San Diego Adult Education Regional Consortium (SDAERC)

Date: July 21, 2022

Time: 3:00p-4:30p

Location: Online Zoom

Agenda Item	
1. Call to Order	**Call to order at 3:02pm** **Members Present:** 1. Shakerra Carter, SDCCE 2. Leah Gualtieri, SDCCE 3. Jan Jarrell, SDCCE- Proxy for Michelle Fischthal 4. Nate Sachdeva, SDUSD 5. Lorie Crosby Howell, SDCCE 6. Monica Rosas, SDCCE- Proxy for Kirsley Tate 7. Megan Timmons, SDUSD 8. Sarah Vielma SDUSD **Members Absent:** 9. Michelle Fischthal, SDCCE 10. Kirsley Tate, SDUSD **Guests:** 1. Kelsey Baird, City of San Diego 2. Libby Bakit, SDCCE 3. Michelle Gray, SDCCE 4. Kelly Henwood, SDCCE 5. Jackie Hester, SDCCE 6. Jan Jarrell, SDCCE 7. Steph Johnston, SDCOE 8. Tina King, SDCCE 9. Neil Kovrig, SDCCE 10. Carolyn McGavock, SDCCE 11. Amertah Perman, SDCCD 12. Edith Quintero, SDCCE (Proxy for VPSS, 4pm)

	13. Monica Rosas, SDUSD 14. Margie de Ruyter, SDCOE 15. Jessica Varnado-Swall, SDCCE 16. Diana Vera-Alba, SDCCE
2. Adoption of Agenda & Selection of Chair	**Adoption of Agenda** Discussion: None Motion: Nate Sachdeva Second: Monica Rosas Nays: None Abstentions: None Action: Approved Sarah Vielma to Chair the Meeting.
3. Public Comment	None
4. Presentation Items: a. Introductions with President Tina M. King Ed.D	**Introductions- Dr. Tina M. King Ed.D. President, SDCCE** Greeted Consortium Members and Guests.
5. Consent Items: a. Approval of Minutes: 6/23/22	**Approval of Minutes from 6/23/22** Discussion: None Motion: Megan Timmons Second: Lorie Crosby Howell Nays: None Abstentions: None Action: Approved
6. Action Items: a. PY22/23 Consortium Allocation Amendment	**PY22/23 Consortium Allocation Amendment- Kelly Henwood, Consortium Lead, SDCCE** Trend analysis for SDAERC allocation PY22/23 (Year 8) was presented showing allocations for each member agency. Memo from Governor's Office provides information about the amended allocation amounts as a result of the increase to the CAEP baseline funding of the state budget bill, NOVA Instructions for the amendment to the allocations and restrictions on the use of CAEP Funds. Total final allocation for PY 22/23 is $5,308,633.00. $1,327,158 to SDUSD (25%) and $3,981,475 to SDCE SDCCD (75%). Approval for the final PY 22/23 Consortium Allocations Amendment. Motion: Nate Sachdeva Second: Lorie Crosby Howell Nays: None Abstentions: None

	Action: Approved
7. Discussion Items: a. Digital Equity and Inclusion Summer Project. b. SDAERC 2023-2025 Strategic Plan Implementation: https://bit.ly/3OpCLMc c. State CAEP Summit Session Proposals 10/25-28: https://summit.caladulted.org/	**Digital Equity and Inclusion Summer Project-Leah Gualtieri, ASE/ABE Faculty, SDCCE, Kelsey Baird, SDCOE** Digital Equity and Inclusion (DEI) is fundamental to engaging and retaining new and returning adult learners in a noncredit institution. It is increasing important in the uncertain and transition pandemic world of higher education for adult learners. SDCCE recognized this issue is at its core one of social justice and equity. Ongoing, multi-faceted, and holistic student support is crucial for disconnected adult learner populations that face many personal and societal barriers. Considerations: How many students were lost or have not been able to engage due to DEI gaps in services; how to address the needs holistically across our institution; disaggregating the data to discern which students are most impacted by the digital divide; which students are we missing; access to computers. Big Ideas: Digital needs assessment tool; digital literacy learning platform; digital equity learning/tutoring labs; digital literacy workshop and/or course; expand digital literacy Career Development College Preparation (CDCP) Instructional Program Certificates; Technology Access Project (TAP); City of SD's Digital Navigator Program; Community Partnerships; Advocacy. Summer 2022 Project Focus: • Timeline: July & August • Identify existing DEI programs- Collect quantitative and qualitative data to identify best practices and lessons learned. • Internal Outreach- What are we already doing at SDCCE? What are some best practices? What have we learned? What are others doing: Kelsey Baird from the City of San Diego shared current efforts city wide. Digital Navigator Program based on a national model. Offer students affordable internet, low-cost or no-cost computers, and basic tech asks (i.e. using a computer, setting up a virtual call). 11 digital navigators; fluent in 11 languages placed across the city. 5 of the

