

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

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

Minutes

January 28, 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	Debbie Vanschoelandt
2.	INTRODUCTIONS AND NEW GUESTS Present: Susan Akhavan (IVC), Daisy Bautista (SC), Dr. Darla Calvet (Blue Tiger), Dr. Meg Ervais (CUSD), Dr. Karima Feldhus (SC), Jill Ibbotson (SC), Anne Moore (CCA), Dr. Rebecca Roberts (IUSD), Cyndi Sapper (Blue Tigger), Julie Scholl (IVC), and Debbie Vanschoelandt (IVC).	All
3.	ADOPTION OF AGENDA BY PRIORITY	Co-Chairs
4.	APPROVAL OF MINUTES FROM OCTOBER 29, 2018	Debbie Vanschoelandt, Dr. Karima Feldhus
5.	PUBLIC COMMENTS 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.	Open
6.	REGULAR/ONGOING BUSINESS	
	A. CFAD Amendments and Revisions with COLA Allocation <ul style="list-style-type: none"> 2018-2019 CFAD Debbie provided a document to review 18-19 allocations (attached). She will send an email with directions and a brief overview for member who were not present at the meeting. July-December payments, not including January payment, will be sent at the end of January. Payments will go out at the end of the month.	Debbie Vanschoelandt
	B. NOVA No updates. If members have questions, please send an email to Dr. Darla Calvet.	Dr. Darla Calvet

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	C. CASAS No updates. If members have questions, please send an email to Dr. Darla Calvet.	Dr. Darla Calvet
	D. D&A Funds No updates. If members have questions, please send an email to Dr. Darla Calvet.	Dr. Darla Calvet
	E. 2019-2021 Three Year Plan Goals and Objective See 7D.	Co-leads, Dr. Darla Calvet
	F. Compliance Reminders and Updates (Fiscal and General)	n/a
7.	NEW BUSINESS	
	A. Upcoming Data and Accountability Requirements for AEP Cohort 3 will add live data and will have a random sample. Visits to SC and IVC campuses will be made to gather data on AEP students, including OASIS students. Cyndi will contact members to survey students and will need course schedules to coordinate class visits, as well as receive approval from instructors. Results will be provided by the end of Spring semester. Cyndi will contact Anne to discuss CTE students who have job placements.	Dr. Darla Calvet
	B. Update on cessation of CCA CTE Courses and Accreditation CCA and SC both decided to keep CTE at CCA; CCA is a pass through. CCA programs have WASC accreditation, which is sufficient accreditation for ROP students. CCA will allocate new funds as an independent partner and will do CASAS/NOVA on Their own.	Dr. Karima Feldhus
	C. Progress on the March 1 Professional Development Day a. Agenda (attached) b. Attendees (6 per site) c. 2 Speakers and 2 Breakout Sessions before and after lunch i. Speakers need to be identified ii. Stipends need to be covered d. Logistics: Site, layout and menus are being requested To maximize collaboration and to have an informative meeting, members were asked to provide information on the Checklist of Action Items (attached) to Cyndi by no later than Friday, February 15, 2019. Members should be ready to discuss challenges and provide solutions during the meeting. Each participating organization needs to identify up to six faculty and supervisory staff to attend; it is not encouraged to invite student workers who will not work for a long period with AEP. Those organizations who have less than six members should notify Cyndi to provide open seats to organizations who have more than six members who want to participate. Please contact Cyndi if you have any ideas or suggestions for the meeting.	Cyndi Sapper
	D. Three Year Planning Status Report a. Due Diligence on Reporting Requirements b. Dr. Rebecca and Dr. Darla to Head the Effort and welcome other members c. Upcoming deliverables needed i. Meg Ervais from CUSD has returned her member survey.	Dr. Darla Calvet

