

**Minutes**

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I. OPEN/PUBLIC SESSION – CALL TO ORDER 9:00 AM

**Minutes:** ERAE Governing Board President, Theresa Kemper, convened the meeting at 9:10 am. The following Governing Board Members were present: Theresa Kemper, Dr. Tim Glover, Dr. Cindy Miles, John Valencia, Dr. Kathy Granger, and Eric Lund.

II. AWARDS/RECOGNITIONS/SPECIAL REPORTS OR PRESENTATIONS

A. Welcome and Introductions

III. COMMUNICATIONS FROM THE PUBLIC

**Minutes:** There were no speakers

IV. APPROVAL OF AGENDA

**Motion Passed:** Agenda Passed with a motion by Dr. Granger and a second by Dr. Miles.

**Yes** Theresa Kemper  
**Yes** Dr. Tim Glover  
**Yes** Dr. Kathy Granger  
**Yes** Dr. Cindy Miles  
**Yes** John Valencia  
**Yes** Eric Lund

V. INFORMATIONAL REPORTS/DISCUSSIONS

**Continuity and Innovation—Sustainability at ERAE—**Sally Cox outlined the areas of focus over the past year: new career programs, curriculum innovation, expanded transition services, and aligning program growth with strategic objectives.

Budget priorities reflect the student participation in the state-approved program areas.

Career and Technology Training	41.6%
ABE, ASE, Basic Skills	25.1%
ESL	20.2%
Older Adults in the Workforce	10.6%
Adults Supporting Child School Success	<1%
Adults With Disabilities	<1%

Older Adults in the Workforce mainly reflects veterans and/or members of the military, people losing their jobs, and people seeking re-entry into the workforce. Eric asked for a presentation of the population we are serving at the next meeting. Tim recommended a 10 minute presentation from the main program areas over the next four meetings. (ESL program will be presented at the April 25 Board meeting.)

Robyn Wiggins described the new CADD and Digital Fabrication classes. Grossmont Adult Education is collaborating with Santana High School for use of their campus and state of the art equipment. The class has been implemented based on the iBest model and has a CTE and an academic instructor, hired through Grossmont Adult Education

Grossmont Adult Education also offers two new classes in the business field: Administrative Assistant I and II. These classes can be aligned with GC's BOT program. GAE is excited to work with GKN (a manufacturing business in the community) offering ESL classes to their employees. Teresa recommended the Consortium communicate this to other business to grow the program/services.

GAE also introduced a new program for adults supporting school-aged children. The class introduces parents whose children attend a Spanish immersion program at Bostonia to basic Spanish and enable them to support their children academically. The program is in the beginning stages and becoming popular among the parents. Kathy recommended reaching out to Alpine and Portrero Elementary Schools because they are also multi language immersion schools. Cindy suggested a similar program may benefit parents of students in high school and those entering college.

Ute Maschke described new opportunities for adult students to prepare for employment and career. Through collaboration with GAE's career center, students will be able to participate in job readiness workshops that are geared to their competencies and needs. Modules will be introduced at each program site (academic programs, HOC, ESL, and CTE). The modules will include writing a resume, completing applications, preparing for the interview, searching for the right job, and attending a job fair. The goal is to assist all students with the transition from class to the workforce.

Ute also talked about professional development for staff. In addition to staff participating in PD annually, staff will be encouraged to participate in peer observations across institutions. The peer observations conducted so far have made an impact and awareness on those that participated.

Transition services have expanded. The Transition Specialists are trained in all relevant areas (academic and non-academic) that have a direct impact on the student's wellbeing and

success. The Transitions Specialists are providing intrusive advising, meaning they are being proactive with the student on their behalf. They offer students support services beyond program participation.

Ute presented and discussed a graphic outlining transition support a student receives from their initial inquiry to successful program completion and transitioning to the college and/or workforce.

**Ensuring Sustainability—Management Process—**Several elements are in place to ensure sustainability of the Consortium.

- ERAE has a standing Data Committee to evaluate the services, outcomes, gaps, and other areas that may be considered beneficial for student success in the future.
- The Consortium participates in the Joint Job Market Research Project. Our PACs are working with the college and business community to align curriculum to make a smooth transition for students.
- ERAE has a bottom up decision-making process originating with the Student Council and brought before the PACs for consideration, then the Steering Committee, and finally the Governing Board.
- ERAE is leveraging connections to Workforce Development System and other educational initiatives to

The Planning Year 3 report is due the end of August.

**Adult Education Week—Special Event Series April 6 - 8—**ERAE has begun planning a celebration of East Region Adult Education. Although the planning is in its initial stages, we are expecting a day to show off programs and student work, a day for the business community to show their collaboration, and a family-friendly street fair on the third day.

