

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

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, 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-SOCRC Planning Meeting

September 28th, 2020, 1:00-2:30 p.m.

Zoom Meeting

<https://cccconfer.zoom.us/j/6574533741>

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

Present: Daisy Bautista (SC), Sue Donelson (SC), Karima Feldhus (SC), Chantelle Gil (SC), Jill Ibbotson (SC), Fatinah Judeh (OCDE), Nancy Miller, Anne Moore (CCA), William Neddersen (TUSD), Rebecca Roberts (IUSD), Julie Scholl (IVC), Debbie Vanschoelandt (IVC), Jeff Wilson (IVC), and Becca Zaino (SC)

	ITEM	PRESENTER
1	<p>ANNOUNCEMENTS AND UPDATES – See timeline on pages 2-3</p> <ul style="list-style-type: none"> • Discussion about Webinar updates and CASAS testing <ul style="list-style-type: none"> - Consortium members need to determine tools to measure the outcomes and it must be done consistently regardless whether we have different testing for K-12 or community college members; we need to ensure that we understand the data • Data Collection <ul style="list-style-type: none"> - Data Types: TOPSPro, MIS (State level), and LaunchBoard - Tracking Adult Education student data within community college can be a bit flawed - Example: SC does not track non-credit students in our programs and ASAP data does not match the college’s data • Budget Funding <ul style="list-style-type: none"> - Very likely that data collection will be important for next year’s budget funding • CASAS Testing <ul style="list-style-type: none"> - Due to COVID-19, we cannot pre and post test many students at a time, so it is likely that the State will find other measures • Road Ahead for CAEP; anticipate that will be heavy on data <ul style="list-style-type: none"> - “The next 3 year planning cycle - Use of data for goal setting - Building communities of practices - Aligning further with WIOA II 	

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	<ul style="list-style-type: none"> - Speeding up the allocation process - Continuing to improve upon our data collection process” • Check out the SOCRS ShareDrive • CAEP 2020 Conference is free, and no special registration code is needed but registration is limited so RSVP as soon as possible • Professional Development <ul style="list-style-type: none"> - Topics <ol style="list-style-type: none"> 1. Diversity, Equity, and Inclusion training 2. Instructional Practices 3. CTE Services Offered and SB 5554 - Save the date email already sent - Nancy will provide final program on Wednesday and Chantelle will send invitation email with registration link 	
2	DISCUSSION ITEMS	
	<p>a. Member Reports – What kind and format of monthly member reports?</p> <ul style="list-style-type: none"> • Goal is to receive everyone’s ideas and include budget reports <ul style="list-style-type: none"> - We should have similar ways to report and identify ways to leverage resources and strengthen partnership - Not all Consortium members use CASAS, so there should be a consistent measure, like number of student referrals, service provided by community based organizations or institutions, transitions between programs, or earnings on job • Indicators; trying to meet at least one indicator <ul style="list-style-type: none"> - Pre-Planning Assessment - Community Needs and Customers - Identifying Goals and Strategies - Piloting and Implementation • Suggested to: <ul style="list-style-type: none"> - Look at progress to evaluate where the Consortium is at within the indicators and/or goals - Take turns sharing measurement data • Data collected must be manageable (communicate data and not create more work) <ul style="list-style-type: none"> - What is data currently being collected? - How can we use current data to identify the best tool to provide the State with the data? • Key questions to consider: <ol style="list-style-type: none"> 1. What is completion? 2. What indicators are we looking at? 3. What tools do we use when we are giving member reports? • Suggestions: <ul style="list-style-type: none"> - Use grades as indicators - Members send data to one person to consolidate data and present to the Consortium - Enrollment data; students with 12 plus instructional time hours - Skill gains • Finance Report/Transparency Presentation will Include: <ul style="list-style-type: none"> - Learning Gains - Progress - Sections offered - Number of Staff - Completion and Success 	

