



**SOCRC Voting Members:**

- Karima Feldhus (*\*Sue Donelson*), Saddleback College, Co-Chair
- Christine Matos (*\*Will Neddersen*), Tustin Unified School District, 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
- Dr. Paul Weir (*\*Dominic Vellanoweth*), College and Career Advantage
- Brian Dozer, 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

**Important:**

- All presentations for Quarterly Fiscal Reporting will take place prior to certification.

**MINUTES-SOCRC Voting Meeting**

July 31, 2023, 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	Approximate Start Time
1.	<p><b>CALL TO ORDER &amp; NORM REVIEW</b> Meeting called to order at 1:04p.m.</p> <p>Present: Karima Feldhus (SC), Will Neddersen (TUSD), Jill Ibbotson (SC), Nancy Miller, Kristia Lengyel-Leahu (SC), Eunice Choi (SC), Debbie Vanschoelandt (IVC), Sue Donelson (SC), Chantelle Gil (SC), Chad Mabery (LBUSD), Brian Dozer (Coastline ROP), Dominic Vellanoweth (CCA), Elena Hill (SC), Brittany Casey (CUSD), Catherine Arreguin (SC), Roxanne Metz (SC), Paul Weir (CCA), Fatinah Judeh (OCDE), Olu Banmeke (Coastline ROP).</p>	Co-Chairs	1:00 pm
2.	<p><b>INTRODUCTIONS AND NEW GUESTS</b> Brian Dozer introduced Olu Banmeke, who was hired July 5<sup>th</sup> for Coastline and will be supporting with the high school side of work, as well as assisting Brian with the Adult side of work.</p>	All	1:03 pm
3.	<p><b>ADOPTION OF AGENDA BY PRIORITY</b> Agenda adopted.</p>	Co-Chairs	1:05 pm

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4.	<b>APPROVAL OF MINUTES</b> Minutes approved.	Co-Chairs	1:07 pm
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. Will: Congrats to our consortium! We worked with Nancy to submit three proposals to present at the upcoming CAEP summit, and all three proposals were accepted. 😊	Open	1:10 pm
6.	<b>REGULAR/ONGOING BUSINESS</b>		
	A. NOVA Updates a. Preliminary Program Hours & Expenses no longer needed in NOVA in September Karima: Q3 has been certified in NOVA. Reminder to submit Q4 Fiscal Report as soon as you get a chance as the deadline is approaching. If you have any questions reach out to Karima and she can reach out to TAP. Will: In the past, we have been asked to submit preliminary program hours and expenses. There is a shift for this coming school year and that it's not being asked from us since its being pulled from other data sources. b. 2023-2024 COLA Allocation (8.22%) Will: Increase from 8.13% to 8.22%. Thank you for approving and we were able to certify! This was a predetermined amount that was allocated to us. Karima: The numbers came from the state, so we didn't need to bring it to this meeting to vote on or approve it. The state took amounts entered in NOVA by each agency and they (the state) applied the difference on the amount.	Co-Chairs	1:13 pm
	B. Workforce Updates Will: Workforce Board had a meeting last Thursday. There is still a need for the OC One- Stop System (not including Anaheim or Santa Ana) Executive Director position to be filled (Carma Lacey's old position). They have also expanded their sites to a Brea office and a South County location in Laguna Niguel. It's also great seeing Coastline in those conversations. If anyone ever has anything they would like us to promote to them or information to share out, please let us know and we can assist.	All	1:17 pm
	C. WIOA and CASAS Updates Will: We are in the process of making sure Q4 is inputted. Jill: We are waiting for the new STEPS (Student Test of English Progress and Success) test to be released and Saddleback College plans to use it as soon as it comes out. Will: The expectation is for us to use the new test starting the 2024-25 school year. It will replace the Life and Work test and will be the only test distributed.	Sue/Will/Jill	1:19 pm
	D. Reminders and Updates	All	1:21 pm