**Meeting Updates—**

April 25, 2017	9:00 – 10:30 am	MEUSD Board Room
August 29, 2017	1:00 – 2:30 pm	GUHSD
November 14, 2017	1:00 – 2:30 pm	Grossmont College

VI. ACTION ITEMS/DISCUSSIONS

**Minutes:** There were no action items for discussion

VII. COMMUNICATION FROM BOARD MEMBERS

**Eric Lund—**The Chamber of Commerce has received many requests for Entrepreneurship programs. Eric suggested the Consortium explore opportunities to assist the community in this capacity. East County homelessness is on the rise. The

Chamber of Commerce is participating in a homeless task force. In future, he would like to see the service(s) the Consortium is providing to this demographic.

**John Valencia**—John stressed the importance of the Governing Board meeting the duties as outlined in the Bylaws. He suggested an annual retreat or longer meeting to ensure they are doing their job. He recommended that more student success stories be presented at the Board meetings. He appreciated hearing about the orientation process and proposed the Board have a mini-orientation at their next meeting so they have a better understanding.

John recommended that the community work together to create more effective Job Fairs.

**Dr. Cindy Miles**—Cindy congratulated the Consortium Leaders on their presentation today. She appreciated the focus on sustainability. She concurred with John on the Board performing the duties as listed in the Bylaws. She recommended posting the PPT and files to the web page.

**Dr. Tim Glover**—Tim would like the Consortium Leaders to present more budget information and student success stories. He recommended these stories be added to YouTube for easy access.

**Dr. Kathy Granger**— The Mountain Empire District is planning a Career Expo for their middle school students. Kathy is eagerly waiting for Mountain Empire District participation/involvement in Consortium activities.

**Therese Kemper**—Teresa agreed that the Consortium should “tell our story” and develop a web presence for getting noticed by the community. She praised the look of the new schedule.

#### VIII. ADJOURNMENT

Date of Next Board Meeting:

April 25, 2017

9:00 – 10:30 am

MEUSD Board Room

#### **Minutes:**

The meeting was adjourned at 10:35 am.

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Minutes

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I. OPEN/PUBLIC SESSION – CALL TO ORDER 9:00 AM

**Minutes:** ERAE Governing Board President, Theresa Kemper, convened the meeting at 9:08 am. The following Governing Board Members were present: Theresa Kemper, Dr. Tim Glover, Dr. Cindy Miles, John Valencia, and Dr. Kathy Granger.

II. AWARDS/RECOGNITIONS/SPECIAL REPORTS OR PRESENTATIONS

A. Welcome and Introductions

III. COMMUNICATIONS FROM THE PUBLIC

**Minutes:** There were no speakers

IV. APPROVAL OF AGENDA

**Motion Passed:** Agenda Passed with a motion by Dr. Granger and a second by Dr. Miles.

**Yes** Theresa Kemper  
**Yes** Dr. Tim Glover  
**Yes** Dr. Kathy Granger  
**Yes** Dr. Cindy Miles  
**Yes** John Valencia

V. INFORMATIONAL REPORTS/DISCUSSIONS

**Adult Education Celebration Debrief**—Robyn Wiggins provided an overview of the festivities organized to celebrate Adult Education April 6-8, 2017.

- Thursday, April 6, Open House—An open house was held at each of the facilities with approximately 50-70 visitors at each center. The El Cajon Adult Center celebration was a cultural celebration with foods and music from the numerous countries represented by the student population. Students from the Monte Vista High School health pathway were bussed in to the Health Occupations open house to learn more about the options available to them.

- Friday, April 7, Community and Business Awareness—Students shared their success stories with at least 17 business and community members. There was a ribbon cutting ceremony celebrating Grossmont Adult Education and East Region Adult Education.
- Saturday, April 8, Street Fair—More than 100 people attended the street fair at Foothills Adult Center. There was dancing, music, food, and demonstrations of the courses offered through adult education.

**Continuity and Innovation—English-as-a-Second Language**—Ute Maschke provided an overview of the ESL program. Aside from Vocational English as a Second Language there are 7 levels of classes offered at 52 locations. 3,600 students from 69 countries are enrolled in the ESL program coordinated through El Cajon Adult Center. The majority of the students are over 30 years old and interested in transitioning into the workforce. Although half of the students have not completed high school the other half have a high school diploma and even higher educational backgrounds suggesting there is a need to provide more technical ESL to meet students’ needs. ERAE is working closely with PCG and other settlement agencies helping them to understand that we are non-profit partners in our students’ education. Ute presented two graphs showing the path of ESL classes—one for ERAE and the other for GCCCD. The goal is to align programs to make the path easier for students. Rapid completion leads to transition to college and/or employment.

