

**SDAERC Minutes April 11, 2019**

Item	
<p>1. <b>Call to Order</b></p>	<p><b>Call to order at 4:05pm</b></p> <p><b>Members present:</b></p> <ol style="list-style-type: none"> <li>1. Lorie Crosby Howell, SDCE</li> <li>2. Michelle Fischthal, SDCE</li> <li>3. Magda Kwiatkowski, SDCE</li> <li>4. Monica Rosas, SDUSD proxy for Megan Johnson</li> <li>5. Al Love, SDUSD</li> <li>6. Mike Reynolds, SDUSD proxy for Andrea Vinson</li> </ol> <p><b>Guests:</b></p> <ol style="list-style-type: none"> <li>7. Ranessa Ashton, SDCE- via conference call</li> <li>8. Alex Berry, SDCE</li> <li>9. Ron Flores, SDCE</li> <li>10. Leah Gualtieri, SDCE</li> <li>11. Kelly Henwood, SDCE</li> <li>12. Jessica Luedtke, SDCE</li> <li>13. Becki Walker, Consultant</li> </ol>
<p>2. <b>Adoption of Agenda &amp; Selection of Meeting Chair and Co-Chair</b></p>	<p>Adoption of Agenda</p> <p>M: Lorie Crosby Howell 2<sup>nd</sup>: Leah Gualtieri No discussion All in favor</p>
<p>3. <b>Public Comment</b></p>	<p>No public comment</p>
<p>4. <b>Consent Items</b> a. Approval of Minutes March 7, 2019</p>	<p>Approval of Minutes from 3/7/19</p> <p>M: Mike Reynolds 2<sup>nd</sup>: Al Love No Discussion All in favor</p>
<p>5. <b>Action Items:</b> a. SDUSD Member Agency Voting Representatives</p>	<p><b>Acceptance of resignation of Andrea Vinson, voting member for SDUSD, and replace with Mike Reynolds, Program Lead for SDUSD.</b></p> <p>M: Al Love 2<sup>nd</sup>: Lorie Crosby Howell All in favor</p> <p><b>Discussion:</b> Background of transition was provided. Andrea has been a board member for at least 2 years. She took a position in K-12 special education and is no longer part of Adult Education programming at SDUSD. Program Lead, Mike</p>

	<p>Reynolds. Mike has been participating on her behalf as proxy and will now become a regular voting representative.</p> <p><b>Approval for Dean Darley, Program Manager for the SDUSD CTE Office, to perform the role of interim voting member on the SDAERC, replacing Al Love.</b></p> <p>M: Al Love 2<sup>nd</sup>: Lorie Crosby Howell No Discussion All in favor</p> <p><b>Discussion:</b> Al Love, CTTE and Adult Education Director for SDUSD is resigning from his position at SDUSD. The new Adult Education Director will likely take this voting role for SDUSD on the Consortium. Until the position is filled, Dean Darley, SDUSD Representative, has been assigned to sit on the SDAERC as interim Adult Education Director until executive leadership at SDUSD appoints a new AE Director to fill the position held by Al Love. The goal is to have consistent representation from a SDUSD including an Administrator, the AE Program Lead and a Classroom Instructor to provide stability during transitions.</p> <p><b>Future Action Needed:</b> A communication and approval from the SDUSD Board of Trustees will need to be completed to reflect the addition of Mike Reynolds as a replacement for Andrea Vinson. This will also need to be completed for the removal of Al Love once his replacement has been named.</p> <p><b>Discussion:</b> SDCE Member Agency Voting Representatives will be placed on the agenda for May.</p>
<p>6. <b>Discussion Items:</b></p> <p>a. Strategic Planning</p> <ul style="list-style-type: none"> <li>• Review of draft workgroup strategies and logic model</li> <li>• Review Strategic Plan Table 2.2 Regional Service Providers</li> </ul>	<p>Reviewed and discussed the current Draft SDAERC Vision Statement:</p> <p><i>The vision of the SDAERC is to support Adult Learners, including under-represented/low income populations, living in the City of San Diego to achieve their basic educational skills and credentials through a supportive and guided student centered approach that leads to career and college transitions and creates the ability to be economically self-sufficient.</i></p> <p><b>Action:</b> Include the following key phrases and terms:</p> <ul style="list-style-type: none"> <li>– Creating a cohesive partnership to development pathways to support all Adult Learners to strengthen and improve pathways for adults in San Diego.</li> <li>– partnership</li> <li>– pathways</li> <li>– student centered approach</li> <li>– economically self-sufficiency</li> </ul> <p>Reviewed and discussed the Draft Executive Summary. No more than 5-6 pages. Highlights include:</p> <ul style="list-style-type: none"> <li>– Goals from previous plan</li> <li>– Impact of the previous plan goals</li> <li>– Achievements</li> <li>– New 3-Year Plan (Vision, Goals, Key Indicators and Progress)</li> </ul>