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	<p>Will: Saddleback College is working to organize a Chat GPT for ESL professional development training. Please invite your ESL teachers!</p> <ol style="list-style-type: none"> <li>1. SOCRC Professional Development <ul style="list-style-type: none"> <li>• Friday, October 6 – ChatGPT for ESL</li> </ul> </li> <li>2. <a href="#">2023-24 Project &amp; Work Schedule</a></li> <li>3. Upcoming Events: <ul style="list-style-type: none"> <li>• SOCRC Annual Retreat – September 25, 2023 *<a href="#">Topics</a> 12:30-1:00 pm lunch and networking 1:00-2:00 pm business meeting 2:00-4:00 pm stakeholder retreat Location: IVC's IDEA Building at ATEP in Tustin</li> <li>• Adult Education Pathways Fair – September 28, 2023 <a href="#">*Tabling RSVP form</a> Event time: 4:00-7:00 pm Location: IVC's IDEA Building at ATEP in Tustin</li> <li>• <a href="#">NCWE Annual National Conference</a> – Oct 4&amp;5 (Baltimore, MD)</li> <li>• <a href="#">CAEP Summit</a> – Oct 24-26, Hilton Universal City</li> <li>• CCAOE</li> </ul> </li> </ol>		
7.	<b>NEW BUSINESS</b>		
	<p>A. <a href="#">ELL Healthcare Pathways Grant – Letter of Intent</a> Overview &amp; Discussion</p> <ul style="list-style-type: none"> <li>• <a href="#">Memorandum</a></li> <li>• One sheet summary (attached)</li> </ul> <p>Will: *The CA Governor's 2022-23 budget allocated \$130 million for ELL Healthcare Pathway Grant to be broken up into 3 years. The approach from the state, the chancellor's office, and the Department of Education is that the funds would be allocated through each consortium. We were told we would receive the Letter of Intent early in 2023, but it just came out July 19<sup>th</sup>. As such, 50 consortia in CA were recently invited to submit the letter of interest selected based on ELL population and healthcare pathways.</p> <p>Nancy: The selection was also based on growth of ELL population in the county over past year, typically wanting 50% of service to students in ESL programs. SOCRC is at 78% for ESL.</p> <p>Will: Our county is broken up into three different components. One of the three consortia didn't get it (North Orange). We are thankful we've been offered this opportunity.</p> <p>Nancy: The first-year allocation for SOCRC is \$655,338 and is focused specifically on ELL healthcare pathways to look at immigrant and ELL population and bridge them into entry level positions where they can then enter the healthcare field. This funding was specifically put in Adult Ed not just at the community college level because of our strong focus on ELL in the Adult Ed world. The following areas were initially identified as the 7 healthcare programs of focus:</p>	All	1:25 pm

