

The Mission of the South Orange County Regional Consortium
is to equip adult learners with the life, language, and career skills to achieve their personal and professional goals, and become active members of their communities.



SOCRC Steering Committee Meeting

Dr. Karima Feldhus (*Sue Donelson), Saddleback College, Co-Chair
 Debbie Vanschoelandt, Irvine Valley College, Co-Chair
 Dr. Meg Ervais, Capistrano Unified School District
 David Gordon, Saddleback Valley Unified School District
 Chad Mabery, Laguna Beach Unified School District
 Dr. Rebecca Roberts, Irvine Unified School District, Co-Chair
 Christine Matos (*Will Neddersen), Tustin Unified School District
 Pati Romo (*Anne Moore), College and Career Advantage
 Alita Salazar, Coastline Regional Occupation Program
 Dr. Katy Ramezani, Orange County Department of Education
 *Denotes District-Approved Member Proxy

Meeting Norms:

- Be Solution Oriented and take ownership of your role
- Be prepared, respectful, active and engaged participants and both mentally and physically present
- Consider all points of view and discuss concerns candidly with confidentiality
- Work to keep meetings positive, productive, and focused on the agenda

Minutes

August 26, 2019, 1:00-2:30 p.m.

Quail Hill Community Center, 39 Shady Canyon Drive, Irvine, CA 92603

This event is a private reservation and is not endorsed or sponsored by the City of Irvine.

	ITEM	PRESENTER
1.	CALL TO ORDER & NORM REVIEW	Chairs
2.	INTRODUCTIONS AND NEW GUESTS	All
	Present: Susan Akhavan (IVC), Daisy Bautista (SC), Rebecca Beck (IVC), Sandra Camarena (SC), Javier Corrales (SC), Sue Donelson (SC), Meg Ervais (CUSD), Karima Feldhus (SC), David Gordon (SVUSD), Jill Ibbotson (SC), Chad Mabery (LBUSD), Anne Moore (CCA), William Neddersen (TUSD), Rebecca Roberts (IUSD), Debbie Vanschoelandt (IVC), Jeff Wilson (IVC), and Rebecca Zaino (SC).	
3.	ADOPTION OF AGENDA BY PRIORITY	Chairs
4.	APPROVAL OF MINUTES FROM May 20, 2019 & August 6, 2019	Chairs
5.	PUBLIC COMMENTS	Open
	Anyone may address the Committee on any item NOT on the Agenda within the subject matter and jurisdiction of the Committee. Each speaker is limited to two minutes.	
6.	REGULAR/ONGOING BUSINESS	
	A. NOVA Updates	Debbie
	Approved Annual Plan is uploaded.	

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	<p>B. CASAS Updates and Information New test for HSE started in late July that introduces a new series of CASAS tests.</p>	Jill
	<p>C. Workforce Updates No Report.</p>	Alita
	<p>D. Reminders and Updates: <ul style="list-style-type: none"> • September 1: 17/18 and 18/19 member Expense Report due in NOVA (Q4) with certification due by September 30th • September 1: 18/19 program hours and program expenditures DRAFT due to NOVA with final due in December 1, 2019 Only want specific finances; add CAEP from the drop-down list. <ul style="list-style-type: none"> • September 30: 19/20 Member Program Year Budget and Work Plan due in NOVA with certification by October 30th • October 31: Student data in TOPS (Q1-July 1 to September 30th) TOPS document was created for student data and updates that teachers collect; it will be added to the Google Drive.</p>	Rebecca
7.	NEW BUSINESS	
	<p>A. Adoption of Bylaws for SOCRC Correction suggestions for bylaws: <ul style="list-style-type: none"> • Replace “law” with “legislation” (Pg. 2) • Spell out “Adult Ed” (Pg. 2) • Further define “Special” with “those outside of the planning meetings or quarterly consortium meetings may be called” (Pg. 3) • Revise second paragraph; “There shall also be a designated SOCRC Primary Contact. The duty of the SOCRC Primary Contact shall be to oversee all necessary ...”; and delete last sentence (Section 2, Pg. 4) • Fix alignment on table (Pg. 4) Received consensus vote to approved bylaws</p>	Rebecca
	<p>B. Election of Co-Chairs per new Bylaws Received consensus vote to approved following Co-Chairs: <ul style="list-style-type: none"> • Rebecca Roberts (K-12) • Karima Feldhus (Community College) </p>	Rebecca
	<p>C. Brown Act Compliance Update Upload all outstanding documents on Google Drive, including October 2015 Agenda, April 18 and June 18 Minutes, and May 2019 Agenda.</p>	Debbie
	<p>D. Official “Governing Board” approved member Rebecca sent template and uploaded template on Google Drive; due by 12/2019. Anne will talk to Pati.</p>	Rebecca
	<p>E. Annual Plan & 3 year plan—next step with goals</p>	Rebecca

