



Capital Adult Education Regional Consortium

Meeting Minutes

December 6, 2017

➤ **Members & Partners Present:**

Al Rogers, SCOE
Bethany Ely, CAERC
Branka Marceta, CAERC
Breanna Besseling, CAERC
Butch Wagner, Amador COE
Casandra Issaka, Sacramento Public Library
David French, Center Joint USD
David Publicover, El Dorado COE
Diana Batista, SCOE
Grace Sauser, Davis Joint USD
Dr. Jamey Nye, Los Rios CCD
Karen Malkiewicz, Elk Grove USD
Karen Swan, Yolo COE
Kiu Chuong, SCOE/CAERC
Lisa Pettis, Galt Joint UHSD
Lynn Bartlett, San Juan USD
Max Villalva, Sacramento Food Bank & Family Services
Renee Collins, Washington USD
Rhonda Balmain, Folsom Cordova USD
Sue Lytle Gilmore, Sacramento City USD

➤ **Welcome:** Branka Marceta, CAERC Director

The meeting started at 1:08 pm. Roll call of members was taken. One partner was present at time of roll call (Yolo County Office of Education). Eight members were present at time of roll call (Amador, Center, El Dorado, Elk Grove, Galt, Los Rios, Sacramento City, San Juan) and 1 member submitted their vote electronically prior to the meeting (SCOE), which met the requirements of a quorum as stated in the Governance Plan. With a quorum established, CAERC business proceeded as usual.

➤ **Approval of December 6, 2017 Meeting Agenda**

- The agenda for the December 6, 2017 Consortium Meeting was reviewed.
- There was discussion about removing the word “draft” from the agenda.
 - The agenda is technically a “draft” since it is a voting item and has not been approved yet.

- It was suggested that posting “draft” on the agenda causes unnecessary confusion.
- It was pointed out that “Other Items for Discussion or Distribution” allows for the agenda to be updated during the meeting.
- The final decision was to remove “draft” from the agenda moving forward.
- Two more partners (Sacramento Public Library, Sacramento Food Bank) and one more member (Folsom Cordova) arrived; Branka Marceta introduced them.
- On a motion by Sue Gilmore and seconded by David Publicover, the December 6, 2017 agenda was approved (13 in favor, 0 against).
 - Joyce Hinkson, SCOE, submitted an electronic vote.

➤ **Approval of November 8, 2017 Meeting Minutes**

- Minutes from the November 8, 2017 Consortium Meeting were reviewed.
- David Publicover noted a correction on page 4 under “Marketing & Outreach Subcommittee.” This section should state that Amador and EDCOE –located in Amador and El Dorado counties -- would like to be included in the bus and transit advertisement, not just Sacramento County.
 - Branka explained that the meeting minutes reflect the report provided during the November 8th Consortium Meeting. The discussion David referenced occurred at the CAERC Director Workgroup meeting, and David agreed that should not be added to the minutes.
 - Branka informed David that CAERC Marketing and Outreach Workgroup is looking into bus advertisements in Amador and El Dorado counties.
- A correction was noted on page #3, under “AEBG TOPSpro Enterprise 1st Quarter DIR Due.” The CAERC Submit email address was misspelled.
- On a motion by Sue Gilmore and seconded by Karen Malkiewicz, the November 8, 2017 minutes were approved (13 in favor, 0 against).
 - Joyce Hinkson, SCOE, submitted an electronic vote
- Approved November 8th minutes will be posted on the CAERC website at www.caerc.org

➤ **AEBG Updates and Deliverables**

FY 17/18 Fund C

- All members should have received their July, August, and September Fund C apportionments; members were instructed to contact Kiu if these checks have not yet been received.
- The October and November apportionments should be coming out soon.

NOVA Fiscal System Update

- Kiu asked if any members or fiscal staff have not received an email from the AEBG office with their NOVA username and password. Grace from Davis had not received hers.
 - Kiu told members to check their spam email folder for this email.
- Along with the primary member, one fiscal contact should have access to the NOVA system.
- AEBG Budgets for 16/17 and 17/18 “active funding” will be due by 12/15/17, this includes Fund B carry over, Fund B CAERC reallocation, and Fund C money.

- There should be no reserve; all money should be spent down by June 30, 2018.
- For MOE reporting, Kiu will work with the Chancellor's Office to determine the reporting piece; currently there is no deadline to spend that money down.
- NOVA has 5 different phases. The consortium is currently in Phase II, which includes completing and submitting the budget and NOVA system work plan.
- For the work plan, members will check off individual boxes with the strategy they are working on. This is different from previous years when a short summary of the work plan was required.
- Kiu will work on populating the carry over money from Fund B into the members' budgets, so the members will not have to add this amount in themselves.
- For the budget piece, members and fiscal staff will need to report the object codes.
- Kiu requested members submit their report through NOVA and to caercsubmit@scoe.net.
- Phase III of NOVA includes expenditure reporting and standardized reports and will be launched in March 2018.
- Phase IV of NOVA includes close out reports & leveraged funding at end of state fiscal year. This set to launch in August 2018.
- Phase V of NOVA includes connecting to student outcomes and launchboard and is set to launch December 2018.
- Kiu recommended that members watch the recorded NOVA webinars that are posted on the AEBG website and let her know if they would like additional training.
- Members pointed out that NOVA currently only includes logos and pictures of community colleges and that CDE is absent; they would like the pictures to represent all aspects of adult education, not just the community colleges.
 - Branka mentioned that bringing this up to the Leadership Oversight Panel could be way to notify the AEBG Office about this concern.

