

Meeting Minutes March 2, 2022

➤ **Members:**

Angela Hatter, Sacramento City USD
Angela Rodriguez, San Juan USD
Carey Buchanan, El Dorado COE
Carla Slowiczek, CAERC/Sacramento COE
Casandra Issaka, Sacramento Public Library
Grace Sauser, Davis Joint USD
Dr. Jamey Nye, Los Rios CCD
Kelly Hunkins, Amador County USD
Kiu Chuong, CAERC/Sacramento COE
Michael Gillespie, El Dorado COE
Michelle McIntosh, Sacramento COE
Michelle O’Camb, SETA
Patricia Black, CAERC/Sacramento COE
Patricia Oliva, CAERC/Sacramento COE
Renee John, Valley Vision
Rhonda Balmain, Folsom Cordova USD
Richard Judge, San Juan USD
Stephanie Groat, Washington USD
Dr. Sue Gilmore, Sacramento City USD

➤ **Welcome:** Patricia Oliva, CAERC Director

The meeting started at 1:04 pm. Patricia Oliva welcomed members and partners to the meeting. Roll call of members was taken. Nine voting members were present at time of roll call (Amador, Davis, El Dorado COE, Elk Grove, Folsom Cordova, Los Rios, Sacramento City, San Juan, and Washington). Galt, Natomas, and SCOE were unable to attend and submitted their votes electronically. This met the requirements of a quorum as stated in the Governance Plan. With a quorum established, CAERC business proceeded as usual.

Partners Sacramento Public Library, SCOE, SETA, and Valley Vision were also present for the meeting.

➤ **Approval of March 2, 2022 Meeting Agenda**

- The agenda for the March 2, 2022 meeting was reviewed.
- On a motion by Sue Gilmore and seconded by Kelly Hunkins the March 2, 2022 agenda was approved (15 in favor, 0 against). [Galt, Natomas, and SCOE submitted their vote electronically in favor of approving the agenda.]

➤ **Approval of February 2, 2022 Meeting Minutes**

- Minutes from the February 2, 2022 Consortium meeting were reviewed.
- On a motion by Sue Gilmore and seconded by Michael Gillespie, the February 2, 2022 minutes were approved (15 in favor, 0 against). [Galt, Natomas, and SCOE submitted their vote electronically in favor of approving the agenda.]
- Approved February 2, 2022 minutes will be posted on the CAERC website at www.caerc.org

➤ **California Adult Education Program Updates and Deliverables**

- March 1, 2022 – Member Expense Report due in NOVA (This is the state deadline.)
- March 31, 2022 – 19/20, 20/21-, and 21/22-Member Expense Report certified by Consortia in NOVA
- March 31, 2022 – End of Q3

➤ **Select Topics**

Results of Center Adult School Reallocation

- Center Adult Education closed their program effective December 31, 2021. Kiu Chuong worked with Center’s budget director/CBO to close out their expenses. In total they returned \$232,328 back to the consortium. Center spent \$24,376 from July 1, 2021, through December 31, 2021. CAERC members were asked to opt in or opt out of the unspent funds Centered returned to the consortium. Amador, Davis, and Natomas chose to opt out. NOVA has been updated to reflect the reallocation amount.

USCIS Webinar Debrief

- On February 25, 2022 CAERC hosted USCIS’s community relations officer Sai Phavisith. She presented general information on the naturalization process, requirements and responsibilities, online tools and resources for educators, and provided updates on operations under COVID-19. She also offered an open Q&A session. It was a very successful webinar with 24 participants including several CAERC members. There were several participants from outside the Sacramento region including Oxnard, Conejo Valley, Gonzalez, Monterey, and Salinas. An exit survey was provided and everyone that attended found the information very helpful. Another webinar is being planned for May.

Access, Equity, and Outcomes with CANVAS LMS

- Renee Collins will be leading a panel discussion at OTAN’s TDLS. If any members are still on the fence about CANVAS or just have additional questions, we encourage you to attend.
- Dr. Nye asked if all members are currently using an LMS at their sites and if they are not using an LMS what are they using? Angela Rodriguez answered that if a site isn’t using CANVAS then they are using Google Classrooms. Angela Hatter agreed saying their sites use a mix of the two. If they have a teacher that is savvier with technology they use CANVAS and if the teacher isn’t as familiar with technology they tend to use Google Classrooms.
- Dr. Nye also asked if CANVAS is free for the consortium or do members still have to pay. Richard Judge responded that it’s free up to 50 licenses. Angela Hatter would like to know what happens when enrollment picks up and they go through those 50 licenses. Patricia Oliva believes that if you’re part of the cooperative that Renee Collins is presenting on then instances, training and support, and 50 licenses are included. There

is a reduced cost of \$5.50 per license plus administration fee for any additional licenses above the initial 50. The hope is that more of us use this system to align services. Los Rios Community Colleges currently use CANVAS and it's another way to help students be prepared if they decide to continue onto college.

