San Diego Adult Education Regional Consortium (SDAERC)

Date: May 20, 2021
Time: 3:00-4:30
Location: Online Zoom
Teleconference Access: https://cccconfer.zoom.us/j/95364392008 Meeting ID: 953 6439 2008

Agenda Item	Lead/Presenter
1. **Call to Order**	All
2. **Adoption of Agenda & Selection of Chair**	All
3. **Public Comment**	
4. **Consent Items:** a. Approval of Minutes Special SDAERC Meeting 4/14/21 b. Annual Calendar for PY 21/22 Academic Year	All
5. **Action Items:** None	
6. **Presentation Items:** a. City of SD Digital Navigator Pilot b. PY 21/22 SDAERC Annual Plan *(due August 15th)*	-Kelsey Baird, Digital Inclusion and Development Associate, City of SD, Economic Development -Kelly Henwood & Nate Sachdeva - All
7. **Discussion Items:** **a.** CCR & Career Bridge Pathways Updates **b.** Partnership Updates 　▪SDCOE 　▪READ San Diego	-Lorie Howell, Dean & Veleka Iwuaba, Program Chair -Margie de Ruyter, SDCOE -Valerie Hardie, City Library, READ San Diego
8. **Information Items:** a. SWP Update & K-12 Round 4 Collaborations & WBL b. Outreach Updates c. Standing Item: Student Services Updates d. Professional Development Updates e. Upcoming CAEP Due Dates	-Cassandra Storey, SDCCE Dean, & Rob Corona, SDUSD SWP Pathways -Tavaris Franklin, SDCCE Outreach Coordinator -Edith Quintero, SDCCE, Acting Dean of Counseling -Laurie Cozzolino, SDCCE -Kelly Henwood, SDCCE
Adjournment: Next Meeting July 15th 3:00 – 4:30 (Pending Calendar Approval)	

Item	
1. **Call to Order**	Call to order at 3:02pm **Members present:** 1. Lorie Crosby Howell, SDCCE 2. Michelle Fischthal, SDCCE 3. Leah Gualtieri, SDCCE 4. Esther Matthew, SDCCE (Katie Serbian, Proxy) 5. Nate Sachdeva, SDUSD 6. Kirsley Tate, SDUSD 7. Sarah Vielma, SDUSD **Members absent:** 1. Megan Johnson, SDUSD- Absent **Guests:** 2. Alex Berry, SDCCD 3. Stephanie Contreras, SD Public Libraries Literacy Program 4. Rob Corona, SDCCD/SDUSD 5. Laurie Cozzolino, SDCCE 6. Margie de Ruyter, SDCOE 7. Deborah Glanz , SDUSD 8. Val Hardie, SD Public Libraries Literacy Program 9. Colleen Harmon, SDUSD, TRACE Instructor 10. Kelly Henwood, SDCCE 11. Chinzaom Iwuaba, SDCCE 12. Veleka Iwuava, SDCCD 13. Greg Laskaris, SDCCD 14. Eric Miller, SDCCE 15. Mike Reynolds, SDUSD 16. Diana Vera-Alba, SDCCE

2. **Adoption of Agenda & Selection of Meeting Chair**	Nate Sachdeva, SDUSD to chair the meeting.
	
	Adoption of Agenda as is:
	    M: Michelle Fischthal
	    2nd: Lorie Crosby Howell
	    Discussion: None
	    Abstentions: None
	    All in favor

3. **Public Comments**	None

4. **Consent Items**
    a. Approval of Minutes: 1/21/21
    b. Q2 Fiscal Reports
	Approval of Minutes
	