CAERC Regional Profile

- Branka sent an email out to members with the dates of the upcoming Director Workgroup meetings.
- The first Director's workgroup happened in November. Attendees created content for CAERC's regional profile for the Educate and Elevate website. The AEBG office partnered with Full Capacity Marketing to create this website.
- The website was scheduled to go live on December 4 but has not been launched yet; Branka will inform members once it goes live.

AEBG Field Team Application

- Branka Marceta and Grace Sauser applied for the AEBG Field team, but have yet to hear back from the office.
- Team members will serve three years to coincide with the consortia's three-year planning process.
- The field team will develop, for the AEBG Office, recommendations to help ensure the program is being implemented properly and effectively and will meet as needed, or, at a minimum, quarterly.

Third Annual AEBG Summit

- The AEBG Summit will be held in Universal City on January 22-23, 2018.
- CAERC has 9 member pins along with 4 presenter pins.
- The presenters will include Rhonda Balmain, who is presenting on the Math Alignment, Grace Sauser, who will be presenting on Data Alignment & Accountability, Branka Marceta, and Bethany Ely.
- The following members and agencies are interested in attending: Butch Wagner from Amador County, Karen Malkiewicz from Elk Grove USD, Lisa Pettis from Galt Joint UHSD, a representative from EDCOE, and two representatives from Los Rios, (possibly Tammy Montgomery).
- CAERC will be paying for all travel and conference fees with consortium funds.
- CAERC will collaborate with a CDE consultant and the Los Angeles Regional Adult Education Consortium (LARAEC) for a presentation focused on data. The other presentation will address CAERC's regional alignment work.

AEBG TOPSpro Enterprise 2nd Quarter DIR Due 1/31/18

- Branka reminded members that 2nd quarter reports are due January 31st.

➤ **Workgroup/ Subcommittee Updates**

Marketing & Outreach Subcommittee

- The Marketing & Outreach Subcommittee will have their third meeting on Friday, December 8, 2017 at SCOE.
- The 1st phase will roll out in January/ February and will include the bus advertisements and video production.
- On Monday and Tuesday, John Fleischman, Branka, and Doug Rennie, a Video Production Specialist at SCOE, will shoot two videos and shorter motivational clips at Folsom Cordova Adult School.
- The subcommittee will also work to produce 3 different sets of bus advertisements which will be used to promote the CAERC Asset Map website.
- There will be a second Asset Map Data Entry training on December 14th from 9:00-11:00 am in the computer lab.

Alignment Workgroups

- The workgroups are continuing to develop curricula and facilitate the Network Meetings.
 - ESL Writing Alignment workgroup is continuing to develop curricula for EL Civics COAAP 52.2 which addresses employability skills
 - Math is beginning the development of a boot camp style course for Elementary Algebra
 - ELA is continuing to modify ERWC modules at various grade levels for adult learners.
- The Math Alignment workgroup attended the CMC North Conference in Asilomar Dec. 1-3.

Data & Accountability

- The Data & Accountability workgroup last met on November 16th.

- There were 19 participants from 11 different districts in attendance.
- At the meeting, the data managers reviewed information presented by Cindy Loo Garcia at the ASAP training that occurred at Charles A. Jones on November 9th. Information from this training can be found on the google drive at <https://goo.gl/9KfXRx>
- At the Data & Accountability workgroup meeting, Bethany distributed the new “Voluntary Authorization to Share Social Security Number” form for sites to use when collecting social security numbers.
- Bethany is working with Carmazzi to get this form translated into all the needed languages. These forms will be available at the January Data & Accountability meeting.
- On November 9th, the data managers reviewed the data from the CAERC DIR Quarter 1 report and developed action plans for the categories that had percentages that were higher than the target percentages.
- The data presented in the DIR Quarter 1 report provided in everyone’s folders may differ from the DIRs each agency submitted. The percentages identified are from DIRs run with a date range of July 1, 2017 to September 30, 2017.
 - We discovered that the data will be cleaner if there is no date range entered because the date range excluded the clean up data entered in October.
 - Bethany will identify the specific criteria for the quarterly AEBG DIR submissions and inform the data managers to ensure consistency across our consortium.
- Bethany highlighted DIR Item 19b, “Learners with no barriers to employment,” and explained this percentage should be low for all members since most adult education students have significant barriers.
 - Bethany explained that she asked data managers from agencies with percentages above 20% to interview agencies with percentages of 20% or lower to learn how these agencies capture students’ barriers to employment.
 - Some of the promising practices that emerged include:
 - Students enrolled in the ESL program area should all be identified as English language learners (one of the Barriers to Employment).
 - All ABE students (students with a CASAS score of 235 or lower in either math or reading), should be identified as having “Low Levels of Literacy (one of the Barriers to Employment.)
- Bethany emailed the members a summary of these promising practices on November 20th; she will re-send the email members after the meeting.
- Each agency also looked at their own data and created action plans.
- While the handout provided in the folder includes only percentages, each agency’s individual DIR report includes raw numbers in addition to the percentages.
- It was mentioned that Quarter 1 data acts as preliminary data. It gives an agency a snapshot of what data needs to be cleaned up by the end of the year.
- It can be noted that the report does have some discrepancies; for example, Sac City has a high percentage of students who have no pre-test, but this category does not include the POWER test series which is used with their students in Adults With Disabilities programs.

