CALIFORNIA
ADULT EDUCATION

SAN DIEGO SUPER REGION MEETING
December 11, 2018; 1:00 pm – 3:00 pm
SUHSD Parent Center, 462 Moss St., Chula Vista CA 91911
(Gate Code 1234; additional parking directly across the street)

MINUTES

Attendees:
Rachel Rose, Kelly Henwood, Robyn Wiggins, Patrick Ross, Crystal Robinson, Jay Wright, Liz O'Shea West, Pam Garramone, Kim Bellaart, Kathy Figueroa, Debra O'Brien, Agustin Rangel-Gonzalez, Alma Ortiz, Corrie Charfauros, Deborah Simone, Andrea Aragoza, Erin Gonzalez, Nikki Middleton, Joyce Liou, Daisy Sanchez, Jessica Hernandez, Ban Bakkal, Chris Carr, Crystal Robinson, Ryan Burke, Ute Maschke

1. Welcome/Introductions
   There were no additions to the agenda.

2. <u>Minutes</u> were approved as read.

3. Super Region Reports/Updates
   - Consortia Updates:
     o Welcome to South Bay and Sweetwater Adult School by Ryan Burke. Sweetwater will undergo some significant staffing and program changes over the next months. All consortia partners were encouraged to consider Sweetwater teachers for any open positions. All participants expressed their support and offered to work with students who might benefit from (and be able to take advantage of) classes and programs at other consortia and other sites.
     o SDCE completed Human-Centered Design course/projects; focused on student transitions; South Bay had a small group in HCD – worked out well
     o ETCN will host first consortium-wide career fair January 26
   - AEP Data Training November 15, 2018 – Report/Materials can be found here
     o We might want to request more training for the super region.
   - Meeting/Conference Reports and Updates – SD Regional Consortium for Counselors took place 12/11/2018

4. AEP updates – due dates
   - Extension Data and Accountability Funding (June 30, 2019)
   - <u>New required reporting</u> – reports due February 15, 2019
     o Members will be required to submit total 17/18 expenses by program area (including all adult ed. fund sources and fees – WIOA, Calworks, Perkins, Noncredit Apportionment, K12 Jail Funds, LCFF, Fees, Other Funding, Total cost to run program).
     o Members will be required to reports hours of instruction by program area.
   - <u>Due Dates</u>

- o Dec 31: 17/18 & 18/19 member expense report certified by consortia
- o Dec 31: End of Q2
- o Jan 31: Student data due in TOPSPro (Q2)
- o Feb 15: Budget Bill Requirement - 17-18 Program and Expenditure Data by Program Area due in NOVA
- TAP events

5. Discussion Item #1: Sub-committees
   - Proposal: *Set up a sub-committee to create an inventory of curriculum used across AE (and WIOA) programs – develop a region-wide, shared curriculum (student-centered; tailored to Adult Ed) – Meet for half a day to do curriculum walk; bring in WestEd as consultant*
     - o There is general agreement that we should pursue this; start with a curriculum walk, perhaps in April. Consider national diploma; South Bay already started to revise their program(s); SD Adult Ed regional consortium already established process with high school
     - o Consider getting in touch with OTAN (esp. distance learning)
     - o Question: How would we account for/assess hours of instruction in distance learning?
     - o Question: How do we connect/ re-establish connection with SD county libraries that now offer a diploma program?
   - Proposal: *Community/Stakeholder event during Adult Ed week April 2019*
   - Sub-committee will start planning for an event in April. Please contact Ute Maschke if you are interested in joining the committee.

1:30 – 3:00 PM

6. Discussion Item #2 (Special Topic): Student Support and Transition Services
   How might we:
   a. *Set up a super region-wide, community resource database of ed. plans (education maps; transition maps), contact lists for counselors/transition specialists, and transferal / release of information forms?*
   b. *Set up an efficient and supportive referral system so that our students can attend programs that best meet their goals, even if such programs are offered by another consortium?*
   c. *Provide orientation that is "high touch" and aligned with student's goals, skills, and interests?*
   d. *Measure our performance and success as TS (transitions, exists, even professional development)?*
   Anticipated Outcomes:
   - *Gain an understanding of best practices utilized at other sites*
   - *Understand the needs and expectations of our communities (work culture included)*
   - *Recommend first steps toward alignment of services provided by consortia*
   - *Recommend first steps toward sharing of resources*

The discussion evolved around two main questions:

Q: What is working in transition services?

A:

- Overall, communication improved; increase in referrals (teachers, clerks, students) = increased communication benefits student transitions
- Shared positions across ETCN; developed "Path to Palomar" and shared Student Education plans
- South Bay Partnership with Educational Opportunities Centers/Higher Education Center SWC
- Sweetwater/Southwestern tour each other's places
- Sweetwater is excited about the success that came with the introduction of orientations (among other things, it allows for the introduction of broader issues) – there are now considerations to introduce a second, career-focused orientation
- ERAE works with transition maps that allow for individualized approaches (and make space for the students' long term goals)

Q: What deserves another look and possibly revision?

A:

- Strengthen relationships with teachers and partnerships with stakeholders
- Need for job development positions
- We need to address students' financial barriers and challenges.
- Tackle transitions for students across consortia
- How do we develop a culture of "sharing" students?
- How do we break down program and consortium silos? (Internal and external marketing)
- Capture and share out data, also to celebrate our successes
- Can we develop holistic onboarding processes?

Next steps:

- Establish a dialog between SDWP and consortia – develop a true partnership
- Set up a bi-monthly transition services working group. (Andrea will lead this effort.)
- Create a shared file/electronic folder for FAQ
- Consider developing marketing materials that could work for us as a super region?

7. Next meetings
   - January 8, 2019: SDWP/Metro; Randolph Room
   - February 12, 2019: location TBD
   - March 12, 2019:
   - April 9, 2019:
   - May 14, 2019: