

RSAEC Strategy Proposal Workgroup - Adult Education Block Grant (AEBG) Meeting Minutes

January 25, 2016 3:00 – 5:00

**Location: Centennial Education Center
2900 W. Edinger Avenue, Santa Ana, CA 92704 Room A-112**

Present: Janet Cruz-Teposte, Estela Cuellar, Susan Gaer, Sue Garnett, Chrissy Gascon, Rosalba Hernandez, Rob Jenkins, Nilo Lipiz, Vincent Nunez, Carrie Patton, Eden Quimzon, Jolene Shields, Patty Siguenza, John Tashima, Mary Lou Vachet

Item	Discussion	Action
Introduction of new members	Janet Cruz-Teposte, Jolene Shields	
Approval of Minutes	Approved (1st Eden Quimzon, 2nd Carrie Patton) (1 abstention: Susan Gaer- arrived late)	
Requests for Proposals	<p>Proposal 1: Sycamore Babysitting Budget: \$6,500</p> <ul style="list-style-type: none"> • See attached proposal form from Eden Quimzon • Very similar to active strategies at Wilson and Sierra (SAUSD) <p>Proposal 2: 2 CTE Instructional Assistants Budget: \$12,500</p> <ul style="list-style-type: none"> • See attached proposal form from Estela Cuellar • Very similar to active strategy for HSS/ABE 	<p>Proposal 1:</p> <ul style="list-style-type: none"> • Eden will update form to state “short-term need” • Eden will submit detailed budget • Eden will submit proposal with necessary signatures • Chrissy will take to executive committee for vote <p>Proposal 2:</p> <ul style="list-style-type: none"> • Estela will update form with page #'s and change proposal name to reflect AWD and pilot status • Estela will connect with Rosalba for job description • Estela will check IA wage increase effective Jan 1, 16 & confirm budget • Estela will submit proposal with necessary signatures • Chrissy will take to executive committee for vote

Proposal 3: ESL Career Planning Class

Budget: \$768.60

- See attached proposal form from **Rosalba Hernandez**
- **Patty** suggested looking at SAC N45 counseling class
- **Susan Gaer** mentioned that if **Rosalba** can use an existing class, it will be much easier to get through curriculum with a revision.
- **Chrissy** suggested increasing the budget to account for hours needed to provide lessons. An average is up to 50 hours per person for new curriculum.
- **Susan Gaer** suggested looking at the embedded counseling currently being piloted in Intermediate 2 and 3 classes at CEC
- **Nilo** suggested that we look at the level of the Ss who will be served as well as modes of delivery. Also, to broaden the view in regards to access and content.
- **Nilo** suggested to request funding to generate lesson plans for each discipline (ESL, ABE, HSS, CTE)
- It was also suggested to possibly make this a shorter class: 8 weeks – 2x per semester.

Proposal 4: Career and Academic Assessment Pathway Course

Budget: TBD

- See attached proposal form from **Janet Cruz-Teposte**
- **Janet** asked for us to brainstorm ways to create a pathway course for noncredit students.
- **Nilo** suggested working with Rosalba and other counselors, connecting to the Ed Plans that are being done.
- **Eden** suggested a simple survey to determine factors such as commitment and prior education

Proposal 3:

- **Rosalba** will research the different ideas that the workgroup suggested and rework the budget to allow for lesson planning hours.
- **Chrissy** will contact Estella at Saddleback Community College to investigate their new 2-week orientation and career exploration class.
- **Chrissy** will ask **Julia Vercelli** for information on the N45 course and the embedding counseling that she is piloting with **Susan Gaer** in Intermediate 2 and 3
- **Rosalba** will bring the strategy back to the workgroup in February

Proposal 4:

- **Janet** will research the different ideas that the workgroup suggested and bring the strategy back to the workgroup in February

	<ul style="list-style-type: none"> • Mary Lou suggested setting up a baseline of what is needed • Patty asked how we would assess the students. She suggested looking at the multiple measures being used and see what information could be obtained from that. • It was also suggested to create a research project to filter data such as how many incoming students have completed their HS diploma, how many have degrees, work experience, availability and commitment to study. 	
<p>Updates on Approved Strategies</p>	<ul style="list-style-type: none"> • Sue Garnett announced that babysitting has started at Wilson and Sierra, but she is not sure of the numbers yet. • Chrissy announced that the Main Street Center has been leased and will be ready to occupy by the end of February/early March. Furniture/computers are being ordered and classes will hopefully begin April 11. • Chrissy announced that the CEC evening babysitting program is opened January 11. As of January 20, there are currently 26 children enrolled. There is space for 75 children, and we hope to be at capacity within the next 2 weeks. 	<ul style="list-style-type: none"> • Sue Garnett will bring an update regarding the babysitting sites to the next meeting.
<p>Articulation Agreements: How can we work with the credit side to create seamless transitions for our students?</p>	<ul style="list-style-type: none"> • Carrie Patton spoke to the workgroup about articulation agreements that she is working on with credit math and English. Information was given to the group on how the HSS department has gone through the learning process of setting up articulation agreements. • Carrie shared an organizational timeline and a draft of the math articulation agreement. • Carrie is taking the articulation agreements to the math department meeting in Feb/March for final approval and the English 	<ul style="list-style-type: none"> • Chrissy will speak to Kimberly Mathews regarding the articulation paperwork. Where does it go next? • Carrie will send a draft of the English articulation agreement to Susan Gaer as soon as it is ready.

	department meeting in March/April for final approval.	
How can we braid in other grants?	<ul style="list-style-type: none"> • Susan Gaer reported that she is working with Student Equity to pay for the first EMLS/ESL meeting to discuss articulation. It will be proposed that AEBG funding help pay for a retreat when all parties are ready. 	
<ul style="list-style-type: none"> • SSSP • Student Equity • BSI • Carl Perkins • WIOA 		
Other:	<ul style="list-style-type: none"> • Chrissy requested that all future proposals come with a detailed budget sheet. The executive committee would like to see a breakdown of the spending, and the budget detail is also needed to set up subcontract agreements. • Chrissy asked that workgroup members bring updates to the meetings and work on ways to gather performance outcomes for the approved strategies. This information will be shared with the executive committee. • CEFA contract was approved and pay increases for adjunct faculty and went into effect on Jan 1, 2016. <ul style="list-style-type: none"> • Curriculum writing will now be paid at the coordinator rate instead of the non-instruction rate. (Increase from \$22.51/\$23.07 to 37.49/\$38.43) • Check your strategy budgets to make sure that new rate of pay is being used. 	
Future Meetings:	Spring Break Dates: RSCCD = April 1-10 SAUSD and OUSD = April 3-10 GGUSD = April 10-17	
<ul style="list-style-type: none"> • Monday, February 29 • Monday, March 28 • Monday, April 25 • *Monday, June 6 – The last Monday of May is Memorial Day, so the meeting will be held the first week of June. This is the last meeting for the 2015-16 academic year. 		