- Members felt that having a key to the report would be beneficial as some categories should report high percentages and other categories should have low percentages. The missing birthdate category should be 0% as students are required to be 18 years or older to enroll in adult education programs. “No post-test” should read as a high percentage for quarter 1 as the post testing happens after 40-70 hours of instruction and at the end of the semester/year.
- Bethany informed members that the report itself will be updated by CASAS to reflect discrepancies that may come up when reporting.

Director’s Workgroup

- Earlier today, Branka sent the members an email with the upcoming Director’s workgroup meeting dates.
- These meetings will give members an opportunity to come together each month to discuss CAERC business.
- To find the Director’s Workgroup and all of CAERC meeting dates throughout the year, please go to the CAERC website, caerc.org, go to calendar, and click on “calendar at a glance.”
- Branka skipped “Professional Development” and “Director’s Report” to ensure adequate time for Item #8 “AB 705 Update.”

➤ **AB 705 Update**

- The AB 705 training was held at LRCCD on December 1, 2017. There were 85 attendees.
- AB 705, which goes into effect on January 1, 2018, requires all community colleges to use high school GPAs and course work when placing students into courses.
- The intent is for students to place into transfer-level courses within one year of enrolling; ESL students have three years.
- The community college system will need to develop consistency in their placement criteria; if a student places in transfer level English at ARC, they should be placed in the same course at Folsom Lake.
- CCCApply will be used for student self-placement and will require students to document their highest passed math and English level courses and GPA.
- A study conducted by Butte College showed that placement based on student GPA rather than placement tests significantly increases student success rates.
 - When placement is GPA based, the percentage of students who succeed increases by 10-11%.
 - Students that have a GPA of 3.08 or higher will succeed in transfer level courses regardless of their placement score.
- Dr. Nye emphasized that Butte College’s findings are very similar to the findings across the state and provides strong evidence that community colleges across California are more similar than different.
- Dr. Nye asked the members to think about how adult education students without GPAs might provide self reported data through CCC apply.
 - Creating workgroups to further this discussion and find solutions would be beneficial.

- This reporting cannot be done case by case for the student; there needs to be consistent reporting for all students.
- Grace Sauser mentioned that many adult education students will have a skewed GPA since it is an average of all their courses. Many students have low GPAs coming into adult education schools, but succeed and receive higher grades. Unfortunately, their GPAs are still poor and do not reflect their recent success.
- Karen Malkiewicz brought up that students completing their high school equivalency do not have GPAs and asked the group to consider how these students would be assessed.
- Branka will look at some dates to set aside time for a workgroup within CAERC that would further discuss how adult education will work with AB 705.

➤ **Upcoming Meetings and Events**

- The Marketing & Outreach Subcommittee meeting will be on December 8, 2017 at SCOE.
- The Math Network Meeting will be on December 8, 2017; there are teachers registered to attend from four districts (Folsom Cordova, Natomas, Sac City, and San Juan).
- The Asset Map Data Entry training will be on December 14, 2017 at SCOE.
- The Director's Workgroup meeting will be on December 15, 2017. The Section 504 Training will be on January 12, 2018 at SCOE.
- The Director's Workgroup meeting will be on January 12, 2018 at SCOE.
- The Data & Accountability training will be on January 18, 2018 at SCOE.
- The Third Annual AEBG Summit will be on January 22-23, 2018 at Universal City, CA.
- The New World of Work 2-Day Training will be on February 22-23, 2018 at SCOE.

➤ **Other Items for Discussion or Distribution**

- There were no other items for discussion or distribution.

➤ **Public Comments**

- There were no public comments.

➤ **Adjournment: Diana Batista**

- On a motion by David Publicover and seconded by Karen Malkiewicz, the December 6, 2017 consortium meeting adjourned at 2:28 p.m. (14 in favor, 0 against).