

SCAEC Steering Committee Meeting Minutes

April 24, 2017

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 (PVUSD)
2. Santa Cruz City Schools (SCCS)
3. Cabrillo College
4. SC Office of Education (SCCOE)

Committee Members: Todd Livingstone, Nancy Bilicich, Gerlinde Brady, Rachel Mayo, Lysa Tabachnick,
Consortium Staff: Terrence Willett (Dean); Carrie Mulcaire (Point of Contact); Elisa Lepine; Leila Jamoosian; Buff McKinley (note taker)

Guests: Helen Bellonzi (PVUSD)

A) Opening Items

1) **Call to Order 12:41**

The committee was advised that the meeting would be recorded for note taking purposes.

2) **Approval of Agenda**

Motion to Approve: Lysa Tabachnick. Seconded: Gerlinde Brady. Unanimous approval.

3) **Approval of Minutes**

Motion to Approve Lysa Tabachnick. Seconded: Rachel Mayo. Unanimous approval.

B) Information Items

1) **Developing Metrics and Reporting Timelines**

- Terrence reported that he, Todd, Carrie, Leila, and Buff were on a conference call today. The Data Work Group call is for reviewing and reporting metrics internally to the board as well as to the State for compliance and accountability purposes. The board has asked that we establish a reporting calendar and develop some internal metrics for our use, to provide status updates to the board, and to reaffirm our data flows into the state reporting system. On the call, they discussed:
 - learning details about the WASCAE programs and procedures
 - goal is to have a student focus in 1) learning how classes are used; 2) what data is collected, and 3) how it compares to programs and data collection at Cabrillo.
- Both schools' credit courses follow a traditional semester model with summer school. Reporting is at the end of each term. Cabrillo's noncredit courses are open entry and less structured. Many classes have no homework or evaluative mark like tests or grades. This allows for more flexibility. There is evaluation and there can be homework, but mostly they are set up as lab where work is done in class. Enhanced noncredit has to be a sequence of at least 2 classes, has to be at least 9 hours, and has to be career designated. Offerings at Cabrillo are Math, ESL, Computer Applications, Business Technology and Dental Hygiene. With Math, it can be a co-requisite and/or can substitute for lowest level math class.
- There was a question about duplication of course offerings. The idea is that adult ed leads into noncredit at Cabrillo. The premise is to expand services and articulate a path for students. The idea is to draw more people into all the classes offered. All parties should be intentional about not competing directly.
- CASAS is a perfect hand off place. When they 'CASAS out' of the program, WASCAE is ready for them. Tracking students through the Adult Ed ESL will be a good metric. If adult ed students spend 40-90 hours at each CASAS level, we can look at how many students persist to each benchmark and are leveling up. We can also measure the transition metric: How students move from school to school.

- Cabrillo uses the KELSA (formerly COMPASS) intake assessment test. They also measure ‘Satisfactory Progress Marks’ with a program called ALEKS. This tool is good for self-pacing and motivation.
- Cabrillo is looking to implement Multiple Measures for placement using high school grades as placement tools. Those who place lower will also have a co-requisite. There is a cultural shift at the college. The focus is to remove barriers, support students and open up easier access. Now it is a matter of building the sequence.
- There are natural differences between Cabrillo and WASCAE. Cabrillo teaches closer to the exit point at WASCAE. In addition, non-credit course instructors are not required to have a master’s degree and the pay per hour is less. Non-credit cannot be part of the credited teacher’s load.
- CTE classes are starting to offer a non-credit component. There is CASAS reporting for CTE. WASCAE awards certificates for their CTE classes. Some certificates are tied to tests but some are not. Still, they represent valuable completion metrics.
- The Data Work Group will come up with recommendations as to what we want to report on in addition to state requirements.
- [Noted later in the meeting:] The April 14, 2017 webinar announced that the state will announce new reporting requirements on April 28, 2017. AEBG is feeling ‘legislative heat’ regarding performance metrics and stressed the importance of showing improvement.

2) ***Bridge Classes for Allied Health***

The board approved Cabrillo’s allocation of \$20,300 to cover Cabrillo expenses as they relate to establishing bridge classes. The follow-up meeting is scheduled for this week. Allied Health will attend and will cover courses and possibly professional development.

A meeting to discuss ESL bridge classes was rescheduled but neither Dean Rachel Mayo nor Dean Jim Weckler were notified of the change. Rachel will continue to be a conduit. Jim prefers to bring in his faculty once he has a better understanding of the program plan and requirements.

3) ***Submission of Consortium Fiscal Administration Declaration (CFAD)***

Carrie presented the CFAD document as approved by the board and submittal to the state. This includes a revised organizational chart and notice that we are changing our fiscal management structure. Staff submitted our recommendation to the board who then made a few text changes. Carrie read the draft language describing the fiscal structure, allocations, and the responsibilities of consortium members and the AEBG Program Director. This document can be revised annually.

4) ***SCAEC Program Director Recruitment***

There are currently have four applications, but not all have passed minimum qualifications. More submissions are expected as the May 1 deadline approaches. The board will act as the hiring committee. Terrence is collecting suggestions for interview questions. We are hoping to hire someone with in an Adult Education background.

5) ***Regional Marketing - Naming***

Staff executed a dual language community survey throughout the county. GOAL - Greater Opportunities through Adult Learning was the most popular. Once the board approves the name, it will go to Mythmakers for development of a graphic identity and communication platform. Kudos to Elisa for managing this.

6) ***Summer School Update***

Todd and Nancy have a meeting with Michelle later today on this topic (4/24/17) and will send out an update to the committee later today.

7) ***Upcoming State & Internal Deadlines***

Carrie highlighted several important upcoming deadlines including: 1) any amendments to the consortium's annual plan or three year plan needs to be completed by May 15th and to contact her if there is need to make any amendments; 2) expense and progress reports are due to the state by July 31st and 3) our consortium's annual plan is due on August 15th.

Please advise staff if any committee member has an important date to add to the list. It is important that Neil Kelly at the state understands that there is only one CDE code for both WASCAE and SCCS.

C) Closing Items

Going forward, we are tracking dated requests for agenda items and will incorporate them as appropriate.

Adjourned 2:00