

**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 Voting Meeting

Karima Feldhus (\*Sue Donelson), Saddleback College, Co-Chair  
 Debbie Vanschoelandt, Irvine Valley College  
 Brittany H. Casey, Capistrano Unified School District  
 Kimberly Thomason, Saddleback Valley Unified School District  
 Chad Mabery, Laguna Beach Unified School District  
 Rebecca Roberts, Irvine Unified School District, Co-Chair  
 Christine Matos (\*Will Neddersen), Tustin Unified School District  
 Dr Paul Weir (\*Dominic Vellanoweth), College and Career Advantage  
 Brian Dozer, 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 Voting Meeting Minutes

November 28, 2022, 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.	<b>CALL TO ORDER &amp; NORM REVIEW</b> Present: Susan Akhavan (IVC), Daisy Bautista (SC), Brittany H. Casey (CUSD), Winnie Dinh (IVC), Karima Feldhus (SC), Jill Ibbotson (SC), Kristia Lengyel-Leahu (SC), Chad Mabery (LBUSD), Nancy Miller, William Neddersen (TUSD), Rebecca Roberts (IUSD), Debbie Vanschoelandt (IVC), and Dominic Vellanoweth (CCA)	Chairs
2.	<b>INTRODUCTIONS AND NEW GUESTS</b> • No new guests	All
3.	<b>ADOPTION OF AGENDA BY PRIORITY</b> • Agenda adopted	Chairs
4.	<b>APPROVAL OF MINUTES</b> • Minutes approved by a majority	Chairs
5.	<b>PUBLIC COMMENTS</b> 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.	<b>REGULAR/ONGOING BUSINESS</b> A. NOVA Updates • Please see Timeline/Due Dates section of the agenda • Q1 Expense Report is due on NOVA by 12/9/22	Karima/Will

### Empowering Adult Learners for Lifelong Success.

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	<ul style="list-style-type: none"> <li>• Karima will certify the Member Program Year Budget and Work Plan by Wednesday, November 30, 2022</li> <li>• Reports Follow-up <ul style="list-style-type: none"> <li>- Chad will resubmit the LBUUSD report</li> <li>- TUSD, LBUUSD, and IVC need to submit their reports</li> </ul> </li> </ul>	
	<p>B. Workforce Updates</p> <ul style="list-style-type: none"> <li>• <b>No Report</b></li> </ul>	All
	<p>C. WIOA and CASAS Update</p> <ul style="list-style-type: none"> <li>• Sue and Jill are writing the WIOA grant for the 2023-2027 year; the deadline to submit is December 16, 2022</li> </ul>	Sue/Will/Jill
	<p>D. Reminders and Updates</p> <ul style="list-style-type: none"> <li>• Karima provided the Summer Institute link: <a href="https://www.casas.org/training-and-support/SI/about-summer-institute">https://www.casas.org/training-and-support/SI/about-summer-institute</a></li> <li>• CASAS is in approval process for the STEPS Test that will replace the Life and Work assessments as well as possibly replace the Goals test</li> </ul>	All
<b>7. NEW BUSINESS</b>		
	<p>A. Amendment to the Amount for Reallocation of Funds from 21-22</p> <p><b>IVC Requested Funds for OER Development</b></p> <ul style="list-style-type: none"> <li>• Requesting \$7,200 in additional funding to complete OER for three new AESL courses: English for Parents of High School Students, English for Job Success, and English for Child Development</li> <li>• Benefits are included in the \$7,200 and tasks include formatting, editing/revising, audio, accessibility, copyright, and publishing</li> <li>• OER Development is needed because there are no textbooks available for the courses, remove textbook cost barriers, adds to the ZTC course offering, and the materials will be available to Members</li> <li>• Request aligns with the SOCRC's Annual Plan and focuses on workplace communications to prepare students for careers</li> <li>• Number of AESL students served in 3 courses is approximately 240</li> <li>• <b>Vote for Approval</b></li> <li>• The \$7,200 will come from the SF 440 funds</li> <li>• Members are in an agreement with the amendment to the amount for reallocation of funds to IVC for OER Development</li> <li>• Approval made by a consensus of the following members: IUSD, SC, CCA, TUSD, CUSD, and LBUUSD</li> <li>• Debbie (IVC) joined the meeting late and did not vote</li> </ul>	Debbie/Susan/Karima
	<p>B. Member Effectiveness Assessment Tool Subcommittee Work</p> <ul style="list-style-type: none"> <li>• Evaluation tools are important across the State and they are part of the Consortium's annual goals</li> <li>• Members will let Nancy know who will participate in the subcommittee meeting</li> <li>• Confirmed subcommittee participants: <ul style="list-style-type: none"> <li>- Rebecca for IUSD</li> <li>- Will for TUSD</li> <li>- Sue and Jill for SC</li> <li>- Dominic for CCA</li> <li>- Kristia (SC)</li> <li>- Debbie (IVC)</li> </ul> </li> <li>• <b>Measurement Metrics to Consider Document</b></li> <li>• Please see document for details; Nancy will provide a direct link to Members</li> <li>• Overall number of students served in the 2022/2023 target year is 9,105</li> <li>• Overall number of students served in ESL programs in the 2022/2023 target</li> </ul>	Nancy/Karima/Will