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	<p>Goals</p> <ul style="list-style-type: none"> • Discuss Program Road Map • Discuss Articulation Map and Plans between Programs • Discuss class offerings, and key performance indicators • Create student survey 	
	<p>F. K-12 Intake Form</p> <p>Rebecca and Will will finalize K-12 intake form to discuss during the October meeting.</p> <p>IVC Intake Form will be changed as soon as Debbie consults with District IT.</p> <p>Intake Form will remain status quo until updates and changes above made.</p>	Will/Sue
	<p>G. October Professional Development-Date needed</p> <p>Fall PD Meeting</p> <ul style="list-style-type: none"> • Selected PD date for October 25 • Possible speakers: Steve and Nancy • Possible theme: Student Success • Possible location: Quail Hill Community Center (Reserved by Rebecca) • Karima will create agenda <p>Possible PD Topics:</p> <ul style="list-style-type: none"> • Student Retention • Bridging Students • Best Practices <p>Planning Meeting in September</p> <ul style="list-style-type: none"> • Roadmap discussion • Focus on Students and Staff/Faculty • Focus Student Intake Forms, student literacy, prepare students to move to other programs, and counseling 	Karima
	<p>H. Rebecca distributed Fiscal Year 2019-20 Program and Accountability Requirements for Student Outcome Data Collection and Submission handout.</p> <ul style="list-style-type: none"> • Rebecca will make quarterly meetings on agenda a different color 	
8.	<p>MEMBER FUNDING NOTIFICATION</p> <p><i>Per the State's direction, major expenses or unusual expenditures should be presented to other consortium members for the purpose of transparency, and so that members can ask questions or raise concerns. The committee does not vote on expenses, but may ask a member to pause on a project in order to ensure full compliance with the spirit and letter of AEBG regulations.</i></p>	Members
9.	<p>MEMBER REPORTS: Members will report on the activities in relation to the annual and three-year plans and budget and expenditures to date.</p>	Steering Committee Members

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CUSD	Adult Education and K-12 classes started last week.
SVUSD	No report.
LBUSD	No report.
IUSD	Today was the first day of Adult Education classes and the culinary class has some open seats. Bought Ventures books and NOVA issue was not fixed.
TUSD	Today was the first day of classes and have 325 registered students. Afternoon conversation classes have a low number of students enrolled.
Irvine Valley College	Started classes last week. Offering more skill courses in beginning intermediate levels, added a second citizenship class, and new full-time faculty started.
Saddleback College	<p>Working on hiring Project Search NBU who is a retired Ralphs-Kroger Director. This position will have a Job Coach title and will work on placing OASIS students in jobs.</p> <p>Classes started last week. Offering 26 sections, including citizenship classes, and piloting afternoon classes as well as Monday-Thursday classes with the goal to eventually move all classes to Monday-Thursday, maximizing faculty class time.</p> <p>Streamlining students placed on long waitlists of 30 or more students.</p> <p>Preparing for a WIOA Review this Fall and looking forward to it.</p> <p>A total of 170 students enrolled in HSE. 70 of HSE students attended new HSE orientations that provide students with goals and expectations of the program. Counselors or the Program Outreach Specialist attend the orientations as well. 80% of students who attended HSE Orientations attended the first week of classes.</p> <p>Had 47 HSE graduates in July. 40 of these HSE graduates continued to Saddleback College, including some students starting this semester. Some HSE graduates did not bridge to Saddleback due to job reasons or personal goals. Office of Research will track HSE students.</p> <p>OASIS program is growing and is more successful.</p> <p>First week of classes was very busy and bilingual staff took care of students.</p>

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	College and College Advantage Started using TOPS to input student attendance and data instead of ASAP. TOPS is working very well. CCA Orientations are held for students to set expectations. Best practices for CCA Orientations include, providing students with a copy of the PowerPoint PDF and having students sign a sign-in sheets to confirm orientation attendance.													
	Coastline ROP No report.													
	Orange County Department of Education No report.													
10.	<p>SCHEDULED MEETINGS, TRAININGS, DEADLINES</p> <p>All monthly SOCRC meetings are held on Mondays from 1 p.m.-2:30 p.m. at the Quail Hill Community Center.</p> <p>2019/2020 Meeting Dates</p> <table border="1"> <tr> <td>January 27</td> <td>May 18</td> <td>Sept 23, 2019</td> </tr> <tr> <td>February 24</td> <td>June 29</td> <td>October 28, 2019</td> </tr> <tr> <td>March 23</td> <td>July 20</td> <td>Nov 25, 2019</td> </tr> <tr> <td>April 27</td> <td>August 24</td> <td>Dec 16, 2019</td> </tr> </table> <p>To register for state webinars, visit http://aebg.cccco.edu/Events/AEBG-Webinars</p>	January 27	May 18	Sept 23, 2019	February 24	June 29	October 28, 2019	March 23	July 20	Nov 25, 2019	April 27	August 24	Dec 16, 2019	
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11.	ADJOURNMENT													

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