>9:40am-10:00am: Elaine Pham: How to set-up the equations for NCDE FTES, Census 1 & Census 2: Focus on ABE and HSS Math</p> <p>10:00am-10:05am: Questions</p> <p>10:05am-10:25am: Angela Guevara: Noncredit Online Class Management: Focus on AWD and Workforce Preparation</p> <p>10:25am-10:30am: Questions</p> <p>10:30am-10:50am</p>		

Daniel Oase: CANVAS Training and Part-Time Instructor Professional Development: Focus on Career Education 10:50am-10:55am Questions 10:55am-11:00am Closing		
CAEP News: 2019 CAEP Summit <ul style="list-style-type: none"> • October 29-30 • Hyatt Regency Orange 		
Upcoming RSAEC Executive Meetings: <ul style="list-style-type: none"> • New voting members • Next meeting: Tuesday, October 22 • Meeting Location: CWPC • Please submit agenda or proposal items by Friday, October 12 		
Other:		
Future Meetings: All meetings will be held at CWPC from 9:00am – 11:00am, unless otherwise noted. 2019: Tuesday, November 12; Tuesday, December 10 2020: Tuesday, January 14; Tuesday, February 11; Tuesday, March 10; Tuesday, April 14; Tuesday, May 12 SUMMER: No meetings in June, July or August due to faculty being off-contract.		