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	<p>ii. We will bring copies with us to the meeting. Dr. Rebecca, Jill, Cyndi, Jeff, Dr. Darla, and Annie will help in the committee. Dr. Darla will schedule a meeting and send an email.</p>	
	E. Site Activity Member Update Survey	Dr. Darla Calvet
	<p>F. Briefing on California State Training PowerPoint (attached)</p> <p>Provided overview of the metrics tool kit for data analytics. Reminded members that the State is looking at secondary outcomes, such as High School Diploma or High School Equivalency Certificate.</p> <p>Webinar for resources and support are included in the packet; encouraged members to participate in the February 15, 2019, webinar about Closing out 2016-2017 Adult Education Funds in NOVA.</p>	Dr. Darla Calvet
	<p>G. Outcome Data Collection – Best Practices</p> <p>Asked members to provide suggestions or recommendations about best test practices because IUSD had a low post- testing turnout.</p> <p>Jill will provide Dr. Rebecca information about exporting data from TOPS/ASAP. Jill explained that SC has post-testing, post-testing makeup, and group registrations.</p> <p>Low testing turnout is a common issue throughout AEP because students miss post-testing; not showing up because they know they will get tested.</p>	Dr. Rebecca Roberts
	<p>H. Discussion of Professional Development Day and Nominations for Speakers (Friday, March 1, 2019)</p> <p>Nancy verbally confirmed while the second speaker is TBD.</p>	All
	I. Member Items	All

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>	Steering Committee Members
9.	<p>EXECUTIVE STEERING COMMITTEE MEMBER REPORTS</p> <p>CUSD No update.</p> <p>SVUSD No member present.</p> <p>LBUSD Looking for alternative models to become more accessible to AEP students because there are no bus routes that reach the school. Jeff is outreaching to businesses to take classes out to businesses for the first time because their goal is to educate.</p> <p>IUSD Second semester started on 1/28/19 and hired a new teacher. AEP staff managed students and the program bought <i>Let’s Talk</i> books.</p> <p>TUSD No members present.</p> <p>Irvine Valley College Served over 500 students during the first week of classes and had at least 75 new students. Students are still adding from waitlists.</p>	Steering Committee Members

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	<p>A second Citizenship class was added and was filled in a few hours after emailing students on waitlists.</p> <p>Will offer new Conversation Connect Program at the Conversation Practice Center every other Tuesday and are expecting a lot of students. The program will offer conversation games and discussions about TV shows. Susan and Julie will facilitate the conversation program until they find volunteers to manage it.</p> <p>Dr. Darla asked Susan and Julie to take pictures of the event so that Dr. Darla could send the pictures to the Chancellor.</p> <p>Susan explained that faculty feel more connected to the campus and each other because cohort meetings were a success.</p> <p>Credit classes that are non-writing, such as conversation and pronunciation classes, will be offered as non-credit in Fall 2019. These classes will add 10 more courses to AESL that will have similar curriculum because they are already low-level introductory classes.</p>	
	<p>Saddleback College AESL classes at Mission Viejo and San Juan Capistrano sites are full except for evening classes at San Juan Capistrano. Outreach is working on promoting evening classes at San Juan Capistrano.</p> <p>Javier and Jill are working on HSE curriculum for Fall 2020. Jill is working on WIOA deadline.</p> <p>Jill and Annie are working on certificates and in the process of selecting books for faculty, including Ventures, Stand Out, and Future.</p> <p>Cancelled AESL 701/702 class at SC that was requested by ESL Faculty on campus due to low enrollment and few referrals from ESL classes. Class was relocated to Mission Viejo site as an AESL 703/704 class. Class cancellation showed the significance of having AEP in the community where students have free parking and are familiar with the area.</p> <p>Dr. Feldhus provided SC certificate updates and announced that by the end of Spring 2019 SC will have new classes and certificates, including vocational certificates and HSE certificates.</p> <p>AESL classes will provide Satisfactory, Pass, and No Pass grades.</p>	
	<p>College and College Advantage Anne will ask Pati to present about CTE and propose their 2019 fund allocation request to members for approval, which will be a decision made by all members based on a metrics system that follows the State standards.</p> <p>Susan will send document to sign-up for program presentations to present during SOCRC meetings.</p>	
	<p>Coastline ROP No member present.</p>	
	<p>Orange County Department of Education No member present.</p>	
10.	SCHEDULED MEETINGS, TRAININGS, DEADLINES	

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	<p>All monthly SOCRC meetings are held on Mondays from 1 p.m.-2:30 p.m. at the Quail Hill Community Center.</p> <table border="1" data-bbox="267 300 1070 443"> <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.	ADJOURNMENT													

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