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	<p>English language learners in the following areas:</p> <ol style="list-style-type: none"> <li>Dental Assistants</li> <li>Emergency Medical Technicians</li> <li>Medical Assistants</li> <li>Nursing Assistants</li> <li>Pharmacy Technicians</li> <li>Phlebotomists</li> <li>Social and Human Service Assistants</li> </ol> <p>Program descriptions must include regional and state data that support the need to establish a pathway in that area and must include an accelerated learning model that will be used to support students and increase ELL completion rates. Since this is a workforce development initiative, evidence of support from local employers for the pathway programs must be included in the submission package.</p> <p><b>Timeline for Submission:</b> Each consortium must submit a Letter of Intent, a project workplan, a budget estimate and signed letter(s) of support from employers and partnership agencies and businesses associated with current healthcare programs. Everything must be submitted in NOVA by <b>5 pm on Friday, September 8, 2023.</b></p> <p>We may need to include other categories because CCA has surgical technologist. We just need to show labor market data to show that it's a need in our community and region and have accelerated models for instructional delivery of student support focused on ELL in healthcare pathways. Timeline for submission is fast: due Sept 8<sup>th</sup>. For our consortium, we need to have it by Sept 1<sup>st</sup> because some members won't be here.</p> <p>Karima: We need a draft to go through our district approval. In our August meeting we'll ideally have a draft for our consortium to approve. August 2<sup>nd</sup> (this Wednesday) is the deadline to submit questions to the state.</p> <p>The state took a lot of info putting together letter of intent: agencies, budget plan &amp; work plan.</p> <p>Will: ELL population must be addressed with assessments. Not a replication of previous courses. Support and not supplant. Think how do we support this new section onto what you're already doing.</p> <p>Nancy Miller posted Link to interest survey: <a href="https://forms.gle/Ayt5Wbetqykk927b9">https://forms.gle/Ayt5Wbetqykk927b9</a></p> <p>Chantelle shared Letter of Intent and 1-page Executive Summary in the chat.</p> <p>Karima: I urge you to read if you haven't yet the 6-page Letter of Intent carefully, as there's a lot of info. Please fill out survey to the best of your ability. For Saddleback College, we must send it to our counterparts in Health Sciences, ESL college side, fiscal team, and research team. We welcome interest from others for fiscal agents, in addition to Saddleback College. We'll schedule our meetings once we know interest amongst our agencies in SOCRC and the support needed.</p> <p>Karima: Read page 3. The state expects a high percentage of completion. Letters from employers and agencies needed (i.e. from CCA/ Dominic whether they will offer jobs/ internships). Any support to get students trained and into jobs. There is a need for healthcare workers, especially those that speak different languages. It'll be a win-win for our communities. Basically, we have a month to put together the budget and work plan. Dominic agreed and supported conversation. CCA will be an important</p>		
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	<p>partner for healthcare pathways.</p> <p>Nancy: Last month Brian mentioned that Coastline is starting up 2 new healthcare pathways.</p> <p>Brian Dozer: We have a possible 3<sup>rd</sup> or even a 4<sup>th</sup> program we can launch as Adult Ed too.</p> <p>Nancy: This is a great opportunity for Coastline to get partnering money to fully fund programs over time.</p> <p>Karima: Seed money to create new programs that are fast tracked. We'll have quarterly reporting with the understanding that there will be data outcomes and deliverables. Money may increase in Q3 and Q4. Not competitive whatsoever, as we'll be collaborating to be strong together.</p> <p>Nancy: This Wednesday at noon is her deadline to submit questions to state. We can come together as partner agencies to have a comprehensive approach. We already have a Carryover question to get programs going in spring and designate this fall for planning.</p> <p>Sue: Jill and I spoke with our WIOA consultant last week and she said this money is not going to fund planning, only implementation. Support is important to monitor and case manage students.</p> <p>Karima: Good point. We had a meeting with the Saddleback College Dean of Health Sciences. We may not have time to create new programs but focus on existing.</p> <p>Question: Even if we have programs, can a portion of that go to supporting and creating a new program that can be in effect by year 3 (as it takes at least a year to get in place)?</p> <p>Will: There was mention with the state that there would be time and funding allocated to plan out. There is a need.</p> <p>Nancy: There is a need for an IET model for CTE and ESL instructors to connect and plan to support medical concepts and terminology. In the past, have seen it take about 80 hours between instructors to do curriculum mapping, especially if not at same agency and haven't done program integrated model delivery before.</p> <p>Jill: Maybe we need to get clarification on what is planning and implementing (since we did IET training already)</p> <p>Karima: Think about other agencies consortium-wide that will need the training, not just Saddleback College.</p> <p>Will: We need every agency to answer survey whether interested or not. Email Karima, Will &amp; Nancy for any questions.</p> <p>Karima: We'd like to hold a meeting on Thursday at 11am (will use the SOCRC Exec meeting time) and you'll receive an invite before the meeting once we know the interest.</p>		
	<p>B. ELL Healthcare Pathways – Interested Programs/Agencies</p> <ul style="list-style-type: none"> <li>• Survey of Interest – Due August 2, 2023</li> </ul> <p>Nancy: survey (<a href="https://forms.gle/AYt5Wbetqykk927b9">https://forms.gle/AYt5Wbetqykk927b9</a>) is for everyone (interested or not) to fill out. If you only offer one of the two (ESL or healthcare) programs, please fill out because we'll be working together.</p>		1:45 pm
	<p>C. ELL Healthcare Pathways – Fiscal Agent Vote</p> <p>Will: Vote taken at meeting. The state has said that for this</p>		1:55 pm

