



Building Skills, Advancing Careers

RSAEC Executive Board Meeting –California Adult Education Program (CAEP)

DATE: September 22, 2020

TIME: 9:00am – 11:00am

~~College and Workforce Preparation Center~~

~~1572 N. Main Street, Orange, CA 92867~~

~~(714) 628-5999~~

Due to COVID-19, meetings for the 20-21 academic year have been moved to ZOOM.

AGENDA

Item	Discussion	Action
Introductions		
Approval of agenda		
Approval of consent agenda <ul style="list-style-type: none"> Minutes: 8.25.20 		
Discussion Item #1: <ul style="list-style-type: none"> Voting Members: Must be board approved for the new fiscal year starting July 1, 2020 Please let me know if there will be any changes in the board members Please forward board approvals via email Discussion Item #1: <ul style="list-style-type: none"> 20/21 Member Program Year Budget and Work Plan due in NOVA by September 30, 2020 	Copy of Board approvals needed for 2020: <ul style="list-style-type: none"> OUSD – received 4.22.20 RSCCD – received 6.15.20 GGUSD – received 6.16.20 SAUSD - OCDE - 	
Voting Item: Vote to approve: RSCCD Pilot Program for the 20-21 Academic Year. Funding: To fully expend RSCCD carryover funds from 19-20 Santa Ana College School of Continuing Education (SAC-SCE) and Santiago Canyon College Division of Continuing Education (SCC-DCE) have worked as two separate colleges for the past 20 years.		

<p>This proposed one-year pilot program is to consolidate the administration of the continuing education programs offered at SAC-SCE and SCC-DCE. The goal of the pilot program is to leverage resources to benefit student access, success and transition to both SAC and SCC. A key component in the success of the pilot is to strengthen the deep connection our students feel toward the institution they are attending. The metrics that will be used to determine the success of the pilot are as follows:</p> <ul style="list-style-type: none"> • Student transition rate from noncredit to credit • Overall course completion • FTES production • Increased students support services • Increased efficiency 		
<p>Upcoming Due Dates:</p> <p>September 2020</p> <ul style="list-style-type: none"> • Sep 1: 18/19 and 19/20 Member Expense Report due in NOVA (Q4) • Sep 1: July 1, 2019 to June 30, 2020 expenses by program area due (estimates only) in NOVA • Sep 30: 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q4) • Sep 30: 20/21 Member Program Year Budget and Work Plan due in NOVA • Sep 30: End of Q1 <p>October 2020</p> <ul style="list-style-type: none"> • Oct 30: 20/21 Member Program Year Budget and Work Plan certified by Consortia in NOVA • Oct 31: Student data due in TOPSPro (Q1) <p>December 2020</p>		

<ul style="list-style-type: none"> • Dec 1: July 1, 2019 to June 30, 2020 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium • Dec 1: 18/19, 19/20, & 20/21 member expense report due in NOVA (Q1) • Dec 31: 18/19, 19/20 & 20/21 Member Expense Report certified by Consortia in NOVA (Q1) • Dec 31: End of Q2 		
<p>Combined Strategy Workgroup (CSW)</p> <ul style="list-style-type: none"> • Meetings will be 2nd Tuesday of the month unless there is a holiday conflict • Will reconvene in the 20-21 academic year 		
<p>Upcoming Events:</p> <p>CAEP “Virtual” Summit 2020:</p> <ul style="list-style-type: none"> • October 26-29 • See CAEP website for more details 		



**October
26-29**

*A Spectacular
Virtual Platform*

Contact TAP with questions
(888) 827-2324
tap@caladulthood.org

CAEP Summit 2020: CALL FOR PROPOSALS!

**Supporting Adult Learners Through
UNPRECEDENTED CHANGE**

Submit your proposal by August 28, 2020 at:
<https://register.caladulthood.org/summit/Home/Proposal>

Future Meetings: 4th Tuesday of the month, unless otherwise noted.

Location: ZOOM

Time: 9:00am – 11:00am

- **2020:** Tuesday, October 27; Tuesday, November 17*; Tuesday, December 15* (* 3rd Tuesday due to holiday schedule)
- **2021:** Tuesday, January 26; Tuesday, February 23; Tuesday, March 23; Tuesday, April 27; Tuesday, May 25; Tuesday, June 22