

SCAEC Steering Committee Meeting Minutes

March 27, 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, Faris Sabbah

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: 12:34 – *The committee was advised that the meeting would be recorded for note taking purposes.*
- 2) Approval of Agenda: *There was consensus to reorder agenda in order to accommodate members who needed to leave early.*
- 3) Approval of Minutes - *Motion to Approve Rachel. Seconded: Gerlinde. Unanimous approval.*

B) Information Items

- 1) **Bridge Classes** - Gerlinde reported that she met with Todd to discuss bridge classes focused on basic skills building and career exploration similar to the Health pathways Cabrillo has been developing. They are currently looking at creating two evening classes and one morning lab to launch in Fall.
 - Both classes will be loosely based on the Integrated Basic Education Skills Training (I-BEST) model, with similar content but different support structure: One with Adult Basic Ed support, the other with ESL support.
 - A follow up meeting is scheduled for April 13th from 1-2:30pm with WASCAE. Cabrillo counselor Fran Guerrero and Cynthia FitzGerald or an Allied Health representative are invited. They will discuss ‘backward designing’ the course content. Eventually, the classes can be for college credit. WASCAE will handle enrollment with TOPSpro.
 - Rachel Mayo asked if ESL involvement meant instruction or curriculum design. Cabrillo will most likely want to have a say in curriculum development. When we know how much time will be required, this may be an additional option for the \$40K reallocation.

Recommended action: Suggest to the board that \$20.3K of the \$40K allocation be earmarked for bridge classes to cover Cabrillo’s expenses for involvement.

2) **Working Groups for Future Annual Plan**

February’s meeting included a discussion about providing good guidance when convening groups for plan updates. The Annual Plan is due in August 17, 2017 and since we’ve passed the March 15th deadline, if we make significant changes, it will affect FY2018-19, not FY17-18.

Historically, work groups consist of faculty/instructors, steering committee members and other advisors working on the ground level to working on planning efforts. Last time: 1) we spent \$19.5K for honoraria; 2) meetings were in the afternoon, mostly during the winter break, with breakouts for CTE, ESL, Basic Ed and Parenting; 3) some groups met for a designated period of time and others continued to meet throughout the year; 4) there was a mandatory number of hours/meetings to attend in order to receive the stipend.

There was a discussion of starting in the summer to schedule work groups, but the committee decided the best time would be the Fall (start in mid-September and finish by November 2017) This would allow for the new Program Director to be hired. It was recommended to hold meetings on Friday afternoons for the Fall semester.

Todd suggested using AEBG definitions. He further suggests and the committee agreed to convene five groups instead of all seven: pre-apprenticeship, CTE, and workforce re-entry would be combined into one group. Marketing, professional development and data work groups intersect with all program areas, so they can serve as operational groups.

Lysa Tabachnick suggested having one consistent facilitator for all work groups with clear structure and outcomes. This person would help with communication of intention between groups and to the steering committee. Hopefully, this will be the program director.

If changes are being made at WASCAE in terms of programming, the deadline is March 15, 2018 for the FY 2018-19 year. We need to spend funds on honoraria for these work group participants before December 31, 2017.

Recommended action: Make a recommendation to the board that \$19.5K of the \$40+K allocation be designated for honoraria for non-administrative working group members to be used by Dec. 31, 2017. If the board approves, then staff will start work on implementation efforts including developing a list of previous work group members and propose newly identified members. It is also recommended to reconvene five program work groups (CTE, workforce re-entry and pre-apprenticeships combined into one work group) and several operational based work groups (data, marketing, and professional development) to engage folks all year long. There should be a process and clear parameters developed for all work groups to assist with planning efforts. More time needs to be allotted for discussion purposes. Staff can help with sharing info from other consortia.