	    M: Leah Gualtieri

	2nd: Lorie Crosby Howell Discussion: None Abstentions: None All in favor **Q2 Fiscal Reports** As direct funded agencies out of the Consortium, quarterly, expenses are submitted into the state reporting system, called NOVA. Provided in meeting packet for reference. 2019-2020 funds expire December 31, 2021. Discussed carryover of funds into the new year. No decision has been made yet but there is discussion at the state level to reduce carryover amount. Helpful to monitor percentage of carryover for both agencies. M: Michelle Fischthal 2nd: Sarah Vielma Discussion: None Abstentions: None All in favor
5. **Action Items:** a. Preliminary State Allocation PY 21/22 Preparation for CFAD, Due 5/2	**Preliminary State Allocation PY 21/22 Preparation for CFAD-** Kelly Henwood, Special Projects, SDCCE Certified Fiscal Administration Declaration (CFAD) is our allocation for program year 2021-2022. There was an increase this year compared to last year by about $70,000. Preliminary allocations were reviewed. There is a webinar from the CAEP Office at the end of the month to discuss this. Due to the timing of our meetings, a special meeting will need to occur in order to vote on final CFAD information. Due May 2. **Action:** Kelly to schedule special meeting.

6. **Discussion Items:**
  a. Name Change for SDCE to San Diego College of Continuing Education
  b. Annual Plan Process
  c. SWP Transitional Pathways
  d. Professional Development Updates
  e. Career Bridge Pathways Update
    ✓ CCR Updates Spring & Summer 2021
    ✓ Intro Career Bridge Pathways Updates
  f. Partnership Updates
    ✓ SDCOE
    ✓ READ San Diego
	Name Change for SDCE to San Diego College of Continuing Education- Dr. Michelle Fischthal, VP of Instruction, SDCCE
	
	Background on the decision to change our name was shared. Purpose is to inform the community that we are part of the colleges. Our structure did not change; only our name.
	
	Annual Plan Process- Kelly Henwood, SDCCE
	
	Due August 15. Would like to form a workgroup to review plans goals from last year, discuss strategic plan goals, and changes or new plans to include in this year's annual plan. Strategic Plans are done every 3-years; annual plans are done as a Consortium; budgets are entered in separately.

	Would like an initial meeting before the end of the semester. Most of the work to be completed during the summer. Members interested in joining this workgroup can reach out to Kelly.

SWP Transitional Pathways- Rob Corona, SWP K-12, SDUSD

Event on April 19-23- Resilient Careers: Explore your future in Health and Biotech. Hosted by SD County of Education. Cassandra Storey, SDCCE Dean, to share on Healthcare Certification with High School and College Students on the 20th.

Program Finder is now available. Flyer provided to promote in chat.

The Strong Workforce Program round 4 applications are coming out in late August or September. Marketing packet and support process are being developed.

Professional Development Updates- Laurie Cozzolino, PD Coordinator, SDCCE

Primary focus on PD during this past year has been focused on teaching and learning online, remote work support and equity diversity inclusion. Over 250 faculty are fully certified to teach online. More than 200 additional trainings to support our faculty in creating online training courses for our students. In-person FELI training is being planned for 20-21.

Other areas that inform professional development efforts include: CE student centered immigrant support program, college and careers, student centered information and support sessions, student outreach, technology tools, food, cash support, etc. Important for faculty and staff to know of these services to assist our students.

ESL and ELL Program develops PD internally and supports: learner persistence, transition to college, citizenship, VESL, social justice, community partners, etc.

Classified Professional Staff have been challenged by remote work environment. Teams trainings have been established to help work more effectively together.

Upcoming Conferences: ACCE, NCORE, Classified Professional Conference

Career Bridge Pathways Update- Dr. Lorie Crosby Howell, Dean, SDCCE and Dr. Veleka Iwuaba, Chair, SDCCE |

	✓ **CCR Updates Spring & Summer 2021** Developing the Intro to Hospitality combined with the CCR course set to run this summer. Total cost is $100. CCR to run from 6/14-6/25 and 6/21-7/2 to run Intro to Hospitality. Will run four cohorts over the summer. The 6 week session, for high school students, will run from 6/14-7/23. Only one class; limited space. ✓ **Intro Career Bridge Pathways Updates** INTD 500- Career and College Readiness course combined with INTD 501 to provide a focused approach to career exploration. Support will be provided on how to fill out applications, write resumes and cover letters, promote interviewing skills, and include guest speakers from various CTE programs. **Partnership Updates-** Margie de Ruyter, SDCOE and Valerie Hardie, City of SD Library ✓ **SDCOE** Virtual Event on April 19-23- Resilient Careers: Explore your future in Health and Biotech. Registration available for K-12 and College students. BioCom Institute on April 28-29; bringing together K-12 educators and non-profit employers around biotech learning experiences in schools. WBL Team, in partnership with the Regional Consortium, will be hosting an ICT and Digital Media webinar. ✓ **READ San Diego** Video of 2020 highlights, before and after March, was shown; video was presented at their annual recognition event.
7. **Presentation Item(s):** a. SDCCE DSPS b. SDUSD Students with Disabilities Local Plan Agreement	**SDCCE DSPS-** Katie Serbian, Acting Dean of DSPS SDCCE DSPS mission is to offer a variety of classes and services designed to facilitate the success of students with disabilities in reaching their educational, personal, and vocational goals. Serve about 1800 students each year. Many of the students have intellectual disabilities and acquired brain injuries. Reviewed the current department support structure along with counseling services available to students. At CE, the onus is on the student to identify themselves to the institution. Once they see a counselor, accommodations are made to support students in the classroom.

	Briefly shared the process for students with disabilities transitioning from high school to CE. Must first register as a student and then meet with a DSPS Counselor. Students with concerns about being identified with a disability are protected by the college and should be aware that their personal information is a confidential matter between themselves, the counselor and instructor. **SDUSD Students with Disabilities Local Plan Agreement-** Amy Perez or Mike Reynolds, SDUSD Colleen Harmon, TRACE Instructor was introduced and shared on this item. LPA is established to create a seamless delivery of services to help students achieve competitive integrated employment. Competitive Integrated Employment (CIE) means that students with disabilities, primarily intellectual disabilities, have a right to make the minimum wage and need to be employed by a place where they can be integrated in their community. The whole idea of an LPA is to create core partners to develop community partners. Community Partners event is scheduled on April 15, 2021 @ 10am via Zoom. Goal is to improve outcomes on students with disabilities.
8. **Informational Items:** a. State Technical Assistant Project b. College and Career Transition Updates c. Outreach Updates d. Standing Student Services Updates e. Upcoming CAEP Due Dates	**State Technical Assistant Project-** Kelly Henwood, SDCCE Did not discuss. **College and Career Transition-** Stephanie Lewis, Dean, SDCCE Did not discuss **Outreach Updates –** Tavaris Franklin, Outreach Coordinator, SDCE If anyone would like an outreach representative to come to an event, meeting, etc. there is an outreach request form that is submitted to Tavaris. Kelly to resend out to the group. **Standing Student Services Update-** Esther Matthew, Dean, SDCCE Did not discuss. **Upcoming CAEP Due Dates-** Kelly Henwood, SDCCE Already addressed in previous areas above.
9. **Roundtable**	None
Adjournment *Next Meeting: May 20th, 3pm-4:30pm*	Adjourn 4:34pm

SDAERC Annual Meeting Calendar PY 21/22

Action & Discussion: According to the San Diego Adult Education Regional Consortium (SDAERC) DAERC Governance Charter, the SDAERC shall adopt an annual meeting calendar.

Background: Meetings are proposed to continue to take place on the same schedule of bi-monthly meetings, every other month, for a total of 6 Regular Meetings a year on the third Thursdays from 3:00 – 4:30.

SDAERC shall discuss if this is an adequate amount of regular meetings with the option of adding special meetings as needed. Location of the meetings will also be discussed.

Special Meetings: SDAERC shall hold regular meetings with the option of adding Special Meetings as needed. Special Meetings may be planned as requested by the SDAERC, including meetings needed to accomplish tasks and deadlines as determined by the State CAEP Office.

Proposed PY 21/22 Regular Meeting Calendar:

- Thursday, July 15th, 2021
- Thursday, September 16th, 2021
- Thursday, November 18th, 2020
- Thursday, January 20th, 2020
- Thursday, March 17th, 2020
- Thursday, May 19th, 2020

Location*:

Consortium meetings shall take place in accordance with the Public Meetings Act as described by the State CAEP Office to comply with legislative requirements of AB 104.

PY 21/22 Regular SDAERC Meetings shall be publicly accessible via an online format as well as in-person. Face-to-face meetings will occur when reopening has occurred and is permitted by both SDAERC member agency institutions. Locations to be determined.

Remote Access: As allowed by bylaws, all meeting will be accessible via teleconference. Join from https://cccconfer.zoom.us/j/93418750497?pwd=dEVPVEN1YlVNZ3ZaT3pZSzlZNjFzdz09
Password: SDAERC
Or Telephone:
+1 669 900 6833

*unless otherwise noticed

Timelines

☐ Annual Plan is due August 15th in State NOVA System

☐ The Next Regular Consortium Meeting: July 15th

☐ Proposed Special Remote Consortium Meeting to discuss the Annual Plan before due date: August 5th

☐ Proposed Ad hoc Workgroup Meetings for Annual Plan Development:

 o June 9th Wednesday @ 1pm

 o June 24nd Thursday @ 11:30

 o June 30th Wednesday @ 9am

 o July 8th @ Thursday 9am

Adhoc Planning Committee Member Team: What roles are needed?

☐ Other Voting Members & Constituents?

☐ Nate Sachdeva

☐ Kelly Henwood

Background Documents

☐ PY 21/22 Annual Plan Template DRAFT

☐ PY 20/21 Last Year's Annual Plan FINAL with Comments

☐ Three Year (2019-2022) Strategic Plan Goals, Strategies, Activities FINAL

☐ 2019 Consortium Effectiveness Survey

☐ Familiarize with Consortium Transition Populations and CAEP Student Data Reporting & Outcomes

☐ Member Agencies SDCCE & SDUSD WIOA Continuous Improvement Plans (CIP) for ESL/ASE Programs

☐ Data: AE Pipeline & Tops Pro Enterprise/CASAS

PY 21/22 Year 7 Annual Template - Process Steps

1. Approve Adhoc Workgroup Schedule
2. Form Workgroup Membership
3. Members Review Background Documents
4. Summarize what we have accomplished from our Strategic Plan Goals and Activities to Date
5. What are major changes being experienced by member Agencies? - How may this effect programming and impact our PY 21/22 Plan and Budget? Examples:
   a. SDUSD moving from 6 - 4 sites impacting Enrollment Numbers
   b. Online Remote Learning and Reopening Face to Face Classes
6. What considerations are there due to COVID/Pandemic related to Goals/Activities?
7. What are the current Gaps In Services related to the student journey?
8. Data Informed Planning: what data would be potentially useful to analyze our successes and opportunities to support Adult Learners? Examples:
   a. Transitions
      i. Waiver data for K-12 students attending SDCCE?
      ii. How many SDUSD Students are moving to SDCCE?
      iii. How many SDUSD HSDP students took CCR? And how did it impact their success and next steps?
   b. Accelerated Learning:
      i. Do we have data on how are we conducting HSDP Credit assessments to determine best options for ASE?
      ii. How many students are taking more than a year to complete HSDP?
      iii. What are our "graduation" rates? Certificate rates?
      iv. Assessing Consortium Effectiveness? Should we do a Survey of Consortium Members and Partners?

SWP

ROUND 4 GRANT TIMELINE

PLAN & PREPARE
MAR - AUG

RFA RELEASED
SEPTEMBER
Expected date

APPLICATIONS DUE
OCTOBER
Expected date

SELECTION COMMITTEE
NOVEMBER
Expected date

AWARDS ANNOUNCED
DECEMBER
Expected date

PROJECT TERM BEGINS
JANUARY
Expected date

CREATE NEW CTE COURSES, PATHWAYS & PROGRAMS

RETOOL EXISTING PROGRAMS

EXPAND CURRENT CTE COURSE, PATHWAYS & PROGRAMS

CONNECT YOUR PROGRAM TO COLLEGE CTE PATHWAYS AND INDUSTRY

BUILD CAREER EXPLORATION PROGRAMS & OPPORTUNITIES

Dream, Build and Expand
Your CTE Program with SWP Funds!

The Strong Workforce Program (SWP) has been awarding districts, charters, county offices of education, and ROCPs serving students in grades K through 12 with funds to grow their CTE programs through a local competitive grant. K12 SWP funds are an investment to support continuous improvement and capacity building.

Your **K12 Pathway Coordinator** can help you:

- Understand the RFA and grant requirements
- Understand regional priorities
- Identify opportunities for pathway development
- Locate and use labor market data
- Connect with community college partners
- Connect with business and industry partners

TO LEARN MORE VISIT:
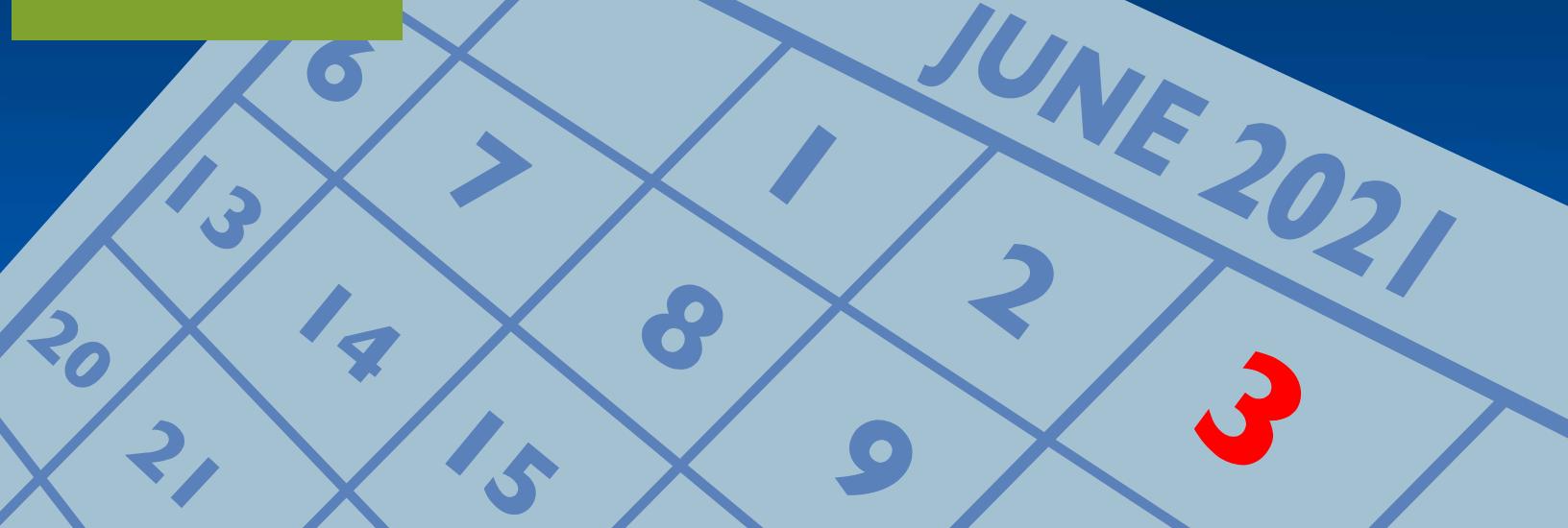
K12 Pathway Coordinator Workspace
https://bit.ly/3mBhKlq

SAN DIEGO & IMPERIAL
REGIONAL CONSORTIUM
COMMUNITY COLLEGES

![CCTE College, Career & Technical Education logo]

JUNE 3
2:00 - 4:30 PM

SAVE THE DATE
SAN DIEGO UNIFIED VIRTUAL
CCTE SHOWCASE

https://sites.google.com/sandi.net/ccte/
ccte-innovation-showcase-2021

JUNE 2021

6
13
20
7
14
21
1
8
15
2
9
3

FREE ONLINE CLASSES

SUMMER 2021
June 14-August 28

FREE CAREER TRAINING
Industry Recognized and State Approved

▶ Automotive
▶ Business and Accounting
▶ Child Development
▶ Digital Media and Programming
▶ Clothing and Textiles
▶ Healthcare
▶ Hospitality and Culinary Arts
▶ Information Technology
▶ Skilled and Technical Trades

SAN DIEGO COLLEGE OF CONTINUING EDUCATION