



AV Regional Adult Ed Consortium Meeting 11-17-16

Present: Sharon Dalmage; Diane Walker; Steve Radford; Sally Dibbini; Patty Galindo; Harold Roney; Les Uhazy [Ed Knudson, Tom O'Neil, Joel Morgan, Riley Dwyer not attending today]

Meeting called to order at 10:03am

Budget Updates: Steve Radford explains that nothing has changed since last meeting; there are proposals on the agenda today. At the last few conferences, the recommendation has been that the 2015-2016 funding be expended by the end of December so that it can be so reported to the legislature at the beginning of 2017. There is understanding that the money came out late, but need to show there's not too much carryover. With the proposals today, we should be pretty much encumbered for 15-16. Steve mentions that there is \$250,000 for a common data and assessment piece; that needs to be done in the near future. Diane Walker mentions that there was talk at the LL Regional Hub meeting about common data systems in West Contra Costa/Peralta, and they will send their data sharing agreement. Tomorrow's webinar also is discussing LaunchBoard. A letter that Steve provides outlines different providers, with requirement for reporting through TopsPRO. We need to move forward, and report in January, so we need that data piece. Steve forwarded an email from our Program Monitor requesting additional data from AVC.

The letter also mentions immigration integrated pathways; Sally suggests sending out the PowerPoint. They are requesting summary information by tomorrow (11/18) to distribute at events and to the Governor.

Award Letters: Steve provides 19 updated award letters which need to be signed and provided to the proposer. Moving forward, the letter will be put together and sent to the proposer, which will be their proof of approval allowing them to proceed with their projects and either spend or invoice for reimbursement. Currently, invoices are submitted in December/January and June/July; that can be modified, if necessary, or determine if some sort of payment in advance is necessary, depending upon need in the region. Ed Knudson also needs to sign the letters; Sharon says he is out, so if others can sign, then she can take them to him. Sharon asks about information on the preferred invoice process; the semesters are about the same for both AVUHSD and AVC. The invoice should be accompanied by back-up documentation regarding the expenditure. Steve will ask Brenda Yardeen about any particular deadlines (perhaps January 15 and April 15 would allow time for everything to be processed before reporting deadlines). Harold will pick them up when they are signed.

Review of Proposals: Sharon notes that there was only one proposal this last time; Harold says it is a revision of the earlier proposal for the steel building. They have been receiving donations of equipment and other items, and need to re-allocate sums related to foundation and soils work; the total amount does not exceed the earlier amount. The vote of the subcommittee was to approve (overages to be covered by SKUSD, not precluding other proposals). Harold says the plan is to have the building up by January and classes to begin in February; any holdup is knowing the size of door to put in to accommodate the aircraft. Steve Radford and Harold Roney vote yes; Ed Knudson's vote will have to be obtained separately. **Mr. Knudson provided a vote of "yes" electronically on 11/17/16 at 2:48 p.m.**

Steve explains that the on-going budget is difficult to determine what the total expenditures are when there are adjustments. Sharon says she will do an update. Steve would like to see some sort of archived data with the final amounts (e.g., \$100,000 to \$30,000), with a proposed and actual. Sally says that there was a proposal for Sports Medicine that was followed up with email information from Debi Keys, and that wasn't reflected on the proposal form. Going forward, there will be a straight number and date for clarity.

AEBG Summit Overview & Updates: Sally reports it was more interesting than last year, with some answers. There was a discussion regarding data sharing, and there are suggestions, but no definite answers with everyone speaking the same language. The college system is so different from others. One group from Literacy Pro Systems is working on something where everything is dumped into theirs and then they report for AEBG. She attended a workshop on CalJobs, and we can get some of their data such as base salaries and employment; an agreement is required. One school district is using that system so they don't have to collect the data. One issue with it is common student identifier, rather than a fuzzy match with name, DOB and location.

