

Minutes

<p>Meeting Minutes: May 3, 2018 Educational Cultural Complex, 4343 Ocean View Blvd. San Diego, CA 92113 - Room 121</p>
<p>Meeting was called to order by Co-Chairs Mia Funk, SDUSD and Michelle Fischthal, SDCE at 2:34pm</p>
<p>Agenda Adopted</p> <ul style="list-style-type: none"> ▪ Motion: Mia ▪ Second: Andrea ▪ No discussion ▪ Approved Unanimous
<p>There were no Non-agenda public comments</p>
<p>Consent Items</p> <p>Approval of Minutes from March 23, 2018</p> <ul style="list-style-type: none"> ▪ Motion: Andrea ▪ Second: Michelle ▪ No Discussion ▪ Approved Unanimous <p>Ratification of Consortium Fiscal Administration Declaration (CFAD) Submitted to the State</p> <ul style="list-style-type: none"> ▪ Motion: Lorie ▪ Second: Andrea ▪ Discussion: Clarification was provided for the difference between CFAD and state expenditure reports. The CFAD is submitted and certified each year showing the allocation amounts per member. ▪ Approved Unanimous
<p>Action Items:</p> <p>Consortium Director/Consultant Role</p> <ul style="list-style-type: none"> ▪ Discussion regarding the selection and scope of work for a SDAERC consultant to support the strategic objectives of the consortium. Various skills sets and needs were discussed as well as models for having a Consortium “lead” or Director. One topic that emerged were challenges with holding regular workgroup meetings as well as a need to have a third party to assist SDAERC to guide, conceptualize and synthesize functions and purpose of the workgroups. There was importance of having someone with the time and skills to support the work assist to develop completed product(s) and deliverables. There was some sense of urgency because the SDAERC has been in existence for a little over two 2 years, acknowledging that the first year each member was learning the relationship, the second year although ideas were circulating for how to have stronger collaboration, and now in the third year that is a need to focus and define outcomes, progress measures, and deliverables. ▪ There was a request for a schedule of upcoming workgroups (Transition and Curriculum Alignment),

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including over summer in preparation for the consolidated. The Curriculum Alignment workgroup will continue to meet with Adult Secondary Education (HSDP) faculty and leadership through June and will determine at that time if further meetings are needed. Summer schedules will need to include budgeted nonclassroom time for both SDCE and SDUSD to assist with workgroups and annual plan development.

- Any use of a consultant for planning would need to include a mechanism for evaluating the work product(s) of the consultant such as “artifacts” of the efforts e.g. agendas, framework documents for discussion, progress of workgroups showing deliverables including goals and objectives, identified needs and obstacles, movement on plans and outcomes that indicate the partnership is progressing on alignment between the member agencies.
- **Action:** To give permission to move forward to bringing on a consultant to serve as a strategic facilitator and with both member agencies sharing the costs according to the following expenditure split: 75% SDCE and 25% SDUSD.
- **Motion: Andrea**
- **Second: Mia**
- **Discussion:** The decision to hire or appoint a person as the SDAERC Director has not yet been determined and will continue to be examined the next few months. In the meantime, Kelly Henwood will continue performing the state required functions for the Consortium Director. The past role and title of SDAERC Director is still under consideration for how to move forward and may include a title change. This action will assist the SDAERC to bring on a strategic consultant at this time would not prevent the SDAERC from hiring a Director in the future.
- **Approved Unanimous**
- Kelly will contact with candidate and develop draft scope of work that she will share with Andrea and Michelle who will both serve as key point persons to approve the scope of work, negotiations and bring on the consultant ASAP.

Proposed Calendar of PY 18/19 SDAERC Meetings

- **Moved:** Michelle moved to revise the meeting calendar proposal as presented and amend the draft calendar for the SDAERC to meet the First Thursday of every other month starting in September, with added special meeting(s) in summer, dates to be determined.
- **Second: Mia**
- **Approved Unanimous**
- **Discussion:** Members will check on special meetings dates, it looks as though August 14th is a suitable date. Kelly will send out calendar of regular annual meetings.

Discussion Items:

New Members

- Al Love, SDUSD: Director of Career Technical Education and Adult Education is replacing Mia Funk per the May 15th SDUSD Board approval effective July 1st.

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PY 18/19 Annual Plan Submission

- The process and timeline for the annual plan including shared common content, strategies, and areas of alignment needs to be worked on during the summer. A handout was shared to review key timelines and processes. As a reminder the state has released a format and currently each member agency should be working on their respective content and complete by June 7th after which both institutions will need to consolidate the strategies and progress indicators for the SDAERC, informed by workgroups.
- Andrea offered to work with Kelly to be a lead writer and will be available to after June 13th to work on the plan.

Q3 Data Reports

- Members reviewed the CASAS/Top Pro Enterprise reports for both members.

Three Year Planning Process

- Kelly shared a handout that included timeline and initial information from the state.

Informational Items:

Update: State Field Team Representative

- Magda talked about IET including defining pathways and the general issue with tracking students. Nothing conclusive has been developed. Next meeting is June 8' 2018 in Sacramento.

Workgroup Updates: Seamless Transitions

- Rachel gave an update.

Workgroup Update: Curriculum Alignment

- Meghan gave an update. She has visited SDCE Mid City Campus to look at PLATO software. SDUSD is looking to purchase PLATO as well for HSDP.
- Magda asked that the Co-Chair assignment for the Curriculum Alignment Committee be passed on to Eric Miller from SDCE. She offered to serve on the committee and support but cannot chair at this time. A SDUSD person has yet to be assigned. SDUSD is trying to determine who that appointed person should be.

Update: Joint Executive Coordination Committee

- Andrea handed out JECC notes from last meeting and talked about aligning the Option 2 handbook for HSDP, discussed translating partial credits, reviewed the math requirements, and proposal to change verbiage from a "waiver" to an "exemption". Additionally, ways to provide options for the college course requirements were discussed as well how to move forward with phasing out of the pre-algebra course and replacing with practical arts/consumer math. The Handbook has not been revised in 10 years and college course requirement, among other areas, are to be reviewed. Of concern are how to reduce barriers for students without changing quality.

8. Adjournment