SOCRC Steering Committee Meeting

Dr. Karima Feldhus (**Sue Donelson*), Saddleback College, Co-Chair
Debbie Vanschoelandt, Irvine Valley College
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
Fatinah Judeh, Orange County Department of Education
*Denotes District-Approved Member Proxy

Meeting Norms:
- Be Solution Oriented and take ownership of your role
- Be prepared, respective, 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-SOCRC Planning Meeting

June 29, 2020, 1:00-2:30 p.m.
Zoom Meeting
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~~
	Present: Susan Akhavan (IVC), Daisy Bautista (SC), Sue Donelson (SC), Karima Feldhus (SC), David Gordon (CUSD), Jill Ibbotson (SC), Fatinah Judeh (OCDE), Anne Moore (CCA), William Neddersen (TUSD), Rebecca Roberts (IUSD), Julie Scholl (IVC), Debbie Vanschoelandt (IVC), and Nancy Miller (Consultant)	
2.	~~INTRODUCTIONS AND NEW GUESTS~~	~~All~~
3.	~~ADOPTION OF AGENDA BY PRIORITY~~	~~Chairs~~
4.	~~APPROVAL OF MINUTES~~	~~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~~
	B. ~~CASAS Updates and Information~~	~~Jill~~
	C. ~~Workforce Updates~~	~~Alita~~
	Reminders and Updates: • June 30: 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q3) • June 30: Q4 ends • Aug 1: Student data in TOPS due	Rebecca

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.

	• Aug 15: Annual Plan 20-21 due in NOVA • Sept 1: Q4 expense due in NOVA + my program area estimates	
7.	**NEW BUSINESS-Planning Time**	
	A. SOCCD Fiscal Agent-Continued discussion • Nancy Miller Consultant Members asked Nancy questions about compliance with CAEP rules and regulations; CASAS testing requirement; and marketing support • Nancy explained that she can assist with both compliance with CAEP and WIOA rules and regulations because both funding programs align • Nancy will confirm whether CAEP requires CASAS testing for k-12 entities since different measurements of student gains data can be used for CAEP; Nancy explained that CASAS is the standard for WIOA • Nancy noted that due to COVID-19, CASAS testing is not provided, and some agencies do not have capacity to do remote testing • Nancy explained that she can only guide members through the marketing process Karima briefly presented the List of Duties, which was shared with members	Karima
	B. Roadmap Planning Reviewed the SOCRC Flyer draft that Will and Susan worked on The following revisions will be made: • Add Saddleback College Adult Education Phone Number: 949-297-6037 • Leave addresses because some schools are open • Nancy provided language/wording for Adult Basic Education • Add "Free" Email flyer changes to Will; Will will make changes and send revised flyer draft to members for final review before flyer is sent to Saddleback Marketing • Send an email to Will to request changes to the flyer, if needed It was noted that if too many icons are added, the flyer will look too busy • Will noted that more guidance will be provided once the final flyer draft is sent Marketing Best Practices and Lessons Learned will be added on the agenda	Lessons
	C. Annual Plan 20-21 No significant changes will be needed as long as the information is aligned with the 3-Year Strategic Plan Will is taking the lead on the Annual Plan • Will will send an email to members to request information to add on the Annual Plan • It is important for members to provide information on how they are each effected by COVID-19, how they are each addressing distance learning; and whether there is an increase or decrease in enrollment • After Will receives all the information from members, he will write the	Rebecca/Karima

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.

	document with one voice • If needed, Nancy can revise the Annual Plan • Will will go over the Annual Plan in the July meeting One member noted that there was an increase in enrollment as a result of COVID-19	
8.	**MEMBER FUNDING NOTIFICATION** *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.*	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 • No member to report	
	SVUSD • No member to report	
	LBUSD • No member to report	
	IUSD • Classes will be held online in Fall	
	TUSD • Offices are open • Distance learning is hard for ESL due to lack digital literacy • Main campus has 6 classrooms and will have to reduce sections due to limited classrooms • Might have hybrid classes in Fall • Spring semester classes went to emergency distance learning • Since distance learning, 27 students received a High School Diploma and 2 students did remote testing for GED • Recipient of 2020-2023 WIOA Grant	
	Irvine Valley College • Student attendance is recorded manually on MySite; IVC coding is face-to-face and on its online schedule, it states that classes are online • Karima mentioned that IVC might not need to add attendance on MySite • Spring semester classes were smaller and had full attendance • Summer workshops have great attendance • Fall registration is now open; majority of classes are full • It was noted that new students might not feel comfortable with online classes	
	Saddleback College • Student attendance is recorded when students login Zoom via Canvas, but faculty are also taking attendance manually to cross-check • Starting Wednesday, faculty will take attendance differently under the distance learning code and under "take hourly attendance" instead of "take attendance" • The State wants to know enrollments by distance learning and for face-to-face • A lost of summer students are from Irvine (IVC decreased summer classes) • Have more sections in summer and will continue to unstack classes due to not having a physical room capacity issue, providing more class options for students	

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.

	- OASIS students will use Canvas to login instead of clicking on Zoom link, which will be difficult for most students - HSE classes will remain as non-credit during COVID-19; HSE Orientations include marketing of student support services - No HiSET testing on campus, but trying to see if there can be remote testing on campus; HiSET provides online testing - Recipient of 2020-2023 WIOA Grant	
	College and College Advantage - Classes will be held 50% in-person (small group with 6 feet of distance) and 50% online in Fall - Students need hands-on classes for their internship - Almost all Fall classes are full with long waitlists	
	Coastline ROP No member to report	
	Orange County Department of Education - Hybrid classes in Fall - Ready to go back and will purchase equipment to stay safe during COVID-19 - Teachers provided staff with rosters of students who needed technology devices for technology distribution - High School Diploma program is an independent study program that requires students to see a teacher once per week	
10.	**SCHEDULED MEETINGS, TRAININGS, DEADLINES** All monthly SOCRC meetings are held on Mondays from 1 p.m.-2:30 p.m. at the Quail Hill Community Center. 2020 Meeting Dates:	
11.	**ADJOURNMENT**	

2020 Meeting Dates:

January 27*	May 18	Sept 28
February 24	June 29	October 26*
March 23	July 20	Nov 23
April 27*	August 24*	Dec 14

*Denotes Quarterly Consortium meeting
To register for state webinars, visit http://aebg.cccco.edu/Events/AEBG-Webinars

Empowering Adult Learners for Lifelong Success.
South **O**range **C**ounty **R**egional **C**onsortium
● Capistrano Unified School District ● Coastline ROP ● College and Career Advantage ●Irvine Unified School District
● Irvine Valley College ● Laguna Beach Unified School District ● Orange County Department of Education
Saddleback College ● Saddleback Valley Unified School District ● Tustin Unified School District