*The Mission of the **S**outh **O**range **C**ounty **R**egional **C**onsortium*
is to equip adult learners with the life, language, and career skills to achieve their
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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 Quarterly Meeting

November 23, 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.

	ITEM	PRESENTER
1.	**CALL TO ORDER & NORM REVIEW**	Chairs
	Present: Susan Akhavan (IVC), Daisy Bautista (SC), Karima Feldhus (SC), Chantelle Gil (SC), Jill Ibbotson (SC), Fatinah Judeh (OCDE), Chad Mabery (LBUSD), Kim McCord (SC), Roxanne Metz (SC), Nancy Miller, Anne Moore (CCA), William Neddersen (TUSD), Dolores Paguirigan (SC), Rebecca Roberts (IUSD), Julie Scholl (IVC), Debbie Vanschoelandt (IVC), and Jeff Wilson (IVC).	
2.	**INTRODUCTIONS AND NEW GUESTS**	All
	Roxanne Metz (SC), Kim McCord (SC), and Dolores Paguirigan (SC)	
3.	**ADOPTION OF AGENDA BY PRIORITY**	Chairs
	Approved	
4.	**APPROVAL OF MINUTES**	Chairs
	Approved	
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. No Public Comments	
6.	**REGULAR/ONGOING BUSINESS**	
	A. NOVA Updates • Please submit actuals that are due by 12/1/20 • Q1 is certified	Debbie
	B. CASAS Updates and Information CASAS Agencies • Make sure to complete CASAS Testing via online, in-person, or drive-in via vehicle	Will/Sue/Jill

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

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- You can share data with other CASAS Agencies to minimize students' double testing; Will is going to reach out to CASAS to determine how data can be shared among agencies
- Jill can assist with the Proxy Wizard to select tests to proxy forward; Jill will send Rebecca information

Non-CASAS Agencies

- Strongly suggested to use other measures to assess gains

Tustin

- Brings small groups of students for in-person testing
- Tested at least 340 students
- Working on post-testing students for measurable gains

IUSD

- Testing students via drive-in testing where students are provided with Chromebooks to test in their cars with campus WiFi

SC

- Providing WiFi parking lot for students
- Will talk to the Team about IUSD drive-in testing idea

PowerPoint Presented by Jill

- CAEP/WIOA Data Dictionary
  - Defines words from the entry and update records
  - Jill shares Data Dictionary information with Faculty when they update records at the end of the term
- CAEP Summary, Outcomes, and Data Integrity Report
  - Jill has access to Consortium's CAEP data
  - Shared Consortium's gains, outcomes, and services data
  - State will be looking for data in the future; there is currently little data, about 1.7%, showing students transitioning from non-credit to credit or career pathways due to either not tracking of data or not bridging students to certificates and/or jobs
  - State will not dictate the data used and it is up to the Consortium to determine the data system
  - As a Consortium, we need to start looking at data every meeting and understand the data
- CASAS Data Portal
  - CASAS Data Portal provides agency data at the State and local level
  - WIOA Federal Table 4 compares agencies to State goals and averages to check whether agency is above or below state goals
- CAEP Data Dashboard

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	- Since agencies have different sources of data, it was agreed that the CAEP Data Dashboard will be used as a starting point to create targets - The State looks at the dashboard and is trying to align WIOA with CAEP Karima briefly shared a PowerPoint • IVC will like to use CASAS Data system as a model to implement a similar system and received data points Next Steps • Discussion will continue at the Planning Meeting or Quarterly Meeting and starting point will be the CAEP Data Dashboard	
	C. Workforce Updates • CCA is offering two classes, Dental Assistant and Medical Assistant classes, that are low in enrollment and not as popular as normal • Anne will share class information and flyers with IVC and SC to promote to students	
	D. WIOA Update • No update	Sue/Will/Jill/ Karima
	• Budget Quarterly Report CAEP Administrative Fund Quarterly Report • Dolly provided CAEP Administrative Fund Quarterly Report for quarter ending on 9/30/20; Dolly will present the report every quarterly meeting • Carryover (from prior year): $145,779 • 20-21 Allocation: $246,618 • Total Revenues: $392,397 • Administrators (cost for time spent on coordinating): $24,138 • Administrative Staff: $4,556 • Employee Benefits: $12,759 • Total Expenditures: $41,453 • Fund Balance: $350,944 Questions • What will the $350,944 be spent on? • Answer: Portion of the funds will be spent on salaries and consultant services for the end of the year and any amount not spent will go back to the Consortium for the Consortium Members to decide what to do with the funds • It was noted that the bylaws do not have a process to reallocate funds, but a process can be discussed and created • There is a larger carryover amount due to not having Blue Tiger anymore • Would the $41,453 total trend for the next 3 quarters? • Answer: It will trend for salaries and consultant services is likely to be a fixed cost • Is the allocation more than what the Administrative Staff needs? • Answer: It depends from year to year since we currently do not have Blue Tiger; it is up to the Consortium to decide what direction we want to go in the future	Dolly

