

Santa Monica Regional Consortium for Adult Education Meeting		
2.11.2019	3:30-5:00 PM	SMC—Bundy Campus
Meeting called by	Drs. Dione Carter and Devon Smith	
Type of meeting	Consortium Meeting	
Facilitator	Anthony Fuller	
Note taker	Lorena Martin	
Timekeeper	Anthony Fuller	
Attendees	Alexandra Morgan, Anthony Fuller, Ashley Mejia, Audra Wells, Carmen Hernandez, Christopher Gibson, Cynthia Peña, Deirdre Weaver, Dione Carter, Flavia DeMello, Hannah Lawler, Jennifer Villaryo, Lizbeth Koenig, Lois Bostwick, Lorena Martin, Lynn Harvey, Madeleine Brand, Maria Leon-Vasquez, Nancy Bender, Nataly Gonzalez, Noe Solano, Olga Saucedo, Patricia Hernandez, Saman Mehrazar, Victoria Wozniak	
Review and Approval of Minutes	11/19/18 Consortium Meeting Minutes Approved – Liz Koenig 1 st , Lynn Harvey 2 nd	
Welcome/Introductions/Agenda Overview/Approval of Minutes		
3:30 – 3:45	Anthony Fuller	
Discussion	Member check-in, review of agenda, approval of minutes and public comments. Introduction of guests.	
	<ul style="list-style-type: none"> Anthony welcomed group and requested that all present introduce themselves by giving their name and program affiliation. 	
Action Items	Person Responsible	Deadline
n/a		
Distribution of AEP Budget Expenditures		
3:45 – 3:50	Lorena Martin, Saman Mehrazar	
Discussion	Budget and expenditure updates reported out to group.	
	<ul style="list-style-type: none"> Copy of SMRC 2018-2019 Expense & Progress Reporting distributed to group. Questions or concerns regarding expenditures may be forwarded to Anthony Fuller for SMMUSD and to Dione Carter for SMC. 	
Action Items	Person Responsible	Deadline
n/a		
New SMC Project Manager, Community Needs Introduction, & Human-Centered Design		
3:50 - 4:00	Dr. Dione Carter, Ashley Mejia	
Discussion	Dione gave brief explanation of upcoming 3-Year planning stages and introduced new SMC Project Manager. Ashley shared regarding Human-Centered Design training.	
	<ul style="list-style-type: none"> Dione Carter – SMRC is part of the California Adult Education Program (new name). Students have to be at least 18 years of age. There are seven main program areas including Adult Basic Education/Adult Secondary Education (diploma or equivalency), Immigrants (English as a Second Language/Citizenship) plus Workforce Preparation, Older adults leading to entry or reentry in the workforce, Programs to assist K-12 to succeed academically in school, Programs for adults with disability, short-term vocational (noncredit @ SMC), and Programs offering pre-apprenticeship. More information may be found online through CAEP website. Ashley Mejia – Human-Centered Design training attended by a group from SMC. Human-Centered Design is a way of approaching problems/issues by looking at the human that is actually in that system. The understanding of how they use the system. How do we design that student experience through the students own lens? This can be done by looking at student needs, developing different prototypes, and continually making new pilot programs. If a pilot program does not work then try something different! CAEP is also encouraging us to use Human-Centered Design in our 3-Year plan. 	
Action Items	Person Responsible	Deadline
n/a		
Community Needs Data Presentation		
4:00-4:45	Dr. Hannah Lawler, Dean, Institutional Research, SMC	
Discussion	Dr. Lawler addressed group regarding research conducted by the SMC’s Office of Institutional Research. Current Adult Education “Customers” report distributed to group for review.	
	<ul style="list-style-type: none"> Chris Gibson – Brief explanation regarding data collection, potential failures and the need for constant tweaking of data collection. Data retrieved from both LaunchBoard and CALPads data systems. Brief review/explanation of each chart with short presentation on past performance. Members recommended to access data dictionary to understand topics. Look for potential customers in the Santa Monica area. Hannah Lawler – Spirit of the data is to look for the next round of questions. In order for data to be useful, the group should 	

decide where to go next and spark questions keeping in mind current/potential students. Data collection is just one tool to use to develop the 3-year plan. The data are not meant to answer all data questions. Create programs that have employment potential. Should money be invested in occupations that lead to lower wages, but a lot of interest and employment potential (jobs less than AA degree)? There is opportunity to ask questions and perhaps check in with focus groups. Anything is possible and no-idea is a bad idea.

- Group participated in discussion by asking questions. Specifically, questions regarding servicing current and potential students that live in the surrounding areas.
- Dione Carter - Many SMC and AEC students come from both inside and outside of Santa Monica. Data is being looked at for our region although SMRC is the position of also serving customers beyond our area. The focus should be in preparing student for entry level employment, literacy, and workforce preparation for hire. Be intentional in planning and think about resources in this area. Think about things that can be accomplished by next meeting. How do we prepare students for a job in noncredit considering the data and knowing the population we serve? We will need to work pretty quickly to create new ideas for Governing Board to review so that we may realistically complete.

Action Items	Person Responsible	Deadline
SMRC Leads to gather a list of questions to assist with data collection	Dione Carter & Devon Smith	3/18/19

Announcements, Other

4:45 – 5:00	All
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Discussion	<ul style="list-style-type: none"> • How do new SMC spring courses fit into this? <ul style="list-style-type: none"> • Dione Carter – We will be assessing those courses. We will need to wait until next summer and fall until there is a whole year of data to evaluate current offerings. • Audra Wells – Noncredit counseling certificate has launched with twenty four students.
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