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	<ul style="list-style-type: none"> • Student Success <ul style="list-style-type: none"> - Enrollment Numbers - CASAS Gains - Certificate Obtainment - Class Completion - Students who Persisted with 12 Plus Hours • Quarterly Updates Sheet <ul style="list-style-type: none"> - Suggested to add Google Document where each member adds: <ol style="list-style-type: none"> 1. Enrollment 2. Completion 3. Skill Gains 4. Retention - Noted that this information is already on TOPSPRO but not on MIS <p>Next Steps:</p> <ul style="list-style-type: none"> • Jill and Will offered to pull data and compare to present a simplified version of the data; they will bring document to the next meeting 	
	<p>b. Direct vs. Indirect Funding</p> <ul style="list-style-type: none"> • Funds (5%) is used to administer the Consortium • Consortium members have a say on how to use funds; funds (FS 440) do not belong to IVC or SC • Allocations per members are set and there is about a 2 year with 6 months allocation period to spend (6 months only if more spending time is needed); Spending limits do not change with carryover funds <ul style="list-style-type: none"> - SC spent FY 2018-2019 by June 2020 and followed spending timeline for carryover funds (\$2 million) - SC can formally present to the Consortium members • Indirect includes that SOCCD will no longer process payments; payments will go directly to the USDs • Must have discussion during quarterly meetings because members need to vote <ul style="list-style-type: none"> - See ShareDrive with information about Direct v. Indirect Funding • It was suggested to postpone discussion until after COVID-19 <p>Next Steps:</p> <ul style="list-style-type: none"> • Early May is deadline to submit CFAD; vote must be made on whether the Consortium will select direct or remain as indirect with a fiscal agent 	
3.	<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> <ul style="list-style-type: none"> • Some quick, short updates provided 	Steering Committee Members
	CUSD	
	SVUSD	
	LBUSD	
	IUSD <ul style="list-style-type: none"> • Night class enrollments is low 	
	TUSD <ul style="list-style-type: none"> • Providing combo classes 	
	Irvine Valley College <ul style="list-style-type: none"> • Decreased enrollment for credit and non-credit classes 	

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	Saddleback College <ul style="list-style-type: none"> • Shared online schedule 													
	College and Career Advantage													
	Coastline ROP													
	Orange County Department of Education													
4.	SCHEDULED MEETINGS, TRAININGS, DEADLINES <table border="1" style="width: 100%; text-align: center;"> <tr> <td>January 27*</td> <td>May 18</td> <td>Sept 28</td> </tr> <tr> <td>February 24</td> <td>June 29</td> <td>October 26*</td> </tr> <tr> <td>March 23</td> <td>July 20</td> <td>Nov 23</td> </tr> <tr> <td>April 27*</td> <td>August 24*</td> <td>Dec 14</td> </tr> </table> <p>*Denotes Quarterly Consortium meeting To register for state webinars, visit http://aebg.cccco.edu/Events/AEBG-Webinars</p>	January 27*	May 18	Sept 28	February 24	June 29	October 26*	March 23	July 20	Nov 23	April 27*	August 24*	Dec 14	
January 27*	May 18	Sept 28												
February 24	June 29	October 26*												
March 23	July 20	Nov 23												
April 27*	August 24*	Dec 14												
11.	ADJOURNMENT													

Timeline

September 2020

- **Sep 1:** 18/19 and 19/20 Member Expense Report due in NOVA (Q4)
- **Sep 1:** July 1, 2019 to June 30, 2020 expenses by program area due (estimates only) in NOVA
- **Sep 1:** July 1, 2019 to June 30, 2020 hours and expenses by program area due (estimates only) in NOVA.
- **Sep 30:** 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q4)
- **Sep 30:** 20/21 Member Program Year Budget and Work Plan due in NOVA
- **Sep 30:** End of Q1

October 2020

- **Oct 30:** 20/21 Member Program Year Budget and Work Plan certified by Consortia in NOVA
- **Oct 31:** Student data due in TOPSPro (Q1)

December 2020

- **Dec 1:** July 1, 2019 to June 30, 2020 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium
- **Dec 1:** 18/19, 19/20, & 20/21 member expense report due in NOVA (Q1)

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- **Dec 1:** July 1, 2019 to June 30, 2020 Instructional Hours and Expenses by Program Area due (actuals) in
- **Dec 31:** 18/19, 19/20 & 20/21 Member Expense Report certified by Consortia in NOVA (Q1)
- **Dec 31:** End of Q2

January 2021

- **Jan 31:** Student Data due in TOPSPro (Q2)

February 2021

- **Feb 28:** Preliminary allocations for 2021-22 and 2022-23 released by this date.

March 2021

- **Mar 1:** 18/19 and 19/20 and 20/21 Member Expense Report due in NOVA (Q2)
- **Mar 1:** Close out of 18/19 Member Funds due in NOVA
- **Mar 31:** 18/19 and 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q2)
- **Mar 31:** Close out of 18/19 funds in NOVA certified by Consortia in NOVA
- **Mar 31:** End of Q3

April 2021

- **Apr 30:** Student Data due in TOPSPro (Q3)

May 2021

- **May 2:** CFADS for 2021-22 due in NOVA

June 2021

- **Jun 1:** 19/20 and 20/21 Member Expense Report due in NOVA (Q3)
- **Jun 30:** 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q3)
- **Jun 30:** End of Q4

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