**Ensuring Sustainability**—ERAE has accounts (@ERAEE2017) with social media (Twitter, Instagram, LinkedIn, Facebook, YouTube). The webpage (adultedworks.org) has links to the consortium partners.

ERAE and Sweetwater Adult School counselors participated in a Peer Visiting Program and shared ideas and strategies. The Super Region consortia are meeting in August to identify new solutions for old problems. Ideally, the Super Region will leverage resources, creating a web page listing all services/programs throughout San Diego County, enabling students a one-stop resource.

The colleges and CTE have been productive in aligning curriculum. Cuyamaca Deans are excited to work together to prepare adult students for their programs. Automotive classes will begin soon and water treatment classes are a possibility in the near future.

#### **Meeting Updates—**

August 29, 2017	1:00 – 2:30 pm	GUHSD
November 14, 2017	1:00 – 2:30 pm	Grossmont College

## VI. ACTION ITEMS/DISCUSSIONS

### a. Approval of Revised By-Laws

#### **Discussion:**

Dr. Miles recommended removing verbiage on Page 3, SECTION VI, Attendance: “As a courtesy, a member who will not be attending a meeting or will require a teleconference set-up should contact the Recording Secretary at least 72 hours in advance.”

Dr. Granger recommended removing verbiage on Page 4, SECTION VIII, Proxy Voting: “If a member is absent from a meeting and would like to participate in a vote, they will be allowed to do this telephonically as long as they participate in the discussion. They must make pre-arrangements for this at least 72 hours in advance.”

**Motion Passed:** Approved to accept By-Laws as revised with a motion by Dr. Miles and a second by Dr. Glover.

**Yes** Theresa Kemper

**Yes** Dr. Tim Glover

**Yes** Dr. Cindy Miles

**Yes** John Valencia

**Yes** Dr. Kathy Granger

**Absent** Eric Lund

## VII. COMMUNICATION FROM BOARD MEMBERS

**Dr. Cindy Miles**—Dr. Miles appreciates the rapid pace of the consortium, the true partnership among members, and the benefits for students.

**Dr. Tim Glover**—Dr. Glover would like the Consortium Leaders to make a presentation to the GUHSD Governing Board and also to the Alliance on May 16<sup>th</sup>.

**Dr. Kathy Granger**—Dr. Granger would also like ERAE to do a presentation to the MEUSD Governing Board. ERAE is still working on how to inform MEUSD students of services available.

**John Valencia**—John emphasized how beneficial it has been that Ute and Robyn have attended the Alliance meetings. It helps the Alliance members see how education for adults is different than other education models. He enjoyed the student testimonials shown during the ESL overview.

**Therese Kemper**—The student testimonials make a great impact on debunking the myth of the adult school demographic. Adult Education is more than just high school diploma or equivalency. We offer a link for the future; we are not the end of the journey.

VIII. ADJOURNMENT

Date of Next Board Meeting:

August 29, 2017      1:00 – 2:30 pm      GUHSD

**Minutes:**

The meeting was adjourned at 10:18 am.





EAST REGION  
**ADULT EDUCATION**

Education That Works

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## The State of the Consortium – Outcomes 2016-17

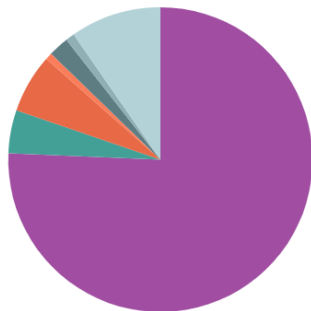
Education That Works =

- creating and expanding effective and 'just-in-time' learning opportunities that meet the diverse needs of all our students;
- alignment of efforts for equitable career pathways that support all students in reaching their full potential;
- transforming Adult Education into a strategic partner for our community colleges, regional businesses, the SD Workforce Partnership, public service agencies, and community-based organizations.



## 11,183 Students

Race



White (75.68%) Asian (4.57%) Black (6.25%)  
Pacific Islander (0.74%) Filipino (2.16%) Indian (0.94%)  
N/A (9.66%)

First Language



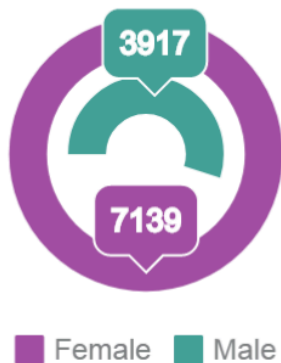
English (43.88%) Spanish (18.44%) Arabic & Farsi (19.25%)  
Asia East (2.35%) Other (4.45%) Undisclosed (11.62%)



