

**East Region Adult Education
Governing Board Meeting
December 15, 2022
Foothills Adult Education Center
Minutes**

- **Call to Order**
 - The meeting was called to order at 8:34am by ERAE Governing Board President, Mary Beth Kastan.
 - The following ERAE Governing Board members were present: Mary Beth Kastan, Lynn Neault, Mike Fowler, Rick Wilson, Patrick Keeley, and Eric Klein.

- **SPECIAL REPORTS/RECOGNITIONS**
 - a. **Culinary Arts Program Graduation—December 20, 2022**

Steve Bailey informed the group that the Grossmont Adult Education Culinary Arts program was currently being held at the Viejas Casino & Resort. There are five students graduating from the program this semester. Ute Maschke thanked our business partner, Viejas Casino & Resort, for their support of all aspects of the program and for allowing us to use their facility for the program.

- **COMMUNICATIONS FROM THE PUBLIC**
 - There were no communication from the public.

- **APPROVAL OF MINUTES – September 22, 2022**
 - **Motion Passed:** The minutes were approved as written. The first motion to approve the minutes as written was made by Rick Wilson and seconded by Eric Klein.
 - Yes Mary Beth Kastan
 - Yes Eric Klein
 - Yes Rick Wilson
 - Yes Mike Fowler
 - Yes Lynn Neault
 - Yes Patrick Keeley

- **REMOVAL OF ITEMS FROM/CHANGES TO THE AGENDA**
 - There were no changes to the agenda. First motion to approve the agenda as written was made by Patrick Keeley and seconded by Lynn Neault.
 - Yes Mary Beth Kastan
 - Yes Eric Klein
 - Yes Rick Wilson
 - Yes Mike Fowler
 - Yes Lynn Neault
 - Yes Patrick Keeley



- **REPORTS/DISCUSSIONS**

- **Consortium Member Reports**

Mt. Empire—Bill Dennett gave the report for Mt. Empire. He stated that Mt. Empire Adult Education is currently finishing up the first two adult education Welding courses for the year. There are nine graduates from the Welding program. Eight students are enrolled in the high school diploma program, and one of these students is graduating this week. The Office Professional class will begin in March or April 2023. There will be two Welding classes starting in January. The Mt. Empire Adult Ed Coordinator and Bill Dennett will be spending a partial day at Grossmont Adult Education on Jan 24 to learn more about course offerings and to observe the process for registration and onboarding. The goal is to recruit more students from the Mt. Empire area to be enrolled in Grossmont Adult Education.

GCCCD—Eric Klein gave an update for Grossmont/Cuyamaca Community College District. Eric stated that it is finals week. Enrollment is up at both Grossmont and Cuyamaca college. The focus is on enrollment and retention. A compressed calendar has been introduced which will allow for classes to run for 16 weeks instead of 18 weeks. This will allow students to graduate a little earlier.

Grossmont Adult Ed—Kim Bellaart gave an update for Grossmont Adult Education. Kim mentioned that we are approaching the end of the fall semester. Professional Learning Fridays are held one Friday each month. Topics covered on these Professional Learning Friday sessions include Backwards Design, Access and Success for all, and course outline design. Some of the future sessions will cover broader topics. These professional learning sessions are always a great opportunity for all consortium partners to get together and focus on the consortium's goals.

Measurements of Accountability: Student Success

Quarter 4 2021-2022 and Quarter 1 2022-2023 Reports

Combined enrollment data for Mt. Empire and Grossmont Adult Education was shared. Bill Dennett, Kim Bellaart, and Ute Maschke gave an overview of total adults served in Adult Education each year for the past five years, compared to the amount of those students who completed 12 or more instructional hours. An overview was also presented on students enrolled in Quarter 1 and Quarter 4 for each of those five years, and the amount of those students who completed 12 or more instructional hours each year. This information was broken down by program area to indicate the number of students who were enrolled in the ESL, Academics, and CTE programs. The ESL enrollment is increasing as students return to the campuses. Lynn Neault asked about our progress defining clear pathways from basic ESL to college-level accelerated ESL courses. Kim Bellaart responded that our Counselor and transition team are working with the advanced ESL students and that Adult Education will continue to work with the ESL departments at the colleges to ensure that we are improving visibility, and planning and communicating with the ESL departments at the colleges. Ute Maschke mentioned that meetings have



been scheduled with the ESL Departments at the colleges for the first week in February 2023.

