

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 Planning 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
 Fatimah 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

AGENDA-SOCRC Planning Meeting Minutes

May 24th 2021, 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.

	ITEM	PRESENTER
	Present: Susan Akhavan (IVC), Daisy Bautista (SC), Jessica Chittaphong, Javier Corrales (SC), Sue Donelson (SC), Karima Feldhus (SC), Chantelle Gil (SC), David Gordon (SVUSD), Jill Ibbotson (SC), Jared Lessard (SC), Chad Mabery (LBUSD), Nancy Miller, Anne Moore (CCA), William Neddersen (TUSD), Rebecca Roberts (IUSD), Julie Scholl (IVC), Blaire Toso, Debbie Vanschoelandt (IVC), Dominic Vellanoweth (CCA), and Jeff Wilson (IVC).	
1.	REGULAR/ONGOING BUSINESS	
	A. NOVA Updates	Debbie
	B. CASAS Updates and Information	Will/Sue/Jill
	C. Workforce Updates	Anne/Dominic
	D. WIOA Update	Sue/Will/Jill
	E. Other Updates and Sharing	All
2.	NEW BUSINESS	
	a. Member Recognition – Anne Moore <ul style="list-style-type: none"> • Thank you for all you have done. We wish Anne all the best! 	Sue/Karima/All
	B. Special June 28 th Meeting – to vote on carryover and conduct bylaws 1 st reading** <ul style="list-style-type: none"> • June meeting will be voting meeting 	Rebecca/Karima/Nancy
	C. Consortium Data <ul style="list-style-type: none"> • CAEP Data <ul style="list-style-type: none"> - We will start collecting data for all students, including service only students; students receiving 1-11 instructional contact hours; and participants who receive 12 or more instructional contact hours over a single program year - Services will be broken-down into three categories (CAEP Short Term 	Jill

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	<p>Services): Training Services; Transition Services; and Support Services</p> <ul style="list-style-type: none"> - Look at PPT provided by Jill to see services within each category - Examples: Counseling is under Transition Services; Tutoring is under Support Services (note that Tutoring is not specified within any of the categories; you will need to categorize services not expressly mentioned within the categories) - ASAP has features so that faculty and staff can directly input services on ASAP which will be exported into TOPSpro; allows for real-time tracking when you add service hours features/categories on ASAP • AB 2098 – Immigration Integration (I3) is a new reportable item you need to be aware of; this is for students who complete EL Civics and is the first column on the CAEP Summary Report • AEP Data Integrity <ul style="list-style-type: none"> - Allows you to cleanup data; cleanup data truthfully - See Jill’s past emails for sample CAEP Demographics Summary charts • Member Expense Report due in NOVA (Q3) June 1, 2021 (see below Timeline for important dates and reminders) 	
	<p>D. Adult Education Pipeline in Launchboard-</p> <ul style="list-style-type: none"> • Intro to the dashboard: Context, Background, Structure - Purpose of Dashboard: Open dashboard that serves larger audience that support State initiatives by providing a Statewide platform for people to access Adult Education data - Three Types of Data: Interesting Data (broader data), Useful Data (highlight structural issues), and Actionable Data (answers questions of why); Interesting and Useful Data are mainly used for Adult Education - Data reporting is acquired through K-12 reporting, such as CASAS TOPSpro Enterprise and Community College MIS system - Dashboard features include planning and accountability tools that track learner journeys; and de-duplication that allow for students to appear only once on the dashboard by matching students with name, DOB, gender, etc. - Reading your numbers: Numerator (number of students who meet the metric criteria) and Denominator (number of students who are identified in the metric) • Live Walkthrough of AEP Dashboard (highlight key metrics for 3-Year Planning) - Website: https://www.calpassplus.org/Launchboard/Adult-Education-Pipeline.aspx - Different ways to engage with data; the homepage has a series of tiles to select from - You can search your institution name by narrowing the search - Score Card: List of metrics the State deemed as important - Technical Definitions: Takes you to a new page with metric definitions and explains data calculation for each as well as links to MIS dictionary; this is a great resource for you - You can export consortium data; you have chart tiles with brief description and drill-down options - Data Suppression: Sub-groups in gray do not display data with values with 10 or less students • Questions & Discussion - How are students counted if they are tracked on both TOPSpro and MIS? Answer: Student outcome is counted once unless the student is participating in both institutions; if students is participating in both institutions, then student receives credit for both institutions 	<p>Blaire Toso & Jessica Chittaphong</p>

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	<p>Which metric is needed for 3-year Planning? Answer: Blaire will send to Karima (4 mandatory and 10 optional metrics that the Consortium can focus on for the 3-yr Plan)</p> <ul style="list-style-type: none"> Jessica will send out Presentation PPT via email for your review 													
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> <p>CUSD SVUSD LBUSD HUSD TUSD Irvine Valley College Saddleback College College and College Advantage Coastline ROP Orange County Department of Education</p>	Steering Committee Members												
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. The last meeting for 2020 is scheduled for December 14th.</p> <table border="1"> <tr> <td>January 25*</td> <td>May 24</td> <td>Sept 27</td> </tr> <tr> <td>February 22</td> <td>June 28**</td> <td>October 25*</td> </tr> <tr> <td>March 22</td> <td>July 26</td> <td>Nov 29</td> </tr> <tr> <td>April 26*</td> <td>August 23*</td> <td>Dec 13</td> </tr> </table> <p>*Denotes Quarterly Consortium meeting **Denotes a Special Voting Meeting To register for state webinars, visit http://aebg.cccco.edu/Events/AEBG-Webinars</p>	January 25*	May 24	Sept 27	February 22	June 28**	October 25*	March 22	July 26	Nov 29	April 26*	August 23*	Dec 13	
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11.	ADJOURNMENT													

Timeline

December 2020

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