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	<ul style="list-style-type: none"> <li>• year is 5,000</li> <li>• Students become participants when they have 12 hours of class time</li> <li>• 6 individual service-provider agency metrics that vary among Members; for example, CCA will not measure based on the ESL gain metric</li> <li>• Metric “f.” for participants who transition to post-secondary career education classes can be for non-credit and credit classes because it is silent on credit; for example, High School Diploma and High School Equivalency programs fall under the “f.” measure</li> <li>• Members noted that several of the metrics will be difficult to collect for some providers due to the following concerns:             <ul style="list-style-type: none"> <li>- Some Members do not have staff support to collect data</li> <li>- Current TOPSPro reports and Earnings Survey do not collect student earnings data to calculate earnings difference of students’ earnings before and after enrollment in programs</li> </ul> </li> <li>• Possible Solution             <ul style="list-style-type: none"> <li>- Collect data from Student Information System, OpenCCC, and through Outreach</li> </ul> </li> <li>• Note that the Employment Earnings Survey is a requirement for all agencies; Jill can assist in providing more information about the WIOA survey</li> <li>• Likely that the State will merge WIOA and CAEP so it would be great to have multiple measures, including quantitative and qualitative measures</li> <li>• Reminder that the measures are provided by the State and can often be difficult to collect</li> <li>• Objectives are also set by the State</li> <li>• Nancy will include the Regional Needs in the evaluation</li> <li>• SOCRB Bylaws will be used to evaluate Members             <ul style="list-style-type: none"> <li>- All Members will be evaluated by their regular attendance and participation at Monthly General Meetings as well as development in the annual and three-year plans (1-2 on the Document)</li> <li>- Service Providers will be evaluated by meeting student success goals, financial expenditures, and funds expended in a timely manner (3-5 on the Document)</li> </ul> </li> <li>• <b>Self-Evaluation Chart</b></li> <li>• Service providers will self-evaluate themselves and give themselves a score from 0 to 3</li> <li>• The subcommittee group will work on the self-evaluation tool</li> <li>• Nancy will also share the self-evaluation chart with members</li> </ul>	
	<p>1. Professional Development Opportunities</p> <ul style="list-style-type: none"> <li>• CAEP Summit Presentation Link provided by Karima: <a href="https://drive.google.com/file/d/1LAWU5FNo3-erU0SqUTkA1ACTFpJdJOZI/view">https://drive.google.com/file/d/1LAWU5FNo3-erU0SqUTkA1ACTFpJdJOZI/view</a></li> <li>• OTAN will present on December 7, 2022, at 3:30 p.m. to demonstrating their new flex book tool via Zoom; this will be Part 1</li> <li>• Part 2 will be in-person so that faculty can create their own flex book; date and time TBD, likely around April</li> </ul>	Karima/Sue
	<p>2. 22/23 Member Program Year Budget and Work Plan Certification</p> <ul style="list-style-type: none"> <li>• See above</li> </ul>	Karima/Will
	<p>3. December 19 Meeting</p> <ul style="list-style-type: none"> <li>• Members who are available for a possible meeting are SC, TUSD, IVC, CCA, and LBUSD</li> </ul>	Karima/Will

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8.	<b>MEMBER Effectiveness Share Out: Members will report on the activities in relation to the annual and three-year plans and budget and expenditures to date.</b> *Service providing members required to share out	Steering Committee Members															
	CUSD																
	SVUSD																
	LBUSD*																
	IUSD* <ul style="list-style-type: none"> <li>State approved the project; buildings will arrive in a few weeks</li> </ul>																
	TUSD* <ul style="list-style-type: none"> <li>Class registration team helps register students in-person in classrooms</li> <li>Offering a new multilevel section of ESL in partnership with the Tustin Family and Youth Center that is providing certified staff for childcare</li> </ul>																
	Irvine Valley College* <ul style="list-style-type: none"> <li>Class registrations via Zoom have been successful</li> <li>Winnie is posting on social media to share student success and class information</li> </ul>																
	Saddleback College* <ul style="list-style-type: none"> <li>A&amp;R assists students with class registrations in-person and on Zoom</li> <li>Kristia was happy to represent SOCRC at the IUSD's College and Career Fair; TUSD, CCA, IUSD, IVC, and SC were there too</li> </ul>																
	College and College Advantage*																
	Coastline ROP																
	Orange County Department of Education																
9.	<b>SCHEDULED MEETINGS, TRAININGS, DEADLINES</b> All monthly SOCRC meetings are held on Mondays from 1 p.m.-2:30 p.m. on Zoom until December 2022. Below is the remaining schedule for 2022 calendar <table border="1" data-bbox="272 1108 1187 1140"> <tr> <td>October 31</td> <td>Nov 28</td> <td>Dec 19</td> </tr> </table> 2023 calendar year <table border="1" data-bbox="272 1205 1187 1339"> <tr> <td>January 30</td> <td>May 22</td> <td>Sept 25</td> </tr> <tr> <td>February 27</td> <td>June 26</td> <td>October 30</td> </tr> <tr> <td>March 27</td> <td>July 31</td> <td>Nov 20</td> </tr> <tr> <td>April 24</td> <td>August 28</td> <td>Dec 18</td> </tr> </table> To register for state webinars, visit <a href="http://aebg.cccco.edu/Events/AEBG-Webinars">http://aebg.cccco.edu/Events/AEBG-Webinars</a>	October 31	Nov 28	Dec 19	January 30	May 22	Sept 25	February 27	June 26	October 30	March 27	July 31	Nov 20	April 24	August 28	Dec 18	
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10.	<b>ADJOURNMENT</b> 2:29 p.m.																

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## Timeline/Due Dates

### November 2022

- **Nov 30:** 22/23 Member Program Year Budget and Work Plan certified by Consortia in NOVA \* (Extended for 2022)

### December 2022

- **Dec 1:** July 1, 2021 to June 30, 2022 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium \*
- **Dec 1:** 20/21, 21/22 & 22/23 Member Expense Report Due in NOVA (Q1)
- **Dec 31:** 20/21, 21/22 & 22/23 Member Expense Report certified by Consortia in NOVA (Q1) \*
- **Dec 31:** End of Q2

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