	<ul style="list-style-type: none"> <li>- Integrated efforts with other funding and initiatives</li> </ul> <p><b>Action:</b> Provide feedback to Kelly Henwood by noon on Wednesday, 4/17/19</p> <p>Reviewed Strategic Plan Table 2.2 Regional Service Providers.</p> <ul style="list-style-type: none"> <li>- Fiscal Leverage Summary shows what the leveraged resources are for Unified and SDCE that are helping to support the adult education programs.</li> <li>- Looked at past year projections.</li> <li>- Adult Education Community Partnerships list was reviewed. Purpose is to list organizations in the community that provide services.</li> </ul> <p>Strategic Plan Discussion at Next Meeting (May 2<sup>nd</sup>):</p> <ul style="list-style-type: none"> <li>- Review logic model for approval by next meeting.</li> <li>- Note: Although workgroups completed a separate logic model for each goal, only one logic model is required.</li> <li>- Logic models details the following: 1) strategies, 2) inputs ie what is needed to accomplish strategies, 3) activities, 4) outputs, 5) outcomes</li> </ul>
<p>7. <b>Presentation Item(s):</b> None</p>	<p>None</p>
<p>8. <b>Informational Items:</b></p> <ul style="list-style-type: none"> <li>a. Workgroup Updates</li> <li>b. Upcoming Due Dates</li> <li>c. Super Region Updates</li> </ul>	<p>Unified Counselors Event</p> <ul style="list-style-type: none"> <li>- Working to hold an event for all Unified, SDCCD Credit and CE Counselors.</li> <li>- Esther Matthew, SDCE Dean of Counseling will be connecting with SDUSD and the Consortium to provide more information about this at a later time.</li> <li>- Al recommended working with the new Adult Education Director for SDUSD, as well as Cheryl Hibberln and Area Superintendent to assist in supporting this effort and assuring representation is present from all areas.</li> </ul> <p>Teaching and Learning Collaborative</p> <ul style="list-style-type: none"> <li>- Leah presented an overview as well as an invitation for Unified Adult Ed instructors.</li> <li>- 3 workshops to be offered in the fall on Fridays from 9a-11:30a on different teaching strategies.</li> <li>- There will be a presentation at the last meeting in December where they will talk about innovative practices. This is about pedagogy for all adult learners.</li> </ul> <p>Workgroup Updates</p> <ul style="list-style-type: none"> <li>- Joint HSD flyer was presented. Original purpose was for Unified Counselors as well as general public outreach and marketing.</li> <li>- Suggested edits and actions:             <ul style="list-style-type: none"> <li>o Run this by Student Services so they aware of the flyer. They will be receiving the calls.</li> <li>o Add legend to back.</li> <li>o Add information regarding LMI and education levels and earnings related to Bachelor’s degree.</li> <li>o Reorganize campus layouts on back of flyer geographically and group SDCE and SDUSD locations together - SDCE locations are at the top and the five SDUSD locations are on the bottom. Add text referencing 18+ for SDUSD campuses.</li> <li>o May want to do another flyer to emphasize CTE.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Once edits are complete, forward updated flyer to Mike Reynolds for final confirmation before forwarding for production.</li> </ul> <p>“Did You Know” State April Memo</p> <ul style="list-style-type: none"> <li>- Information was noted that the 17-18 funds needed to be 100 % spent out by June 30, unless we have a corrective action plan.</li> <li>- We do not have a corrective action plan so we will need to contact the state.</li> </ul> <p>Upcoming Due Dates</p> <ul style="list-style-type: none"> <li>- Student Data and Tops Pro Q3 due April 30th</li> <li>- Expense Report Q3- due in NOVA June 30th</li> <li>- State Sponsored Professional Development             <ul style="list-style-type: none"> <li>○ Curriculum Alignment- May 1st</li> <li>○ 9 Ways to Help Students Persist- May 8th</li> </ul> </li> </ul> <p>Super Region Updates</p> <ul style="list-style-type: none"> <li>- Additional data provided (i.e. languages and disabled populations)</li> <li>- New Logo- AEBG is now referred to as the California Adult Ed Program</li> <li>- CFAD has been submitted. Deadline met.</li> </ul>
<p><b>Adjournment Next Meeting:</b> <b>Thursday May2nd 2019 2:30 – 4pm</b></p>	<p>Adjourn 5:27pm</p>