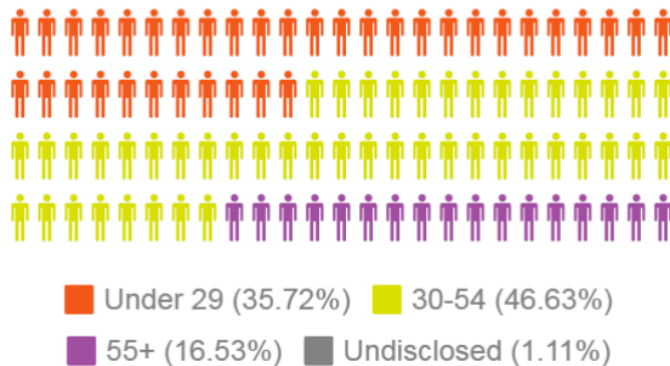


## 11,183 Students

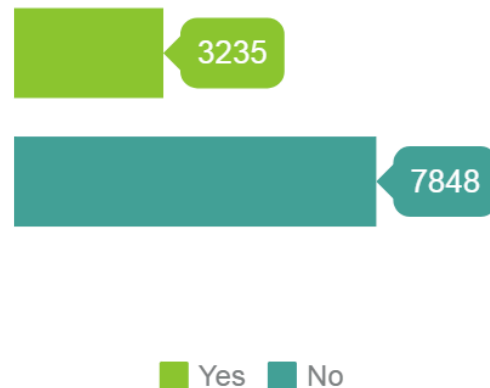
### Gender



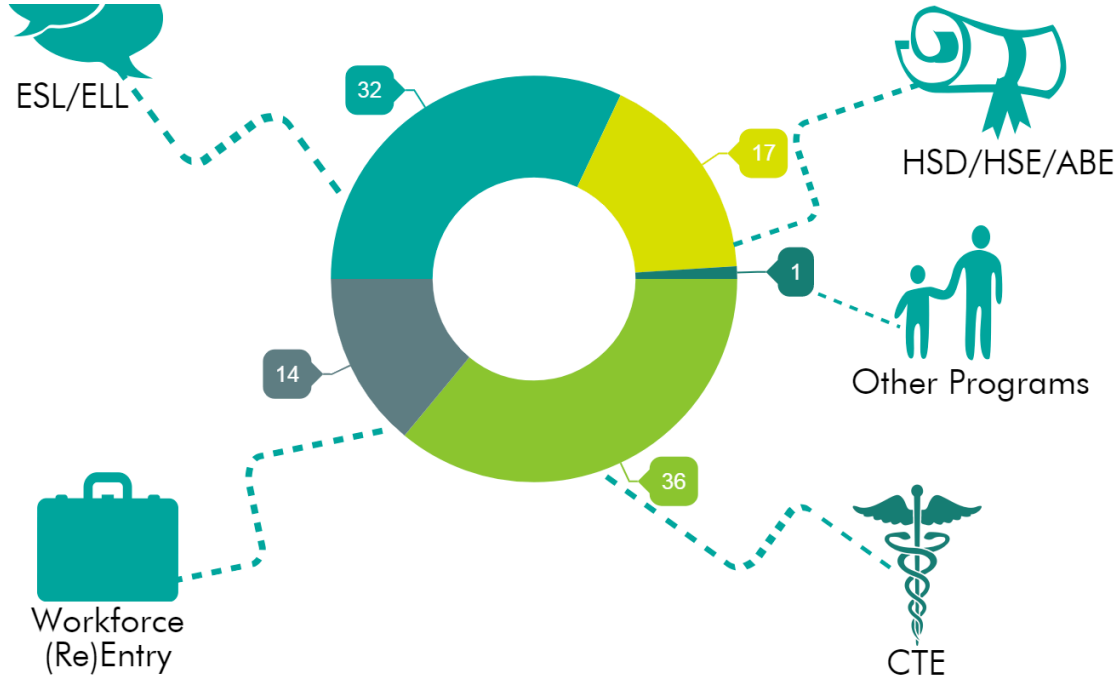
### Age of Students



### School Outside of US



## Students served in AEBG program areas



## AEBG Measurements of Success – ERAE Outcomes



129  
HSD/ HSE  
Achieved



289  
Post-Secondary  
Achieved



1,045  
EFL Gains  
Achieved\*



295  
Transitioned to  
Post-Secondary



201  
Increased  
Wages



879  
Entered  
Employment

\*Educational functioning levels (EFL) are defined by the NRS. Students are initially placed based on their abilities to perform literacy-related tasks in specific content areas. After a set time period or number of instructional hours set by the State, students are again assessed to determine their skill levels. If their skills have improved sufficiently to be placed one or more levels higher, an “advance” is recorded for that student.



