

SCAEC Steering Committee Meeting Minutes November 28, 2016

Time: 12:30 P.M. 2:00 P.M.

Place: Cabrillo College Watsonville Center Room: C103

AEBG Steering Committee Members Comprised of:

- |                                          |                             |
|------------------------------------------|-----------------------------|
| 1. Pajaro Valley Unified School District | 4. SC Office of Education   |
| 2. Santa Cruz City Schools               | 5. SC Workforce Development |
| 3. Cabrillo College                      |                             |

Facilitators: Kate Raymundo, Terrence Willett      Note Taker: Buff McKinley

## A. Opening Items

### 1. Call to Order:12:40 missing COE

Attendance: Carrie Mulcaire, Leila Jamoosian, Terrence Willett, Rachel Mayo, Todd Livingstone, Nancy Bilicich, Kate Raymundo, Lysa Tabachnick, Frank Wells, Gerlinde Brady, Elisa Lepine      Absent: COE representation

2. Approval of Agenda: Approved

3. Approval of Minutes: Approved

### 4. Introductions

#### a) AEBG Program Coordinator, Temporary

Terrence introduced Elisa Lepine who will be bridging the gap until a permanent director is hired in Spring. She has worked at PVUSD and Hartnell College.

Elisa Lepine is primary node of communication between Cabrillo and PVUSD and provides organizational infrastructure.

#### b) Alternate representative for for SC City Schools, Frank Wells

## B. Action Items

### 1. Data /Accountability Work Plan and Budget – Final

Terrence lead the discussion, supported by Todd.

This is one-time money to bolster Research and Accountability infrastructure. The state promised new information after the 11/2 Summit, but delivered it much later in November. The plan is due 12/20, but the earlier it can be submitted and approved, the sooner the purchases can be made.

The bulk of the spending proposed will support Watsonville Aptos Santa Cruz Adult Education (WASCAE) with upgraded software and equipment. Cabrillo has recently upgraded from a different grant and COE doesn't want to upgrade at this time.

This plan has three audiences/goals: To help inform scheduling and program development; to inform the SCAE Board so they can sanction the plan; and to report student data to the state.

All participating intuitions must have CASAS or TOPS PRO for all non-members of WIOA. All outcomes are based on WIOA outcomes. There was a question as to whether the state intended to track ALL students? **Follow up with Neil is planned.**

Todd explained:

- a) Student Information Systems is currently all on AIM. Everything will be archived.
- b) The last 2 years will be merged between SCCS and Watsonville/Aptos Adult Ed

- c) AZTEC software will allow us to drill down into the data and see how things are progressing. It is used at all levels of school: Foundations, Bridges, HS Equivalence
- d) Equipment to support this.

Carrie will email one more version of the proposal with the following edits:

- a) Specify this plan includes Santa Cruz location as well as Wats/Aptos
- b) Remove the words 'for research analyst' but keep the expenditure category.
- c) Specify that COE has declined additional equipment and has the software already.
- d) Remove 'Data integration efforts'. Correct integration typo.
- e) Work plan will spell out what goes to Santa Cruz and to Watsonville/Aptos.
- f) Add timeline column – most items will be completed by Spring of 2017.
- g) Include an Executive summary with discussion about COE and Cabrillo.

Pending changes, the plan will be submitted to the Board for approval by Wednesday, November 30, at the latest.

***Motion to proceed pending discussed changes: Rachel      Second: Gerlinde  
Unanimous Approval***

### **C. Information Items**

#### **1. Professional Development Work Group –**

There is currently no group and no plan. The Steering Committee functions as the interim work group.

Next steps:

Todd sent an email with lots of suggestions. Professional Learning Community regularly meets. The umbrella concept this year is PERSISTENCE.

What data are measured? Attendance and graduation.

One member stressed the need for noncredit development and a general need for training in Adult Ed pedagogy. Someone needs to research good ways to get that. Once we identify something that everyone needs, we need to find out how to fund it. The original \$50K for professional development was unused and the Board approved folding back into the general budget. Moved to 2016-17.

#### ***Suggestions:***

- a) Clarify the funding for future.***
- b) Create a template similar to the data/accountability work plan. Elisa will make the template. Incorporating blended learning, current working theories and classes. Online Ed Initiative. How to setup classrooms so they're interactive.***

#### **2. Work Group [Formation/Status/Update]**

This has been an ongoing item for a few months. Work plans are static and need to be revisited.

How to re-activate the other plans?

Need to identify leads per work group. Originally it was a short term project, paid by stipend. Data/Accountability and Regional Marketing committees are still meeting but other committees are not – and there are no additional people to refer to.

Todd stated that "past Work Plans were not realistic. We need to find how we would fund work groups before we start any work on them."

All steering committee members but PVUSD agreed that they would review past work plans and give feed back on what worked and didn't work in the past and add what they would like to see moving forward with the Plans and work groups.

Todd suggested that work groups don't need to be reconvened.

Board needs to understand that the money and timelines were never identified.

***Suggestion: Create exec summary and update status of each.***

Elisa will review and update each work plan. With the help of the Steering Committee, she will determine what can realistically be done.

Gerlinde will review CTE, Terrence will do data research.

Rachel will address ESL from Cabrillo.

Marketing will be updated by Carrie and Elisa.

Parents – no activities identified.

Hide all columns except activity and outcomes column.

**3. SCAEC Consortium Contact List**

Members were asked to review/update and append the working list. Physical copies were brought to the meeting as the Google doc had not been updated.

**D. Closing Items – adjourned 2:05**

- 1. Plus / Delta Evaluation** - filled out as last agenda item.