Status Reports

Strategic Plan Implementation

Currently, there are different workgroups meetings to discuss the implementation of the five goals of the Strategic Plan. The first goal is to implement targeted outreach and marketing. This goal allows partners to reach out and connect with those we know from our Strategic Plan research who would benefit from adult education programs—Academics, ESL, and Career Planning. As a consortium, we have contracted with N&R Publications for the development of tool kits which will consist of digital stories tailored to stakeholders. N&R Publications will interview students, businesses, community partners, tribal council, SDWP, and community colleges and create different videos targeted to different audiences. Grossmont Adult Education has entered into an agreement with Full Capacity for the development of a member-specific strategic communications plan to improve the brand we have already developed, provide staff training on marketing and outreach, and create a clear brand architecture among all East Region Adult Education members.

The second workgroup has been tasked to evaluate the implementation of the second goal to expand the system of professional learning. There is a mini conference planned for March 2023.

Workgroup three reviews the implementation of the third goal to engage students strategically. We are working on onboarding tools for students to assist students with a faster and more effective onboarding.

The fourth goal is to implement five clearly mapped training and education paths. The workgroup reviewed achievements so far: There was a Career Expo in November 2022, and seventy students were interviewed. The first cohort of Culinary Arts students graduated from the Earn-and-Learn Program, two employment paths were developed for the HR and Ship Repair courses, college tours will once again be hosted at Cuyamaca College starting on January 19, 2023, and the Career Expo with Cuyamaca College will be held on February 16 & 17, 2023.

The fifth goal is to support student persistence and transitions. A task force was formed to help achieve outcomes agreed upon.

The five workgroups aligned with the plan's five objectives will help to evaluate impact and outcomes of the plan's implementation.



Task Force

Ute Maschke gave an overview of the taskforce that was created to facilitate transitions for adult education students into college. The goal is to increase the number of students matriculating to college in 2022-2023 to 150 students. There are a few risks associated with this such as changes in the needs and expectations of adult learners, inability to adapt to changing institutional structures, and lack of system integration.

There have been many accomplishments as of December 2022. A College Tour has been scheduled for January 19, 2023; the consortium and WestEd are co-hosting a special event, “Adult Education Gateway to College” on January 18; a next Career Expo has been scheduled for Spring 2023; additional textbook support has been secured in partnership with Cuyamaca College where students will also be directly connected with support services for assistance with basic and other needs; and co-enrollment numbers have already increased by 30%.

A few projects in progress at this time are: Cuyamaca College counselor will be reinstated at the Student Center at Foothills starting Spring 2023; Grossmont College success coach will provide 1:1 support at the college site; training workshops for a new transition and referral management platform have been set up. The platform helps streamline special admit referral processes and expand current co-enrollment program.

There are additional steps that can help us expand our co-enrollment program. They include making co-enrolled students a priority cohort for registration; have certain college support services accessible to adult ed students; streamline data tracking and data analysis for unique cohorts. We may also want to target joint training for admission and records and the ERAE team and explore how to create a mentorship program for the Consortium that is aligned with the colleges. We will also explore how to begin offering college student services office hours at ERAE, host college courses at adult education sites, and begin to design pathways.

- **GOVERNANCE/ACTION ITEMS**

- **There were no action items**

- **Communication from Board Members**

- Mary Beth Kastan— Mary Beth mentioned that there is a lot of incredible work being done by the Consortium. She mentioned that Adult Education provides important services to adult learners and our community. Mary Beth wished everyone a fabulous holiday season.
- Eric Klein—Eric is excited about the partnerships within the consortium. It helps all of us to grow. Eric wished everyone a happy holidays.



- Patrick Keeley—Patrick wished everyone a happy holidays. Mt. Empire has moved into their new District Office. Patrick thanked Bill for overseeing the Mt. Empire Adult Ed program.
- Lynn Neault—Lynn said that there have been many accomplishments in Adult Education, and the community is getting more familiar with the term Adult Education. The need for basic language acquisition is high so it is a wonderful opportunity to refer students to Adult Education. Lynn wished everyone a happy holidays.
- Rick Wilson—Rick mentioned that the Chamber has a full calendar of events in December. The Chamber events help bring members and businesses together. Rick invited the group to attend the Home of Guiding Hands event on Dec 15 from 5-7pm. In January, the Chamber will offer a youth grant. The East County Chamber continues to work with the government and partnerships throughout San Diego County. Rick appreciates being on the ERAE Governing Board and stated that the Chamber really values the school districts and college partners. He wished everyone a happy holiday season.
- Mike Fowler—Mike appreciates Kim helping him during the transition to learn more about Adult Education. Mike said he is extremely excited about students transitioning to college. He values the fact that students who do not earn a high school diploma while in high school will have the opportunity to earn a high school diploma in Adult Education.
- **Adjournment**
 - The meeting was adjourned at 9:37am. The next ERAE governing board meeting will be held on March 22, 2023, at 1:00pm. Location of the meeting to be determined.