



CALIFORNIA  
ADULT EDUCATION  
PROGRAM



San Diego Unified  
SCHOOL DISTRICT

## San Diego Adult Education Regional Consortium (SDAERC)

**Date:** January 20, 2022

**Time:** 3:00-4:30

**Location:** Online Zoom

**Teleconference Access:**

<https://cccconfer.zoom.us/j/93418750497?pwd=dEVPVEN1YlVNZ3ZaT3pZSzlZNjFzdz09>

Agenda Item	
<b>1. Call to Order</b>	<p><b>Call to order at 3:05pm</b></p> <p><b>Members Present:</b></p> <ul style="list-style-type: none"><li>1. Michelle Fischthal, SDCCE</li><li>2. Leah Gualtieri, SDCCE</li><li>3. Edith Quintero, SDCCE</li><li>4. Monica Rosas, SDUSD</li><li>5. Nate Sachdeva, SDUSD</li><li>6. Kirsley Tate, SDUSD</li><li>7. Lorie Crosby Howell, SDCCE</li><li>8. Megan Timmons, SDUSD</li></ul> <p><b>Members Absent:</b></p> <ul style="list-style-type: none"><li>9. Sarah Vielma, SDUSD- Absent</li></ul> <p><b>Guests:</b></p> <ul style="list-style-type: none"><li>10. Alex Berry, SDCCE</li><li>11. Laurie Cozzolino, SDCCE</li><li>12. Kay Faulconer Boger, SDCCE</li><li>13. Kelly Henwood, SDCCE</li><li>14. Veleka Iwuaba, SDCCE</li><li>15. Valeria Ramirez, SDCCE</li><li>16. Diana Vera-Alba, SDCCE</li><li>17. Marne Foster, SDCCE</li><li>18. Shakerra Carter, SDCCE</li><li>19. Roberta Krauss, SDCCE</li><li>20. Val Hardie, SD Public Library</li></ul>
<b>2. Adoption of Agenda &amp; Selection of Chair</b>	<p><b>Adoption of Agenda</b></p> <p>Discussion: None</p>

	<p>Motion: Nate Sachdeva  Second: Edith Quintero  Nays: None  Abstentions: None  Action: Approved</p> <p><b>Michelle Fischthal to Chair the Meeting</b>  Discussion: None  Motion: Nate Sachdeva  Second: Roberta Krauss  Nays: None  Abstentions: None  Action: Approved</p>
<b>3. Public Comment</b>	None
<b>4. Consent Items:</b> a. Approval of Minutes: 9/30/21	<p><b>Approval of Minutes from 11/29/21</b>  Discussion: None  Motion: Nate Sachdeva  Second: Leah Gaultieri  Nays: None  Abstentions: None  Action: Approved</p>
<b>5. Action Items:</b> a. SDCCE Representative: Vice President of Student Services, Shakerra Carter b. State Reports: Data & Financials	<p><b>SDCCE Representative: Vice President of Student Services, Shakerra Carter - Kelly Henwood, SDCCE</b>  Welcomed and introduced Dr. Shakerra Carter to the consortium.</p> <p>Acknowledged and thanked Edith Quintero as Acting Dean of Counseling. Edith replaced Esther Matthew, who retired.</p> <p>Discussed bylaws, Sections VII “Designated Representatives” and VIII “Interim Appointments”. Bylaws can be viewed (<a href="#">HERE</a>).</p> <p>Moved to approve Dr. Shakerra Carter as a voting member of the consortium. This will become a board item and require final approval by the Board of Trustees.  Motion: Michelle Fischthal  Second: Nate Sachdeva  Nays: None  Abstentions: None  Action: Approved</p>

	<p><b>State Reports: Data &amp; Financials, Kelly Henwood, SDCCE</b></p> <p>Provided overview of data &amp; financials submitted to the state.</p> <p>Program Area PY 20/21 <a href="#">HERE SDUSD</a></p> <p>Program Area PY 20/21 <a href="#">HERE SDCCD</a></p> <p>Q1 Expenditure PY 21/22 <a href="#">HERE CONSORTIUM</a></p> <p>Moved to accept 2021 program area reports and 2022 Q1 expenditure reports.</p> <p>Motion: Michelle Fischthal Second: Nate Sachdeva Nays: None Abstentions: None Action: Approved</p>
<p><b>6. Presentation Items:</b></p> <p>a. Strategic Planning</p> <p>b. Community Partnerships</p>	<p><b>Strategic Planning - All</b></p> <p>Breakout Rooms Activity- 5 minutes</p> <p>- Share one thing that you plan to focus on in your work this spring/summer that will benefit students? – What are ways that the consortium and colleagues could support? –</p> <p>Themes Shared:</p> <ul style="list-style-type: none"> <li>• Student Engagement</li> <li>• Resource- library card can checkout hot spot service; link to libraries with hotspot check out. <a href="https://www.sandiego.gov/public-library/san-diego-access-4-all">https://www.sandiego.gov/public-library/san-diego-access-4-all</a></li> <li>• Digital Literacy</li> <li>• Centering the Students Voice</li> <li>• Improving Student Onboarding process</li> <li>• Create PD opportunities</li> <li>• Student Portal- Student Needs</li> <li>• CCR to establish learning communities for students</li> <li>• College coursework</li> <li>• Offer opportunities for distance learning, be flexible</li> <li>• Faculty Appreciation- Happy Faculty, supports student connections</li> <li>• Identify where learning can be done</li> </ul> <p>Discussed current strategic planning efforts. Focus is on what we are doing collaboratively together; this is the</p>

	<p>focus of our three year plan. All are dealing with low enrollment and engagement. May want to look at different strategies to address these areas in our new environment.</p> <p>Currently having road shows addressing what CAEP is and the purpose of CAEP in support of the strategic planning process. Emphasis is on use of resources. In process of visiting all SDCCE constituents (i.e. faculty, classified, etc.).</p> <p>Future CAEP funding is expected to move into the direction of being performance based. It will be helpful to have a document noting activities and objectives to help with accountability.</p> <p><b>Community Partnerships, Leah Gualtieri, SDCCE</b>        READ San Diego and Council on Literacy- Countywide meeting will be held on Feb. 7 to discuss enrollment management processes serving our lower level literate communities. Collaboration of adult schools and library programs.</p>
<p><b>7. Discussion Items:</b></p> <ol style="list-style-type: none"> <li>a. SDCCE Office of Student Services Updates</li> <li>b. SDCCE Strategic Enrollment Management</li> <li>c. Career &amp; College Readiness &amp; Career Bridge Pathways</li> <li>d. Joint High School Diploma Marketing Materials</li> </ol>	<p><b>SDCCE Office of Student Services Updates – VPSS</b>  <b>Shakerra Carter &amp; VPI Michelle Fischthal, SDCCE</b>        Add</p> <p><b>SDCCE Strategic Enrollment Management, VPI Michelle Fischthal, SDCCE</b>        Doing work through Access, Retention and Completion Committee through an equity lens, looking to shift culture while doing the work. Looking at different ways to collaborate and integrate as a whole. Guided Pathways Coordinators are helping with this work. Want to be Student-centered, scaled, intentional and data-informed.</p> <p>Discussed Taskforces Groups developed out of 5 main themes:</p> <ol style="list-style-type: none"> <li>1. Student Onboarding</li> <li>2. Marketing &amp; Outreach</li> <li>3. Student-Centered Scheduling</li> <li>4. Transitions &amp; Student Journey- inviting SDUSD to participate</li> <li>5. Program Development &amp; Innovation</li> </ol>

	<p><b>College &amp; College Readiness &amp; Career Bridge Pathways – Dean Crosby-Howell &amp; Veleka Iwuaba, Program Chair, SDCCE</b>  CCR is having multiple sessions this spring and summer. Enrollment is starting now.</p> <p>CCR Flyer for Spring 2022: *see flyer <a href="#">HERE</a>.</p> <p>Summer 2022, rolling out: Culinary, Child Development, Exploratory</p> <p><b>Joint High School Diploma Marketing Materials, Workgroup meets directly before Consortium</b>  Tabled for next meeting.</p>
<p><b>8. Information Items:</b></p> <ul style="list-style-type: none"> <li>a. Gateway to College &amp; Apprenticeship Readiness</li> <li>b. Promise Scholarships</li> <li>c. Outreach Updates</li> <li>d. Joint Professional Development Updates/Opportunities</li> <li>e. Super Region Updates</li> <li>f. SDAERC Newsletter Items</li> <li>g. Upcoming CAEP Due Dates: <a href="https://caladulited.org/DueDates">https://caladulited.org/DueDates</a></li> </ul>	<p><b>Gateway to College &amp; Apprenticeship Readiness, Stephanie Lewis, SDCCE</b>  Tabled for next meeting.</p> <p><b>Promise Scholarships</b>  Tabled for next meeting.</p> <p><b>Outreach Updates, Acting Outreach Coordinator, Valeria Ramirez, SDCCE</b>  Tabled for next meeting.</p> <p><b>Joint Professional Development Updates/Opportunities, Diana Vera Alba, CAEP Coordinator, SDCCE</b>  Tabled for next meeting.</p> <p><b>Super Region Updates, Kelly Henwood SDCCE</b>  Tabled for next meeting.</p> <p><b>SDAERC Newsletter Items - Kelly Henwood, SDCCE</b>  Tabled for next meeting.</p> <p><b>Upcoming CAEP Due Dates</b>  Tabled for next meeting.</p>
<p><b>Meeting adjourned 4:35pm</b>  <b>Motioned:</b> Nate Sachdeva  <b>Seconded:</b> Lorie Crosby Howell  <b>Action:</b> Adjourned</p>	

**Next Meeting Special Meeting March 17th 3:00 – 4:30**

For more information about the SDAERC and CAEP: Visit our local websites: [SDCE SDAERC](#) and [SDUSD Adult Program](#) Or the State CAEP website: [www.caladulited.org](http://www.caladulited.org)