Sally really feels that TopsPRO is the best, as they work with any data system. Debi had spoken with someone at CASAS; they were giving out the tool for free at the beginning of the year, but not sure if that's still the case. An issue for the college is how they would distinguish and AEBG student from the rest of the population. Les says they don't identify them by that. Sharon says that age would be a factor, but all students would be over 18, so not sure that would work (concurrent enrollment would be the only ones below 18). TopsPRO would have to identify them by course. There can be a distinction between certificate and degree courses, but TOP code wouldn't do that per se. Steve says it is for any non-degree, non-credit program, including Basic Skills, ESL, and CTE, regardless of funding source (sort by CRN). For AVAS, they had to report on all, whether paid for through MOE or consortium funds. Les says that 85% of 4400 who took recent placement exam need Basic Skills of some sort. Steve says there is discussion of adding COLA to the funding. Les will see about having both 15-16 and 16-17 pulled; Riley or Susan Lowry or Heidi should have access to all of that data (progress, completion, support services, assessment, etc.). Sally says there is no consistent direction from the state of participation or completion; every consortium is reporting different numbers.

Patty attended some sessions, including one on workplace readiness skills which could also be used for high school. Diane notes that we have already downloaded New World of Work and the modules and videos look very good. Steve looked at different adult school programs.

Les went to a session on AB288, and the fact that we can do Basic Skills with it is very helpful. It's interesting how it's changing, and there will be courses for middle schooler's soon, he thinks. There will be lots of duplication, such as Basic Skills and First Year Experience and Adult Ed – need to eliminate overlap.

Les explains that AV Promise is being reviewed; Diane says that AVUHSD would like to see options for it to go to CSUN; Les says they are tied to CSUB, but it can be investigated. There will also be a Health Informatics program that goes to CSUN, also.

The next deliverables are 1/31 for period 3 15-16 and period 1 16-17 reports; Steve needs everything by January 15th so that he can get the reports (no mention of period 4). A data and accountability work plan is due on February 20th, so we need to have hammered something out before that time. Diane wonders about setting up a meeting in January for data and institutional research folks to at least set up a framework. They need to start reporting in March, so there's not much time to get going.

Purpose of a Community Meeting: Steve says with all of the reports and the data and accountability program, it may be better to push this off until March or April. The next major report is not due until May, so that would still provide enough time to update the plan, if and as necessary. Once the programs are up and running, then there may be more need for a meeting. We will table this issue until a future meeting, and discuss/have a clear understanding of what is needed – perhaps have the meeting before spring break in March. Sally asks if we do a teleconference again; Steve says he thinks we need to have a face-to-face meeting, and Sharon says it would be a time to explain some of the things that we are doing. Sharon provides copies of the last presentation to jog memories of what happened. She will send out a Doodle poll with some different dates (maybe the week of 3/13 or early in the week of 3/20?).

Next Meeting Date: The next meeting is scheduled for December 15th, which is the same as the GAVEA quarterly meeting. We may not want to bring in data people to that meeting, but review the items that are necessary. Have the meeting from 9-10am so that those attending can get over and help with set-up.

Announcements/Open Discussion: Les comments that the meeting on certificate and associates degree for Health Information Technology was very exciting; it will provide opportunities for students in the HCA plus others. It will be an all-encompassing program which will require statistics, insurance, diagnostics and therapies, as well as anatomy for complete records. Diane sent out an article to Angela, Tim, etc., yesterday about all of the different areas in which it is used. AVC will also have to develop in-house curriculum for use.

Sharon reminds everyone to send their counseling contacts to Tiffany so that she can begin planning visits and workshops on campuses, as well as use of the advising form.

Steve met with the realtor about the building on Avenue J, and he is waiting for a response from his client on the offer. Harold asks about having office space at the building, and Steve says it would be available.

Les says that construction on the new Palmdale site began last week, and they plan to offer courses in August of 2017. Sharon asks about the possibility of having the space next door, and Steve said the issue was the timing of it, but would be very much in favor in the future. There is open space available over there, and the owner is willing to build. Also, with Measure AV being approved, Les is optimistic about what can be done.