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	<p>grant it's not an option for direct funding to agencies that will be participating. Saddleback College was our previous fiscal agent, but if there is another agency that would like to take on that role, we welcome that.</p> <p>Karima: Before going direct-funding, we were district (SOCCCD – Saddleback College &amp; IVC) shared fiscal agency responsibilities. Then, Saddleback College became administrator to support agencies.</p> <p>This grant is not an allocation so there needs to be a fiscal agent, and we're required to vote on a fiscal agent. Saddleback College can serve in that role because infrastructure is set up but welcomes other who are interested.</p> <p>Will: It's been laid out that direct cost is 4% to be charged.</p> <p>Karima: Possibly hiring support through consortium. The fiscal agent's role is to do pass throughs and give you your money.</p> <p>Will: Initiated vote -- Moves to have Saddleback College become the fiscal agent for the English Language Learner Healthcare Pathways grant and would like to put in vote.</p> <p>➤ Votes for approval (stated in Zoom chat) are as follows:</p> <ul style="list-style-type: none"> <li>▪ Brian Dozer to Everyone 1:57 PM: Coastline ROP – Yes</li> <li>▪ Debbie Vanschoelandt to Everyone 1:57 PM: IVC – Yes</li> <li>▪ Fatinah Judeh 1:57 PM: OCDE – Yes</li> <li>▪ Will Neddersen 1:57 PM: Tustin – Yes</li> <li>▪ Karima Feldhus 1:57 PM: Saddleback College – Yes</li> <li>▪ Will Neddersen (Proxy vote given by Rebecca Roberts for IUSD) 1:58 PM: Irvine-Yes</li> <li>▪ Karima Feldhus (Proxy vote given by Kimberly Thomason for SVUSD) 1:58 PM: SVUSD – Yes</li> <li>▪ Dominic Vellanoweth 1:58 PM: CCA – Yes</li> <li>▪ Brittany Casey 2:06 PM: CUSD – Yes</li> </ul> <p>✓ The majority votes “Yes” to approve Saddleback College as the Fiscal Agent for the English Language Learner Pathways Grant.</p>		
D.	<p><a href="#">AB 1491 Integration &amp; Implementation Subcommittee</a> (Subcommittee charge and meeting schedule attached)</p> <p>Nancy: Thank you to the folks who are attending those meetings. Reminder that anyone is welcome to join meetings, but not required. This group is tasked with looking at bylaws and new legislation making sure the two fit together. We are currently working on reframing the articles</p>	All	2:05 pm

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	<p>in bylaws to reflect current needs and possibility to expand for technical assistance and for measurement tools, as well as addressing membership and funding under CFAD.</p> <p>Will: We invite all agencies to attend if available. The next meeting moved to Monday the 14 from 1:30-3pm. This work will be brought back to group in September.</p>		
	<p><b>E. 2023-2024 Annual Plan</b></p> <p>Will: Thank you to those that completed the survey for Nancy, as it's important to get all voices from members. Annual plans allow us to update the 3-year plan.</p> <p>Will: Marketing pathways and transition element. Not supplant.</p> <p>Nancy: Presented responses on the survey from funding agencies. Shout out to IVC who had a 67% increase in students from pre-pandemic levels. Every agency increased number of students served. One of the areas we need to focus on for goals is recruiting and retaining teachers to serve the population. Demographic changes from 2 years prior - students we're serving are getting a little but younger but we're still about two-thirds female.</p> <p>We need to think about:</p> <ul style="list-style-type: none"> <li>• How can we reach out to students that drop out? And what support to current students so they don't drop out and remain engaged? (see screenshot below)</li> <li>• Strategies to address educational needs *Road maps</li> <li>• Having centralized informational hub/ group of people that can work between agencies about what programs are offered in consortium (brochures) and how can a student get that info from a centralized location.</li> <li>• Centralized person to assist with local career opportunities within region and transition.</li> <li>• Internally create a student success/ transition plan</li> <li>• Align and articulate programs</li> <li>• Strengthen programs within the community</li> <li>• *A win: Having consortium staff come to agencies to talk to students about how to find info about jobs/ employment and transition to post-secondary education!</li> <li>• Student completion of programs needs to be more effective</li> </ul> <p>*Nancy will send out copy of by tomorrow of what she wrote for each of the areas. What will be going to the state. We must have this report (with each agencies' approval) to</p>	<p>Nancy</p>	<p>2:10 pm</p>