## Achievements

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- 50% increase in number of students receiving orientation and transition maps
- 47% increase in number of students who follow up with a transition specialist at least twice a year
- 39 students transitioned directly into credit bearing, transferable college courses through braided transition and student services



## Reporting Our Success – Achievements 2016-17

- 5 new classes were piloted in 3 program areas
- Teachers, staff, and managers created a community of practice based on a week-long professional development institute facilitated by the Academy of Community College Excellence and focused on the development of cultural emotional, and communicative competencies.
- College program coordinators and adult ed staff began alignment work





## Measuring Our Success 2017-18

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Education That Works =

- Student-centered education
- Competency-based learning, assessment, and teaching
- Alignment of assessment frameworks
- Data collection, analysis, and integration
- Technology and architecture





## Measuring Our Success 2017-18

Student-centered education =

- Design with the end in mind, and enable agency by design.
- Competency-based learning, assessment, and teaching
- Expand hybrid classes (programs braiding skills training, language acquisition, and development of academic competencies) and paths to specific outcomes.
- Become accountable for supporting each student in reaching their goals through increasing the number of students receiving orientation and holistic transition services, and through utilization of a student retention system.
- Mapping (beyond planning)



## Measuring Our Success 2017-18

Alignment of assessment frameworks =

- Streamline transition processes, including matriculation to college
- Create designated points of contact (e.g., counseling) at member and partner sites.
- Provide bi-monthly professional development opportunities to support consortium members in assessing needs and learning outcomes and in using data to make improvements.



## Measuring Our Success 2017-18

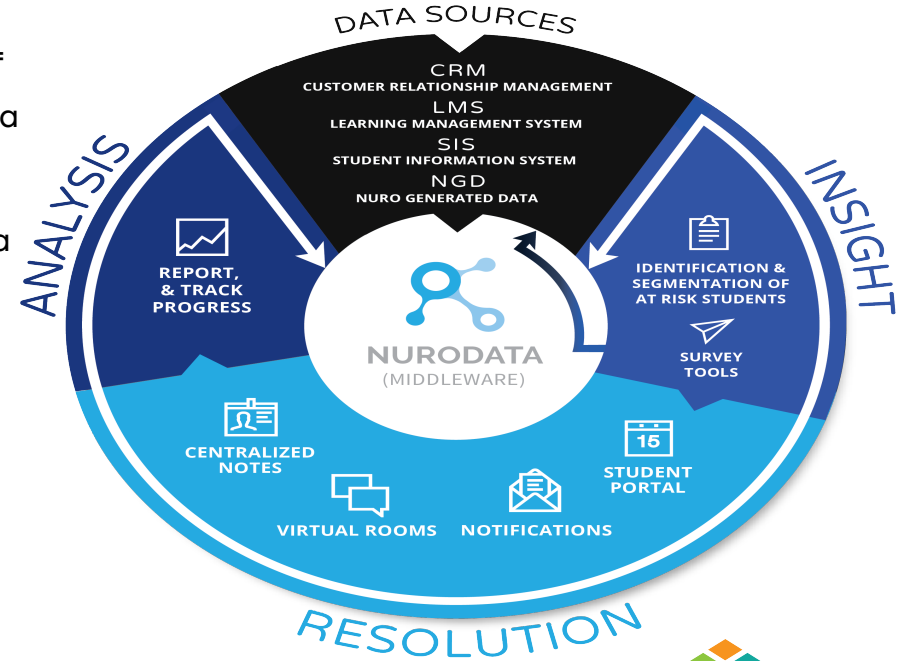
Technology and Architecture =

- Blended learning (50/50)
- Online learning environments (e.g., *Canvas*)
- Flexible classrooms with computer stations
- Laptops/mobile technology available to all students
- Open Education / Creative Commons materials and resources

