



Building Skills, Advancing Careers

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

**DATE: March 24, 2020**

**TIME: 9:00am – 11:00am**

**Via ZOOM**

**College and Workforce Preparation Center**

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

**(714) 628-5999**

**Members Present:** Joanne Armstrong, Chrissy Gascon (Executive Director), Geoff Henderson, Ryan Murray, and Robin Patterson

**Members Absent:** Lisa Green and Fatimah Judeh

**Guests:** Alicia Ayers and Donna Khalid

**AGENDA**

Item	Discussion	Action
<b>Introductions</b>	<ul style="list-style-type: none"> <li>• The RSAEC Executive Board meeting <b>started at 9:10am</b></li> </ul>	
<b>Approval of agenda</b>	<p>A quorum was not present at the meeting.</p> <ul style="list-style-type: none"> <li>• The approval of the agenda was moved to the next meeting on April 28, 2020</li> </ul>	
<p><b>Approval of consent agenda</b></p> <ul style="list-style-type: none"> <li>• Minutes: February 25, 2020</li> </ul>	<p>A quorum was not present at the meeting.</p> <ul style="list-style-type: none"> <li>• The approval of the consent agenda was moved to the next meeting on April 28, 2020</li> </ul>	
<p><b>CAEP Strategy Workgroup Report on Annual Goals</b></p> <ul style="list-style-type: none"> <li>• Guest speaker: Donna Khalid</li> <li>• Online Education Update</li> </ul>	<ul style="list-style-type: none"> <li>• Donna Khalid reported on Online Education Annual Goals                             <ul style="list-style-type: none"> <li>▪ AWD – New class each semester</li> <li>▪ SCC – Two online math classes servicing credit</li> <li>▪ SAC – Pre-training workshop for faculty, credit offers additional online training classes for faculty</li> <li>▪ Advanced Writing Class (Learn 750) – onboarding to Canvas shell</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>▪ ESL Class – Work with Canvas in classroom and Canvas shell for curriculum</li> <li>▪ HS Economics – offering 6 week class online in Spring 2020</li> </ul>	
<b>Interact Marketing Update</b> <ul style="list-style-type: none"> <li>• Interact Update</li> <li>• Current Metrics</li> <li>• YouTube Video Narrative Drafts</li> </ul>	<ul style="list-style-type: none"> <li>• The marketing update will be given at the next meeting in April</li> </ul>	
<b>Discussion and Review:</b> <ul style="list-style-type: none"> <li>• CFAD</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion regarding CFAD <ul style="list-style-type: none"> <li>▪ Waiting to hear from the state if changes will be made to the amounts</li> <li>▪ <b>Chrissy Gascon</b> to verify last year's percentages <ul style="list-style-type: none"> <li>▪ Will follow last year's percentages and discuss/approve at the next meeting in April 2020</li> </ul> </li> <li>▪ <b>Chrissy Gascon</b> to verify COLA amount</li> <li>▪ <b>Chrissy Gascon</b> to write the narrative</li> <li>▪ All voting members must be present at April 28, 2020 meeting</li> </ul> </li> </ul>	
<b>Upcoming Deliverables:</b> <ul style="list-style-type: none"> <li>• <b>March 1:</b> Q2 Member Expense Report due in Nova</li> <li>• <b>March 31:</b> Q2 Member Expense Report certified by Consortia in NOVA</li> <li>• <b>March 31:</b> 17-18 Member Closeout due</li> <li>• <b>March 31:</b> End of Q3</li> </ul>	<ul style="list-style-type: none"> <li>• Upcoming deliverables on March 31<sup>st</sup> <ul style="list-style-type: none"> <li>▪ <b>March 31:</b> Q2 Member Expense Report certified by Consortia in NOVA</li> <li>▪ <b>March 31:</b> 17-18 Member Closeout due</li> <li>▪ <b>March 31:</b> End of Q3</li> </ul> </li> </ul>	
<b>Discussion Items:</b> <ul style="list-style-type: none"> <li>• Voting Members: Must be board approved for the new fiscal year starting July 1, 2020 <ul style="list-style-type: none"> <li>• Please forward board approvals via email</li> </ul> </li> </ul>	Copy of Board approvals needed for 2020: <ul style="list-style-type: none"> <li>• OUSD -</li> <li>• RSCCD -</li> <li>• GGUSD -</li> <li>• SAUSD -</li> <li>• OCDE -</li> </ul>	

<b>Upcoming Events:</b> <ul style="list-style-type: none"> <li>• Please check CAEP website</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to check the CAEP website for upcoming events</li> <li>• Webinar on April 17<sup>th</sup> by Neil Kelly</li> </ul>	
<b>Combined Strategy Workgroup (CSW)</b> <ul style="list-style-type: none"> <li>• Via ZOOM Next meeting is Tuesday, April 14<sup>th</sup></li> <li>• Meetings will be 2<sup>nd</sup> Tuesday of the month unless there is a holiday conflict</li> </ul>	<ul style="list-style-type: none"> <li>• Next meeting will be on April 14<sup>th</sup> via ZOOM</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• All members reported on how they are moving forward with distance learning, temporary remote instruction, and online classes during the Coronavirus epidemic <ul style="list-style-type: none"> <li>▪ Utilizing various platforms (ZOOM, Google, Canvas, etc.)</li> <li>▪ Faculty has the freedom to choose the best platform for their class</li> <li>▪ Professional development is occurring due to this situation</li> <li>▪ Forcing everyone to think outside of the box and move forward with digital presentations and online classes</li> <li>▪ Faculty and staff are calling students to check in on them and assist them to log on to Temporary Remote Instruction (TRI) classes</li> <li>▪ Some classes (i.e., HVAC, Project Search, CNA) are on hold/suspended</li> <li>▪ Currently no visitors in jails, which has caused programs to be postponed</li> </ul> </li> <li>• Challenges have been: <ul style="list-style-type: none"> <li>▪ Having enough computers for staff and faculty</li> <li>▪ Several students are using their phones for classes, which can be very challenging to write a paper</li> <li>▪ Students having access to a computer and/or Internet</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• Next step is to figure out attendance issues</li> <li>• The RSAEC Executive Board meeting was <b>adjourned at 10:20am</b></li> </ul>	
<b>Future Meetings: 4<sup>th</sup> Tuesday of the month, unless otherwise noted.</b> <b>Location: CWPC Conference Room</b> <b>Time: 9:00am – 11:00am</b>		
<ul style="list-style-type: none"> <li>• <b>2020:</b> Tuesday, April 28; Tuesday, May 26; Tuesday, June 23</li> </ul>		