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	<p>the state by Monday Aug 14. Questions, concerns, adds, email Nancy Miller at <a href="mailto:nancyewbankmiller@comcast.net">nancyewbankmiller@comcast.net</a> If entering the workforce in your region is an academic goal, please help to support students in increasing level of English and getting jobs.</p> <div data-bbox="162 441 1055 1029"> <p>Question 2: Plans and Goals - Reason for gaps in service <span style="float: right;">Copy</span></p> <p>Why did you select those Plan/Goal areas? Choose all answers below that reflect your agencies current situation or select other and write a response. <b>You can select more than one response</b></p> <p>5 responses</p> <table border="1"> <caption>Survey Results for Question 2</caption> <thead> <tr> <th>Goal</th> <th>Count</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Goal 1 - Having a hard time finding a job</td> <td>1</td> <td>20%</td> </tr> <tr> <td>Goal 1 - Students have difficulty staying in a program or completing their course of study</td> <td>4</td> <td>80%</td> </tr> <tr> <td>Goal 1 - Have waiting list for classes</td> <td>2</td> <td>40%</td> </tr> <tr> <td>Goal 2 - Have waiting list for classes</td> <td>2</td> <td>40%</td> </tr> <tr> <td>Goal 2 - Students have a difficult time finding a job</td> <td>0</td> <td>0%</td> </tr> <tr> <td>Goal 2 - Classroom technology</td> <td>2</td> <td>40%</td> </tr> <tr> <td>Goal 3 - Students need to have more hands-on learning</td> <td>2</td> <td>40%</td> </tr> <tr> <td>Goal 3 - Aligning curriculum with industry needs</td> <td>1</td> <td>20%</td> </tr> <tr> <td>Goal 3 - Aligning curriculum with industry needs</td> <td>1</td> <td>20%</td> </tr> <tr> <td>Goal 4 - Need a centralized program</td> <td>3</td> <td>60%</td> </tr> <tr> <td>Goal 4 - Need a centralized program</td> <td>2</td> <td>40%</td> </tr> <tr> <td>Goal 4 - Need a centralized program</td> <td>3</td> <td>60%</td> </tr> <tr> <td>Goal 5 - Need to make sure we are providing the best quality of education</td> <td>1</td> <td>20%</td> </tr> <tr> <td>Goal 5 - Need to make sure we are providing the best quality of education</td> <td>2</td> <td>40%</td> </tr> <tr> <td>Goal 5 - Need to make sure we are providing the best quality of education</td> <td>0</td> <td>0%</td> </tr> <tr> <td>Other</td> <td>0</td> <td>0%</td> </tr> </tbody> </table> </div>	Goal	Count	Percentage	Goal 1 - Having a hard time finding a job	1	20%	Goal 1 - Students have difficulty staying in a program or completing their course of study	4	80%	Goal 1 - Have waiting list for classes	2	40%	Goal 2 - Have waiting list for classes	2	40%	Goal 2 - Students have a difficult time finding a job	0	0%	Goal 2 - Classroom technology	2	40%	Goal 3 - Students need to have more hands-on learning	2	40%	Goal 3 - Aligning curriculum with industry needs	1	20%	Goal 3 - Aligning curriculum with industry needs	1	20%	Goal 4 - Need a centralized program	3	60%	Goal 4 - Need a centralized program	2	40%	Goal 4 - Need a centralized program	3	60%	Goal 5 - Need to make sure we are providing the best quality of education	1	20%	Goal 5 - Need to make sure we are providing the best quality of education	2	40%	Goal 5 - Need to make sure we are providing the best quality of education	0	0%	Other	0	0%		
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	<p><b>F. SOCR Marketing</b></p> <p>Chantelle is currently working with Graduate Communications to create a Viewbook for the consortium's class offerings and marketing materials for the upcoming Adult Education Pathways Fair. Please also fill out the <a href="#">*Tabling RSVP form</a> to designate a table and participate in the pathways fair.</p>	Chantelle	2:20 pm																																																			
8.	<p><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></p> <p>*Service providing members required to share out</p>	Steering Committee Members	2:25 pm																																																			
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	Orange County Department of Education								
	Nancy: Looking at the data, SOCRC currently serves approximately 10,000 students! Kudos to everyone for all your hard work! 😊								
9.	<p><b>SCHEDULED MEETINGS, TRAININGS, DEADLINES</b>            All monthly SOCRC meetings are held on Mondays from 1 p.m. - 2:30 p.m. on <b>Zoom until</b> further notice. Below is the remaining schedule for <b>2023</b>.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="background-color: #92d050;">July 31</td> <td style="background-color: #92d050;">August 28</td> <td style="background-color: #92d050;">Sept 25 – <b>*IN-PERSON</b> <i>12:30-4:00 pm</i></td> </tr> <tr> <td style="background-color: #92d050;">October 30</td> <td style="background-color: #92d050;">November 27</td> <td style="background-color: #92d050;">Dec 18</td> </tr> </table> <p>To register for state webinars, visit <a href="http://aebg.cccco.edu/Events/AEBG-Webinars">http://aebg.cccco.edu/Events/AEBG-Webinars</a></p>	July 31	August 28	Sept 25 – <b>*IN-PERSON</b> <i>12:30-4:00 pm</i>	October 30	November 27	Dec 18		
July 31	August 28	Sept 25 – <b>*IN-PERSON</b> <i>12:30-4:00 pm</i>							
October 30	November 27	Dec 18							
10.	<b>ADJOURNMENT</b>		2:30 pm						