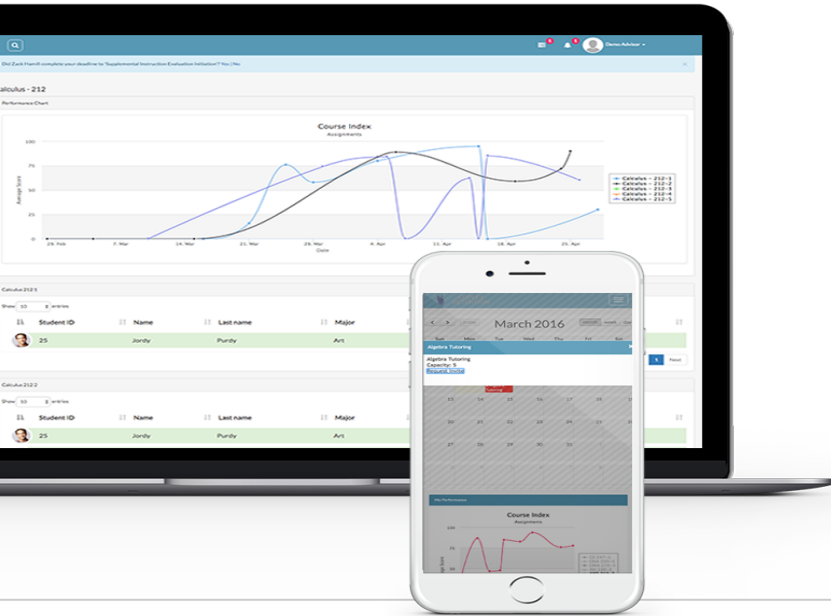
## Measuring Our Success 2017-18

Data collection, analysis, and integration =

- Nuro Retention is a comprehensive data integrated case management and student success platform that provides a comprehensive suite of tools for early intervention, effective communication, and insightful reporting.
- Nuro Retention has developed strong partnerships with Canvas.
- Precision