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	• As of now, the fixed cost for the Administrative Staff is $4,556 • Nancy noted that for every allocation, there is a 2 ½ year timeline to spend • It is Nancy's understanding that if you go from one governance to another governance, the carryover funds will not go with it/transfer over Next Steps • It was noted that IUSD has limited staff to collect data and was suggested to hire a hybrid person that goes from institution to institution to collect data • It was agreed that Nancy will help collect data by creating a draft survey to identify the Consortium members' needs associated with the amount for both short-term and long-term needs; it is important to have realistic expectations • We will review the draft survey via email to have the results by the December meeting • Carryover must be spent by Dec, 2021 or the Consortium must agree by July 2021 to reallocate the funding	
	Reminders and Updates • Please see Agenda with included Timeline reminders	Karima
7.	**NEW BUSINESS**	
	A. Professional Development Survey Results • Received 18 responses with the main feedback of requesting for in-depth participation, and that Flipgrid was great • Will table report for next meeting	Karima/Nancy
	B. Direct vs. Indirect Funding Discussion • Discussion is back in the agenda so that we are ready to vote in the April Meeting • Rebecca added all direct v. indirect documents on the Google Drive because someone deleted the folder on 10/26/20 • Rebecca will also add the 3-Year Plan because it got deleted • Nancy explained that some benefits of direct v. indirect depend on the type of agency. For example, Nancy went to direct, but the Consortium that she is part of is smaller with less agencies involved, making direct more feasible; Nancy's Consortium has a total of 3 service providers and 3 local agencies that are not providers • Question: What type of work do you do when you go to direct? - Answer: It stays the same since the duties remain the same, but the only difference is that funds will not go directly to the college and there might be one main agency that has a larger role and pot of funds to manage regional consortium type of process, including the core Consortium services like spending for co-chairs, taking minutes, taking the responsibility of hiring, etc. • The Consortium needs to figure out core services costs to allocate funds correctly regardless if we are direct or indirect Suggestions and Next Steps • A transition specialist/counselor position should be created that can work with all adult schools and would be a shared expense across the Consortium • Direct v. Indirect discussion is postponed for the December meeting	All

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C. Other Updates and Sharing
   a. Remote Testing
 	
SC CASAS Remote Testing Pilot Program PowerPoint (PPT) Presentation by Jill
 	
• Sue created PPT and was not able to attend due to having a migraine
• Jill presented SC CASAS Remote Testing Pilot Program PPT
• SC has a Mission Control Design Team that created a remote testing protocol modeled after Pasadena City College instructor who figure out how to remote test
• Claire, Lab. Tech., first places students in waiting rooms where they read CASAS testing rules before Claire verifies students' IDs to place each student into breakout rooms to CASAS test
• Claire allows remote access to students and shares the "Take a Test" screen
• CASAS score is received immediately after the test is over
• Tested at least 70 students from AESL and HSE programs
• Starting 12/1/20, we will start in-person testing at a SC lab in the afternoon and evenings
• Students like to get tested because they like to see how they are doing
• Claire created a testing schedule and collects testing device information; Claire found out that Chromebooks have issues with CASAS testing
• TUSD
  - Teachers follow-up with students after testing
• Jill will send this PPT presentation with Rebecca because Rebecca had questions about testing
 	
  b. SB 554
• No Report
	All
	Will/Jill/Sue
	
	Sue

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
	A. Non-CDCP Instructional Salaries and Benefits • No Report	Karima
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 Report	
	SVUSD No Report	
	LBUSD No Report	
	IUSD No Report	
	TUSD No Report	
	Irvine Valley College • Started Insta and FB Stories and share every 2nd Friday	

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	• New curriculum for Bridge Course on Professional Communication for Professional/Academic Work • Students are receiving visits from for-credit Faculty to encourage taking for-credit courses • Jeff shared AESL research that showed that 22% of first-time students who take AESL courses also took other credit courses at IVC	
	Saddleback College No Report	
	College and College Advantage No Report	
	Coastline ROP No Report	
	Orange County Department of Education No Report	
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. The last meeting for 2020 is scheduled for **December 14th**. 2020 Meeting Dates:	

January 25*	May 18	Sept 28
February 22	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	
11.	**ADJOURNMENT** 2:30 p.m.	