- Elk Grove was part of the pilot program last year and is still using CANVAS for their beginning ESL class. It has not been rolled out to other classes yet. Charles A. Jones uses CANVAS for their CTE classes. Los Rios requires their teachers to have a CANVAS shelf for all their courses in case of emergency. Students are auto enrolled and while the teacher may or may not use it, they are at least required to put their syllabus there. This allows the students to know where to go if a class must be transitioned online.
- Los Rios has a 15-hour Foundations for CANVAS training module and a more advanced 40-hour training. If anyone is interested in either training, Dr. Nye would be happy to share that resource.
- Dr. Nye cautions members against using multiple LMS systems at their site(s) as it's not the best solution for students.
- Kiu Chuong shared that this CANVAS pilot program is at no cost to our members. There are only 127 slots available, and they are filling up quickly. Even if a member doesn't plan on implementing it right away it would still be best to grab a slot while they're available. This pilot pays for your instance, training, and the first 50 licenses.
- Angela Hatter asked if teacher licenses are included in the license fees. Kiu Chuong replied that teacher licenses are treated that same as regular licenses and there is a fee after for the initial 50 licenses.
- Richard Judge shared that his teachers have been asking when the training starts and what will they need to do. After yesterday's session he realized that the first 4 weeks is focused on back-end admin items. He let his teachers know that they're part would come after the first 4 weeks which eased their mind. Grace Sauser is feeling really confused by CANVAS and the instructions have been extremely lacking. Rhonda Balmain agrees with Grace. Kiu Chuong will bring this information back to the CANVAS Leadership Team and see if she can get answers.
- Patricia Oliva suggested that the members who are part of the CANVAS pilot meet as a group after their Tuesday training to help each other with any questions and to talk about how they're doing with the program. Richard Judge shared that this week's training was recorded and should be on the website for those that missed it.

Updated CAEP Education Code – New Section as Part of EC 84906

- Effective January 1, 2022, CAEP education code was updated to include a new section as part of EC 84906. This addition was part of the AB486 education code revision effort. More details and updates will be announced soon. In a nutshell the change underscores that consortia continue to have discussions regarding alignment of adult education services, specifically CTE.

Updates from Members and Partners

- Grace Sauser shared that Davis Adult Education has received their accreditation of 6 years with a mid-cycle review. They also had their first graduate of the year last week.
- Richard Judge shared that one of their San Juan teachers, Linda Laymon, will be receiving the excellence in teaching award at the CCAE State Conference.
- Kelly Hunkins shared that Amador Adult Ed finished their first bus driver training program and had 4 graduates that are going straight to employment.

- Casandra Issaka shared that the Sacramento Public Library - Adult Literacy Program is paying for their HSE learners GED or HiSet exams when possible. The career online high school diploma program has added a manufacturing elective pathway for their certificate program. The early learning department is partnering with SCOE to offer virtual workshops on early learning. Some of these workshops will be offered in Spanish at a later time. To help promote this the libraries will be offering a free [early learning story time to go kits](#).
- Renee John shared that the upcoming ICT Regional Advisory meeting is coming up and will share information focused on cyber security careers. It's hosted by strong workforce dollars hosted by the Los Rios Community College District. To register for this meeting please [visit this link](#).

➤ **Upcoming Meetings and Events**

- [OTAN's TDLS](#), March 2-4, 2022, Virtual Event
- [COABE Conference](#), April 11-13, 2022, Seattle, WA
- [CCAIE State Conference](#), May 5-7, 2022, Hollywood, CA
- [CASAS Summer Institute](#), June 14-16, 2022, San Diego, CA
- [CAEP TAP Webinars](#):
 - ✓ CAEP 2022-25 Three-Year Plan February Peer Learning Circle, March 18, 2022, 12:00pm – 1:30pm

➤ **Upcoming CAERC Meetings**

- CAERC Consortium Level Activities PY 22-23, Friday, March 11, 2022, 1:00pm – 2:30pm, Online
- CAERC Director's Workgroup, Friday, March 11, 2022, 2:30pm – 4:00pm, Online
- CAERC Network of Transition Navigators, Friday, March 18, 2022, 10:00am – 12:00pm, Online
- CAERC Data & Accountability Workgroup Meeting, Thursday, March 24, 2022, 1:00pm – 3:30pm, Online
- CAERC Business Meeting, Wednesday, April 6, 2022, 1:00pm – 2:00pm, Online
- CAERC Working Meeting, Wednesday, April 6, 2022, 2:00pm – 3:30pm, Online
- CAERC WIOA Network Meeting #2, Friday, April 15, 2022, 1:00pm – 2:30pm, Online
- CAERC Director's Workgroup, Friday, April 15, 2022, 2:30pm – 4:00pm, Online
- CAERC Data & Accountability Workgroup Meeting, Thursday, April 21, 2022, 1:00pm – 3:30pm, Online
- CAERC Network of Transition Navigators, Friday, April 22, 2022, 10:00am – 12:00pm, Online

➤ **Other Items for Discussion or Distribution**

- There were not items for discussion or distribution.

➤ **Public Comments**

- There were no public comments.

➤ **Adjournment**

- On a motion by Sue Gilmore and seconded by Stephanie Groat, the March 2, 2022 consortium meeting adjourned at 2:03 p.m. (8 in favor, 0 against).