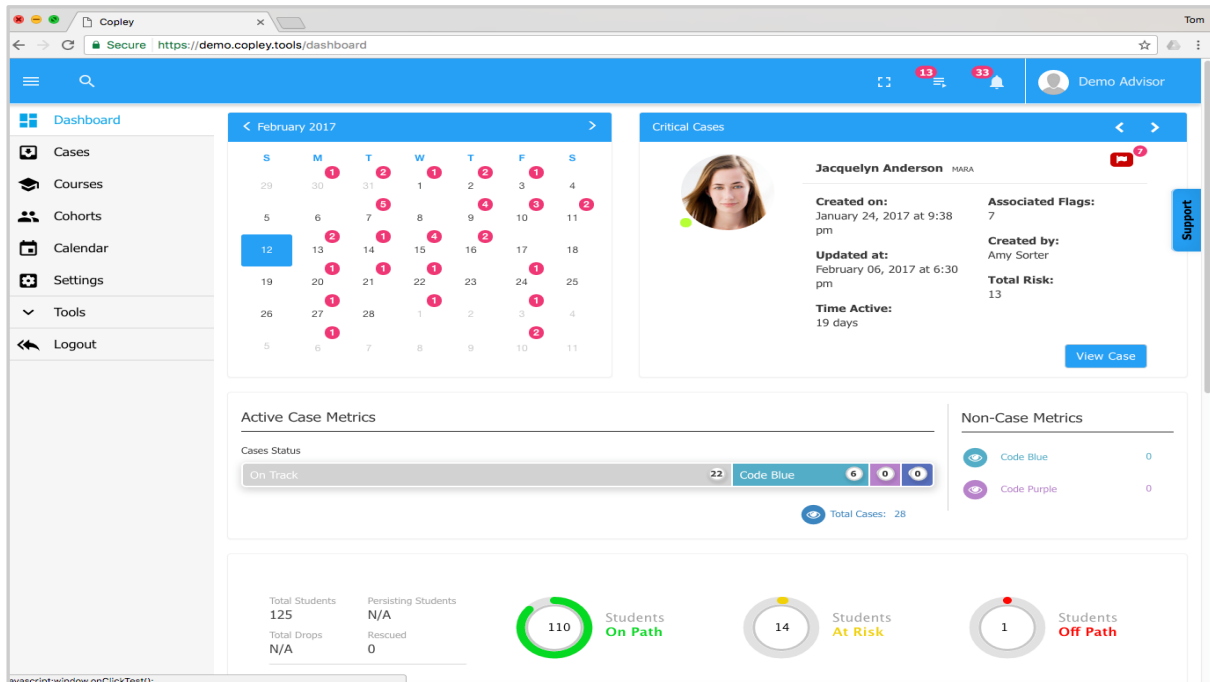


## Measuring Our Success 2017-18 – Data and Precision



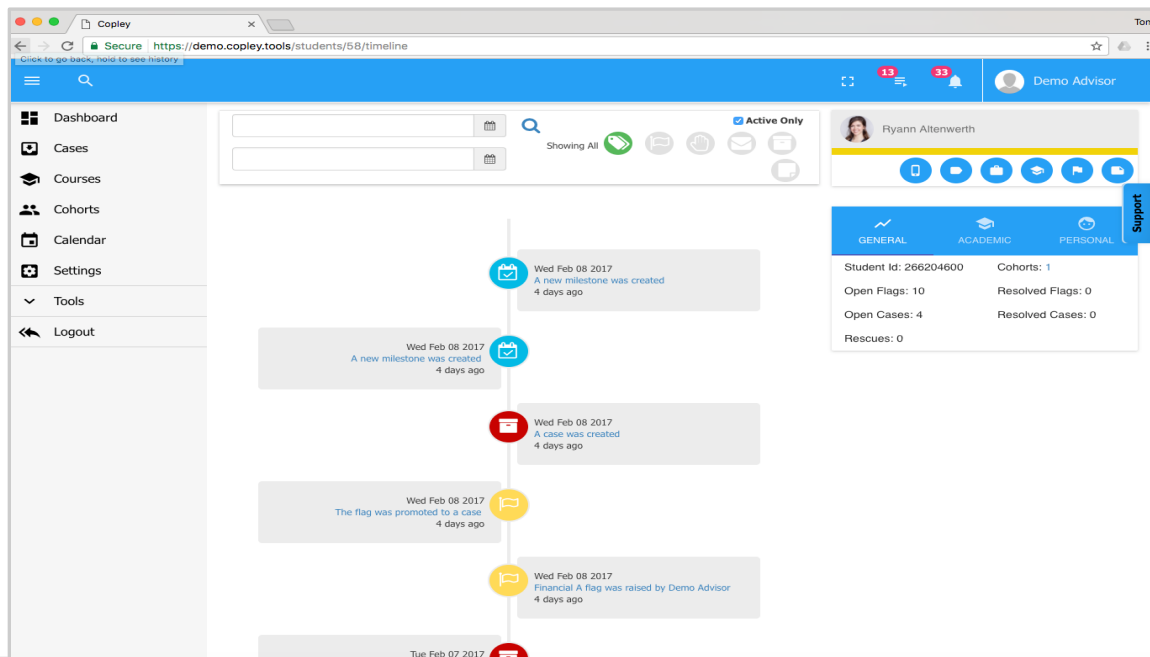
- *Nuro Retention's* advisor dashboard brings clarity, prioritization, and structure to the advising function and drives more effective advising, resulting in a significant improvement in both advisor satisfaction and student engagement.
- Improves student engagement by meeting students where they are
- Features market leading technology stack recognized for its adaptability

# Measuring Our Success 2017-18 – Data and Precision





## Measuring Our Success 2017-18 – Data and Precision



The student timeline combines notes from all client systems.





## Measuring Our Success 2017-18

Next Steps =

- 2<sup>nd</sup> Annual Stakeholder Meeting, October 20
- Review and revision of mission statement
- Implementation of embedded tutor program
- Implementation of student retention system
- Piloting of hybrid classes (programs braiding skills training, language acquisition, and development of academic competencies).



# EAST REGION **ADULT EDUCATION**

Education That Works

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Lead Contact: Ute Maschke, Ph.D., Grant Manager  
[ute.maschke@gcccd.edu](mailto:ute.maschke@gcccd.edu)

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**Minutes**

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**I. OPEN/PUBLIC SESSION – CALL TO ORDER 1:00 PM**

**Minutes:** ERAE Governing Board President, Theresa Kemper, convened the meeting at 1:07 pm. The following Governing Board Members were present: Theresa Kemper, Dr. Tim Glover, Eric Lund (arrived late), Dr. Cindy Miles, John Valencia, and Dr. Kathy Granger.

**II. AWARDS/RECOGNITIONS/SPECIAL REPORTS OR PRESENTATIONS**

**a. Welcome and Introductions**

**III. COMMUNICATIONS FROM THE PUBLIC**

**Minutes:** There were no speakers

**IV. APPROVAL OF AGENDA**

The agenda was amended to remove item VI. b. Governing Board meeting times

**Motion Passed:** Amended Agenda Passed with a motion by Dr. Kathy Granger and a second by Dr. Cindy Miles.

**Yes** Theresa Kemper  
**Yes** Dr. Tim Glover  
**Yes** Dr. Kathy Granger  
**Yes** Dr. Cindy Miles  
**Yes** John Valencia  
**Absent** Eric Lund

**V. INFORMATIONAL REPORTS/DISCUSSIONS**

**a. Reporting our success**

**i. Stakeholder meeting October 20, 2017**

Robyn Wiggins reported that there were approximately 70 attendees.

- They shared accomplishments.
- Communication has expanded and building momentum.
- Transition Specialists are helping students bridge to college and/or the workforce

- Recognized Susie Taylor (GUHSD HSD program), Neda Shukur (GUHSD CTE program), and Sara Ferguson (GCCCCD ESL program) for embracing and extending services to students.
- Recognized Nikki Middleton, Joyce Ling, Eric Miller, and Ban Bakkal for their support as Transition Specialists.
- Partners with GKN helping their employees learn ESL for the workplace and job advancement..
- Reviewed the current mission statement and asked for suggestions. (The Steering Community will pull the suggestions and revise the mission statement by the end of this school year.)