3) Data Dashboard Template

Terrence reported that the Board is interested in student and program data and requested the creation of an Adult Ed data dashboard, possibly combining info. TOPSPRO has some reporting, but he's unsure if it has a dashboard. There is already a Statewide CTE launchboard. Terrence suggested this might be a good reason to reconvene the data team. He further suggested creating a schedule to provide reports - either static or otherwise. Currently, the college surveys CTE students either a year after they graduated or a year after they stopped participating in the program. Beginning with email, then followed with postal mailings and finally phone surveys, we

have a response rate of approximately 40% to get wage and satisfaction data. The Chancellor's office has Salary Surfer that matches with EDD to get W2 data, but that does not account for all the 1099 or off-grid/self-employment. The AEBG vision is to apply the same sort of tracking to adult education. Hopefully, the EDD matching will be handled at the state level.

Todd explained that AEBG is asking specifically for NRS table 4, 4b and 5. We may want to create something on a grand scale that will be best for students, but we need to comply with the state request.

Recommended action: The Data work group should review and report back at next steering meeting.

4) Consortium Fiscal Administration Declaration (CFAD)

Staff presented research on direct funding vs. fiscal agent models to the board on March 13, 2017. The board gave direction to go forward with direct funding model for the CFAD. A recommendation was made to include Dr. Rodriguez' comment that this model would focus more on program content and students.

The roll up of grant expenditures is also addressed in the CFAD. In other consortia, the program director plays a critical role, working with each member to make sure that reporting is accurate. One suggestion by a committee member is to have co-chairs from Cabrillo and WASCAE work concurrently with the Program Director on the portal so they can verify accuracy of reported data.

The direct funded model means shared accountability as well as shared responsibility. This is one reason other consortia chose to stay with fiscal agent model. To avoid issues that have come up in the past, there will be a process where information will be given back for review before it is finalized in the portal/online reporting system. Each member's fiscal officer will have to certify their own accounting.

Even if with the switch to the direct funding model for FY2017-18, Cabrillo will be fiscal agent for FY2015-16 and FY2016-17 until that money is all spent and reported.

Recommended Action: Carrie will send out to the committee by email a draft of the CFAD language on rolling up expenses by the evening of Thursday, 3/30 in order to obtain final edits by Friday, 3/31. This is necessary because of the upcoming spring break.

5) Professional Development (PD) Activity Discussion

AEBG research analyst, Leila Jamoosian, presented the results of the online Professional Development Survey. She noted that only one person from COE responded, and Faris noted that it may be proportionately realistic based on their smaller number of instructors.

A total of 84% of respondents participated in some sort of professional development (PD) activity. Of those, text analysis indicates most are interested in new technology and teaching strategies. The

most desired skills to acquire are Online Teaching and Classroom Management. WASCAE currently holds Professional Learning Community (PLC) monthly training.

There was a discussion on the difference between the GED and HiSet. HiSet is not given anywhere in the county, but we have applied to give the test. Todd explained there are no fees that we could get if we were to offer the test. HiSet is easier to pass. GED is better known, nationally accepted, and more rigorous. He predicts that HiSet will be equivalent to GED in the next 7 years.

PD survey respondents indicate that they prefer traditional, face-to-face opportunities for training. The board suggested that instead of going out to conferences, we focus more on PLCs and on campus events. Cabrillo uses Flex week activities as one mode of PD. The question is how to integrate Cabrillo, WASCAE and COE PD.

Cabrillo's next Flex Week event is in August and presentation proposals are due 4/10. While there was consideration of this event, it was recommended that the professional development activity focus on activities throughout the fall semester. Todd asks that it be on a topic that is already part of the planned curriculum for WASCAE's Professional Learning Council (PLC). Gerlinde mentioned doing some professional development as part of the bridge classes initiative. Cabrillo's expenses could be funded with Cabrillo's reallocation of funds.

6) *Regional Marketing Update*

The list of names for the initiative has been narrowed to four. Bilingual surveys are being conducted at 10+ locations in the county. We've hired students to survey the community. We expect to get at least 250 respondents. Spending of marketing funds must be completed by December 2017.

7) *Upcoming State & Internal Deadlines*

- 4/30 - TOPSpro is just pulling out data.
- 5/2 – CFAD is due.

C) *Closing Items*

Carrie pointed out that a Glossary of Terms/Explanation of Community College Initiatives document has been added to the agenda for permanent reference.

Adjourned 2:00