	navigators are SDCCE students. City wide, a broadband master plan is being developed to address equity issues as well as a Digital Equity action plan.
	Carolyn McGavock, ESL Faculty at SDCCE shared about ESL program efforts and orientation sessions provided to students. Students were encouraged to bring their own devices from home for help with accessing information. May want to offer this again, campus-wide.
	SDAERC 2023-2023 Strategic Plan Implementation-Kelly Henwood, SDCCE The Strategic Plan development process included emphasis on integrating and leveraging the objectives, activities, and outcomes with other institutional processes. Reviewed steps taken: - Accomplishments and unfulfilled gaps of previous plans - CAEP Road Planning Shows - Inclusion of previous SDAERC 19-22 Strategic Plan Goals & Strategies - SDAERC Effectiveness Survey Feedback - Alignment with SDCCE Strategic Plan (aspects of Program Review) - Strategic Enrollment Management Plan (i.e. onboarding, transitions, marketing and outreach) - Alignment with categorical funding initiatives State Defined Objectives for Plans: 1. Address Educational Needs 2. Improve Integration of Services and Transitions 3. Improve Effectiveness Implementation- Next Steps: - Need a mapping tool to track Goals, Activities and Outcomes. - Road Shows to share plan and start implementation discussions - Attend and Incorporate into existing SDCCE structures - Accountability and Reporting at SDCCE-structure to support communication - Jesus Rivas to present the SDAERC Effectiveness survey Feedback at the September meeting.

	Implementation- Address Educational Needs:
	- Immediate tasks common to both agencies:
	    ○ Career Pathways & Bridge Programming
	    ○ HS Equivalency Programs- JECC
	    ○ HS Diploma Programming & Partnerships
	    ○ New and Increased Effective Instructional Modalities around Diversity, Equity, and Inclusion, Open Educational Resources, DE, Career Pathways & IET.
	
	Implementation- Improve Integration of services and Transitions:
	- Immediate tasks common to both agencies:
	    ○ Current Student Transitions (SDCCE)
	        ▪ Revised MOU
	        ▪ Data Sharing
	    ○ Consortium Partner Agency Transitions
	        ▪ Outreach Services & Transition Navigators
	        ▪ SDUSD to present at the September meeting
	    ○ Targeted Marketing & Communications
	    ○ Career and College Transition Programming
	
	Implementation- Improve Effectiveness
	- Immediate tasks common to both agencies:
	    ○ Consortium Governance & Effectiveness
	        ▪ Review Bylaws
	    ○ Student Onboarding
	        ▪ Supporting SDUSD AE with these processes
	    ○ Data, Research and Analysis
	        ▪ What are common Data/Analysis?
	    ○ Member to Member Agency Student Transition Data
	        ▪ Revise MOU
	        ▪ Data Sharing
	    ○ PD to Support CAEP Goals & Activities
	        ▪ What common PD is needed?
	
	State CAEP Summit Session Proposals-Jesus Rivas, Research Analyst, SDCCE & All
	October 25-28, 2022, Virtual Platform. This event will offer relevant and new information through dynamic presentations with emphasis on working creatively and

	collaboratively to respond to the current needs of adult learners and help ensure learners are well prepared for employment or further education. If there is interest in presenting at the summit, the proposal submission deadline is August 19, 2022 For more information: https://summit.caladulted.org/.

8. Information Items:
a. SDCCE Exploration Days
b. Career & College Readiness (CCR), FELI, and Career Bridge Pathways Updates
c. SDCCE Student Services Updates
   - College and Career Transition   - Counseling Updates   - Outreach Updates   d. Community Partnership Updates
e. Roundtable
f. Upcoming CAEP Due Dates: https://caladulted.org/DueDates
	SDCCE Exploration Days- Maureen Rubalcaba, Dean, SDCCE
	Begins this Saturday, July 23 at West City Campus. Will be held at each campus through August 16, 2022. Purpose is to re-introduce ourselves and learn more about our programs and student support services. More information along with exact event dates are located on our website at https://sdcce.edu/exploration-days/.
	
	Career & College Readiness (CCR), FELI, Career Bridge Updates- Lorie Crosby Howell, Dean and Veleka Iwuaba, Program Chair, SDCCE
	No updates.
	
	SDCCE Student Services Updates- Shakerra Carter, Ed.D, VPSS, SDCCE
	
	    College and Career Transition- Stephanie Lewis, Dean, SDCCE
	    Tabled for next meeting. Transcript Evaluator joining Student Services. Point person for SDUSD.
	
	    Counseling Updates- Edith Quintero, Acting Dean, SDCCE
	    Shared Counseling canvas page (https://sdcce.edu/services/counseling) and change to the current orientation process.
	
	    Outreach Updates – Maureen Rubalcaba, Dean SDCCD
	    Tavaris Franklin is back to assist with Outreach efforts and presentations.
	
	Community Partnership Updates
	Margie de Ruyter- SDCOE Together Again Career Pathways Conference in San Diego at the Marina Village

	Conference Center on October 11, 2022. The call for presenters is now open. More information at: https://www.sdcoe.net/cte-innovation/home/careercon
	Comic Con Educator's Sessions will take place at the San Diego Central Library during Comic-Con from July 20-24, and will explore the role comics play in promoting education and literacy for all ages. More information at: https://www.sandiego.gov/ccel
	Roundtable Fall Registration starts Monday; contact Carolyn McGavock at cmcgavoc@sdccd.edu if you'd like to know about fall ESL/VESL classes.
	Upcoming CAEP Due Dates- Kelly Henwood, SDCCE https://caladulted.org/DueDates Expense Reports due- September 1 Annual Plan for 2022-23 due in NOVA- September 14 End of Q1- September 30

Meeting adjourned 4:30pm
Motioned: Leah Gualtieri
Seconded: Nate Sachdeva
Action: Adjourned

Next Meeting September 15, 2022

For more information about the SDAERC and CAEP: Visit our local websites: SDCE SDAERC and SDUSD Adult Program Or the State CAEP website: www.caladulted.org