**Empowering Adult Learners for Lifelong Success.**

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- Saddleback Valley Unified School District ● Tustin Unified School District

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## Timeline/ Due Dates

### July 2023

- **Jul 15:** Student Data due in TOPSPro (Q4) FINAL

### August 2023

- **Aug 1:** Student Data due in TOPSPro (Q4) FINAL
- **Aug 15:** Annual Plan for 2022-2023 due in NOVA \*

### September 2023

- **Sep 1:** 20/21 and 22/23 Member Expense Report due in NOVA (Q4)
- **Sep 1:** July 1, 2022 to June 30, 2023 expenses by program area due (estimates only) in NOVA \*
- **Sep 1:** 22/23 Certification of Allocation Amendment due in NOVA
- **Sep 30:** 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q4) \*
- **Sep 30:** 22/23 Member Program Year Budget and Work Plan due in NOVA
- **Sep 30:** End of Q1

### October 2023

- **Oct 30:** 22/23 Member Program Year Budget and Work Plan certified by Consortia in NOVA \*
- **Oct 31:** Student data due in TOPSPro (Q1)
- **Oct 31:** Employment and Earnings Follow-up Survey

### December 2023

- **Dec 1:** July 1, 2022 to June 30, 2023 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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## January 2024

- **Jan 31:** Student Data due in TOPSPro (Q2)
- **Jan 31:** Employment and Earnings Follow-up Survey

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