

Santa Cruz Adult Education Consortium (SCAEC)

Board Meeting

June 28, 2017, 11:00 AM to 12:30 PM

Sesnon House, Boardroom

SCAEC Board Members

Faris Sabbah (for Michael Watkins)

Laurel Jones

Michelle Rodriguez

Kris Munro

Facilitator

Terrence Willett

Guests

Annabelle Rodriguez

Nancy Bilicich

Todd Livingstone

Rachel Mayo

Kristin Fabos

Staff

Carrie Mulcaire

Elisa Lepine

Leila Jamoosian

Doreen O'Donovan

Buff McKinley (note taker)

A. Opening Items

1. Call to Order 11:07

2. Public Comments (10 minutes)

Laurel used public comments to thank the staff for their handling of the interview process.

3. Approval of Agenda

Motion to approve: Kris Munro. Second: Faris Sabbah. Unanimous Approval

4. Approval of Minutes

Motion to approve: Laurel Jones. Second: Michelle Rodriguez.

Unanimous Approval with the abstention by Faris Sabbah who was not in attendance at last meeting.

B. Consent Agenda - Approval of the new Consortium name

C. Information Items

1. Introduction of New AEBG Program Director

In the future, this position will be referred to as as GOAL Program Director.

Introduced with a round of welcoming applause, the new program director, Annabelle Rodriguez, comes previously from the Action Council with many connections in the Central Coast and adult education. Annabelle shared that she was thrilled at the opportunity to work at this consortium - she views AEBG and the consortium as not only a higher education opportunity, but also as an antipoverty initiative to support initiatives that improve people's lives. Her first official day is July 17, 2017 in time for annual reporting. Terrence also acknowledged and thanked the good work and efforts of Elisa Lepine as well as the rest of the AEBG/GOAL team that included Carrie Mulcaire, Cabrillo's Grant Director.

2. Report from Visioning Retreat

Catherine Cooper led the AEBG Board through a visioning and logic model exercise that is timely given the planning for the FY2017-18 AEBG Annual Report. Some of the highlights of the logic model included:

- aligning curriculum that supports pathways
- conducting professional development
- providing academic and social supports
- work on articulating pathways
- collaborative data analysis

Outputs are more students/faculty being trained. In addition, long-term outcomes included:

- Students moving through the system and our ability to track that movement
- Alignment curriculum with instructors with adult learning training.

One board member stated that the logic model is important to help guide the work we do in years to come. It will assist in setting agenda items and determining what qualitative and quantitative data points to look at. It reminds us that we are student focused and adult learning focused.

The board was excited to see academic planning that could both provide support for adult learners and articulation linking to the K-12 system and their long-term career path.

Another board member appreciated the ability to reflect at the retreat and restated the importance of a governance calendar that references the logic model as we map out where we have been and what we would like to accomplish throughout the upcoming year. Both PVUSD and SCCS have versions of a governing calendar to share as examples. Our calendar should include reporting requirements in addition to stated goals and suggested topics to be covered.

The board would like to have metrics associated with identified goals ahead of time. This includes data to understand socio-economic platforms in the county. One potential area for growth - researching and connecting with others involved in the adult learning sphere, creating a better link between K-12 and adult learning. GOAL should position itself as a regional advocacy group, making recommendations to other bodies and creating informal and formal collaborative relationships supporting an eventual statewide advocacy.

RECOMMENDATION: Consortium staff to bring a draft template of the governance calendar to the August board meeting.

3. *Review of FY 2017-18 Annual Plan Template*

Carrie Mulcaire described the process and timeline for the FY 2017 Annual Plan delivery.

- Phase 1- complete annual plan and general assurances, which is due to the state by Aug. 15, 2017.
- Phase 2 - detail activities and budget is due in late October/early November to the state AEBG office.

Through this planning effort, the state wants our consortium to be evaluating the accomplishments and challenges for the last fiscal year (FY2016-17) and propose strategic, big-picture strategies for FY2017-18. This differs from previous years when the state asked us to report on specific member-level activities. Instead, these detailed activities are to be submitted in late October/ early November.

The General Assurances section of the Annual Plan asks members to sign off on compliance requirements of the funding. Noncompliance to the general assurances could lead to loss of funding to either the consortium or the consortium member.

The steering committee used their last meeting to begin completing the template and employing some information from the logic model. There was also mention that the state AEBG office and their Technical Assistance Provider (TAP) held webinars on reviewing expectations for the Annual Plan.

Once further information is obtained from the adult schools and further communication with the Steering Committee with a July conference call, we will circulate a draft of the Annual Plan for board review prior to bringing it back to the August board meeting on 8/11 for a final vote. Carrie asked for guidance on the method for the board to weigh in on the Annual Plan. It was determined to create a google doc for collaboration. A board member noted that objective data and environmental tracking data should be cited. Additionally, we should make sure we compliment ourselves on our collaboration efforts thus far.

RECOMMENDATION: Create a google document of draft FY17-18 Annual Plan by 3rd week of July for review by board members. Board members will be given two weeks to review. Final feedback from board members should be sent to Carrie Mulcaire's attention in order to make final edits to document in time for board agenda meeting distribution by August 9, 2017.

4. *Data Update*

Staff presented a data dashboard and acknowledged the CASAS data points that were provided by WASCAE. The info provides great insight into "persistence" and "completion" student data.

One board member commented that we should be discussing entrance and exit skills in terms of transition and readiness. CASAS is an objective test and should accompany writing samples along with entry and exit interviews to exemplify multiple measures.

Another board member asked if we could consider the time and energy expended in performance-based assessments.

Staff is reviewing the data quality of the dashboard to ensure its accuracy going forward. The board questioned whether the purpose of the dashboard was to prove our effectiveness to the state or determine which of our programs are effective/ineffective or both. Staff suggested that we ask questions regarding the data about what improvements that could be made in order to improve student success. There was consensus that in order to use a dashboard successfully, we need to determine the following: 1) what we want to evaluate; 2) when we are doing program evaluation as a board; and 3) how to connect to AEBG goals.

The logic model created at the retreat suggests that we also need a 'goals' dashboard that measures student outcomes in relation to program goals and process goals.

5. *Update on Regional Marketing Initiatives*

A new name and brand identify for our consortium has been identified as GOAL - Greater Opportunity through Adult Learning / Grandes Oportunidades para Aprendizaje de Adultos. Now that we have identified the name and created a logo, we can move forward on finalizing the messaging platform and

work more directly on activities that are included in our marketing plan. Remaining work for the contractor includes the completion of two pieces of collateral material based on the original creative brief.

Laurel noted that we could start to identify additional grants to provide needed resources to our consortium.

RECOMMENDATION: The new PVUSD grant writer should work with Cabrillo Grants Office to investigate community forum events that will encourage community involvement and subsequently pull in regional community partners.

RECOMMENDATION: Press release for new administrator and new logo.

D. Closing Items

- 1.** Summary and Agenda Building
 - New time and location for next year's meetings
 - Annual Plan approval
 - Draft of a Governance Calendar

Adjournment: 12:37pm