**ii. Collaborative accomplishments Health Occupations Center/Medical career programs and alignment**

Carol Otjens, Director of Health Occupations Center (HOC), gave an overview of the progress made by the CTE Medical PAC.

- The number of PAC members is equal from HOC and GC.
- New PAC Chair is Amanda Robbins.
- Completed articulation agreement for Medical Terminology class.
- Medical Office pathways include a field trip to the college as a final step.
- Grossmont College is making an effort to accept LVN/VN students from HOC into their RN program. December graduates from HOC will be eligible to attend GC's RN program if they pass their state test.
- Welcome Back Center director is on the CTE Medical PAC. She is instrumental with collaboration within the county.
- Students take field trips to GC to tour their lab and learn how to use the equipment.

Suggestion for Improvement: Although there isn't a duplication of efforts between the schools, there's a need to introduce students to all programs within the Allied Health pathway, not just the ones offered on their campus.

**iii. Other accomplishment**

Ute Maschke outlined a few additional accomplishments the Consortium has reached over the past year.

- GC counselor is now on the Foothills campus one day per week to work with students.
- GC counselors and Transition Specialists are collecting data to map pathways.
- The communication and collaboration among partners has improved. There are embedded tutors in some classes.
- The Adults with Disabilities PAC has completed a self-referral form for students to use as a tool when they feel necessary.

- Cuyamaca College is working on accelerated courses. This may help with course alignment.
- MEUHSD is working with the Transition Specialists to have support for their students after they receive their diploma.
- The PACs have been asked to develop two professional development activities per year.

**b. Budget**

**i. Updates for 2017-18**

Sally Cox distributed budget projection summaries for GUHSD and GCCCD. She explained that the distribution will change slightly for the 2017-18 fiscal year due to salaries covered by GCCCD. The Consortium Fiscal Administration Declaration Amendment must be approved and signed by the Board.

Robyn stated that the State is no longer calling Adult Ed funding a grant. Additionally, there may be approximately \$13m available statewide as incentives on top of the allocation, but that has not been confirmed. There are 71 consortia statewide, so the distribution will be small once it is determined what those incentives will be.

**ii. NOVA**

Ute projected and explained the new NOVA fiscal system used by the state.

- Helps align budget planning with strategies and work plans.
- Consortia has ability to change their own budget.
- Allows more transparency.

**c. 2018 meeting schedule**

The Board consulted their calendars and determined the following dates for the 2018 Board meetings:

March 15, 2018	1:00-2:30 pm	HOC
June 20, 2018	11:00-12:30 pm	Cuyamaca College
September 18, 2018	1:00-2:30 pm	GUHSD
December 18, 2018	1:00-2:30 pm	Grossmont College

**VI. ACTION ITEMS/DISCUSSIONS**

**a. Consortium Fiscal Administration Declaration--Amendment**

**Motion Passed:** Motion to approve Consortium Fiscal Administration Declaration--Amendment was made by Dr. Glover and seconded by Mr. Lund.

- Yes** Dr. Tim Glover
- Yes** Dr. Kathy Granger
- Yes** Theresa Kemper
- Yes** Eric Lund

**Yes** Dr. Cindy Miles  
**Yes** John Valencia

## **VII. COMMUNICATION FROM BOARD MEMBERS**

**Eric Lund**—The East County Chamber of Commerce is creating a video series for the retail pathway. It is part of the IM Workforce series and should be available soon.

**John Valencia**—Thanked Carol for her presentation. Commended her on the Medical Terminology articulation and encouraged her to continue with additional courses. The brochure is very informative.

**Dr. Tim Glover**—Praised Carol for progress in her PAC. Dr. Glover would like to see an update on the Neuro software program discussed at the last Board meeting. Kudos to the social media presence of the Consortium.

**Dr. Cindy Miles**—Thanks to Ute and others responsible for the progress. There is a true partnership forming. The PAC created PD activities idea is brilliant. She would like to see a one-page snapshot detailing the student/programs served by ERAE.

**Dr. Kathy Granger**—Very pleased with the meeting about bringing services to MEUSD. The current discussion is ESL Parenting and virtual transition meetings.

**Therese Kemper**—Delighted with the progress and direction the Consortium is moving.

## **VIII. ADJOURNMENT**

Date of Next Board Meeting:

March 15, 2018

1:00 – 2:30 pm

Health Occupations Center

### **Minutes:**

The meeting was adjourned at 2:30 pm.