

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 6, 2019, 9:00 a.m.-10:30 a.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: Daisy Bautista (SC), Rebecca Beck (IVC), Sue Donelson (SC), Meg Ervais (CUSD), David Gordon (SVUSD), Anne Moore (CCA), William Neddersen (TUSD), Dr. Rebecca Roberts (IUSD), Alita Salazar (Coastline ROP), Julie Scholl (IVC), and Debbie Vanschoelandt (IVC).	
3.	ADOPTION OF AGENDA BY PRIORITY	Chairs
4.	APPROVAL OF MINUTES FROM May 20, 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 Update No report.	Debbie
	B. CASAS Updates and Information	Jill

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	No report.	
	<p>C. Reminders and Updates:</p> <ul style="list-style-type: none"> • August 1: Student Data in TOPS (Q4) Final • August 15: Annual Plan for 19-20 due in NOVA • 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 • 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) 	Rebecca
7.	NEW BUSINESS	
	<p>A. Annual Plan Approval and Consensus</p> <p>Annual Plan draft provided and approved by consensus; will be uploaded to NOVA.</p> <p>OC Regional Meeting schedule will be sent to group.</p>	Will
	<p>B. Capital Project Improvements: Update</p> <p>No report.</p>	Karima
	<p>C. Brown Act Compliance Update</p> <p>Brown Act will be updated in Google Drive and Debbie will update on IVC website.</p>	Debbie
	<p>D. Intake/Enrollment Form Follow Up</p> <p>Presented Intake Form Draft that was reduced from two pages to one quarter page. Information that duplicated was removed in efforts to collect meaningful data and streamline the Intake Form process, like IVC's electronic Intake Form with Google Translator. Omitted information is already collected through testing and/or other forms.</p> <p>It was requested to have two Intake Forms to fulfill the data collection needs of K-12 and Community College Adult Education programs because they report through MIS or TOPS Pro.</p> <p>For next meeting, Rebecca will edit the Intake Form to brain storm and remove information that K-12 programs do not report.</p> <p>Members provided the following feedback:</p> <ul style="list-style-type: none"> • CCA does not have CASAS Testing to collect additional information and collects all data with the Intake Form • K-12 needs Educational Information and ethnicity information for DRI • IVC will need to update electronic Intake Form to the revised version, which will take time • IVC can create a Google Form to collect data about student plans after completion of the Adult Education classes <p>It was agreed that original Intake Form will be used for Fall 2019.</p>	Sue

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	E. Draft Bylaw Reading and Updates from working group	Rebecca
	F. Official "Governing Board" approved member	Rebecca
8.	MEMBER FUNDING NOTIFICATION <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>	Members
9.	MEMBER REPORTS: Members will report on the activities in relation to the annual and three-year plans and budget and expenditures to date.	Steering Committee Members
	CUSD Worked with SC to realign spaces on campus; CUSD and SC moved to new portables.	
	SVUSD Streamlined more cohesion with SC and things are progressing nicely. SC held a nice summer school. It was noted that Adult Education classes are held yearlong, including AESL, HSE, and OASIS. Also, that CCA hosted one AESL class. SC is thankful for hospitality with all partners.	
	LBUSD Carryover (\$50,000) will be used to coordinate, build, and expand Adult Education programs in the community. A Program Review revealed geographic challenges and partnership opportunities for LBUSD. LBUSD will offer new classes in partnership with the City of Laguna Beach's course offerings for the adult community. AESL classes will work with students in relation to work settings and other spaces that impact the Laguna Beach community.	
	IUSD A lot of teachers resigned and the schedule will be revised while trying to preserve new pronunciation, conversation, and vocabulary classes. Pre-testing and registration started on 8/6/19.	
	TUSD Office moved and gained two more classes in the main campus. The District lost two formal sites. TUSD will see how students navigate the new site. TUSD is offering conversation classes (mid-afternoon, twice per week) in Fall 2019. Started Fall class registration and classes begin 8/26/19. Student enrollment in Summer was low.	
	Irvine Valley College	

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<p>Fall class section offerings increased by 30%:</p> <ul style="list-style-type: none"> • Added non-credit skill classes in all levels that were previously for-credit classes. • Added one more citizenship class <p>Classes offered at both IVC locations, including IVC and IDEA Building in Tustin.</p> <p>Students have more options because there are more openings which will reduce waitlist of 50 students per class. However, having long waitlist helps with retention because students leave throughout the year.</p> <p>Students are required to purchase Burlington English for \$48 (6 month subscription).</p> <p>Student enrollment in Summer was low.</p> <p>Two Faculty resigned on 8/5/19 and three new full-time faculty were hired for AESL/ESL.</p> <p>It was noted that AESL and ESL programs are under the same division while SC has both programs under different divisions. SC offers at least one ESL class at the Adult Education sites.</p> <p>IVC and SC came together during a retreat to align AESL and ESL courses due to AB 705, which will impact student placement. Retreat participants visited SC Adult Education sites.</p> <p>It was noted that visiting Adult Education sites put into perspective the programs and services offered to the community; it was helpful in understanding programs in IVC and SC.</p> <p>Also, IUSD and TUSD will provide IVC and SC with flyers to promote classes for prospective students who are on tourist visas. IUSD and TUSD will upload flyers on the Google Drive.</p>	
<p>Saddleback College</p> <p>SC is piloting student orientations for AESL and HSE classes. Working on offering Basic Computer Skills class for students.</p> <p>Since SC inherited the OASIS program from SVUSD, most students age in the program and encounter mobility issues as well as independent living issues. For these reasons, a point of exit for OASIS students will be developed because there are two distinct cohorts. SC is working with the Regional Center of OC (RCOC) to sustain students, in which the RCOC provides lifelong services and support for students. OASIS program is growing by recruiting students.</p> <p>Fall classes start 8/19/19. Piloting afternoon classes that meet four days per week, M/T/W/Th, with less time at SJC site. The goal is to evaluate what works best for students.</p> <p>SC will invest in advertisement, such as billboards and radio time, and wants to get the Consortium's input.</p>	

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	<p>A new student navigator position, full time, will help bridge students to the main campus to ensure success and will work with K-12 partners. Currently, counselors from a different division assist students for a few hours. Sue will oversee this position because it is local. Sue will report results to Consortium.</p> <p>47 students received the HiSET and applied to Saddleback. The High School Equivalency Scholar Award Ceremony recognized students who completed the HSE program, 33 students attended.</p>													
	<p>College and College Advantage</p> <p>Classes are full and ready to start on 8/19/19. Most students on the waitlist that were called to add a class were not interested. Also, Anne does not add new students after the first week of classes because students will be too far behind.</p> <p>Received new equipment, including surgical dummies.</p>													
	<p>Coastline ROP</p> <p>Coastline ROP is offering CNA classes and will start registrations next week. Fall semester starts the first week of September.</p>													
	<p>Orange County Department of Education</p> <p>No member present.</p>													
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 Meeting Dates</p> <table border="1"> <tr> <td>January 28</td> <td>May 20</td> <td>September 23</td> </tr> <tr> <td>February 25</td> <td>June 24</td> <td>October 28</td> </tr> <tr> <td>March 25</td> <td>July 29</td> <td>November 25</td> </tr> <tr> <td>April 22</td> <td>August 26</td> <td>December 16</td> </tr> </table> <p>To register for state webinars, visit http://aebg.cccco.edu/Events/AEBG-Webinars</p>	January 28	May 20	September 23	February 25	June 24	October 28	March 25	July 29	November 25	April 22	August 26	December 16	
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11.	<p>ADJOURNMENT</p>													

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