

SMRC for Adult Education Monthly Meeting		
<b>5.18.2020</b>	<b>3:30pm – 5:00pm</b>	Online ZOOM Meeting
Meeting called by	Dione Carter & Devon Smith	
Type of meeting	Consortia – Monthly Meeting	
Facilitator	Ashley Mejia, Anthony Fuller	
Note taker	Lorena Martin	
Timekeeper	Lorena Martin	
Attendees	<i>Sammy to provide list.</i>	
Review/Approval of Minutes	December 2, 2019 minutes distributed as hand out.	
Welcome, establishment of meeting norms		
3:30 – 3:35	Anthony Fuller	
Discussion	Introductions and brief comments	
	<ul style="list-style-type: none"> <li>• Welcome and introductions. Review of online meeting norms. Participants asked to use chat feature to ask questions or make comments. Review of meeting agenda. Budget expenditures and meeting minutes distributed via hand out. Santa Monica Regional Consortium for Adult Education Governing Board approves final plans, budgets, budget reports and minutes.</li> </ul>	
Conclusions	Participants welcomed and meeting norms presented.	
Action Items	Person Responsible	Deadline
N/A		
Keep LA Working and Worker Resiliency funding		
3:35 – 3:50	Marc Davidson, JVS SoCal	
Discussion	Comments regarding services provided and partnership support.	

**NEXT MEETING:** ???,??, 2020, 11:00AM-12:00PM. SMC/SMMUSD, [www.zoom.us](http://www.zoom.us), Meeting ID: ?

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- JVS SoCal offers two new programs (Keep LA Working Initiative and Worker Resiliency Fund). PowerPoint will be sent in separate communication for dissemination to meeting participants. Marc point of contact for both programs. Open to Los Angeles City or Los Angeles county residents.
- Keep LA Working Initiative is for people who have lost job (laid off), about to lose job due to COVID-19 (will be laid off) or loss of hours due to COVID-19 (laid off-reduction in hours, any reduction qualifies). Services include \$1800 per participant to assist with rent, car insurance and more. Mitigating potential barriers such as technology needs (laptops, phones, internet), access to childcare, plus non-participant reimbursement. Once participant needs have been identified and documentation is in place support is available within three days. Virtual orientation by participant required.
- Worker Resiliency Fund prioritizes English language learners and other underserved COVID-19 impacted populations. There are eligibility and documentation requirements. Fund runs through June 30, 2020 or until depleted. Refer potential participants as soon as possible.
- WIOA program participant eligibility requirements include right to work documents and selective service documentation for men. Will send a document with all WIOA program information. WIOA requirements do not apply for above two programs.
- Meeting participants requested more information and asked program clarification questions. Can international students working with green cards or workers permits apply? Marc will look into questions and send out responses. As long as students meet the basic requirements clients will be served by AJCC centers. Primary requirements are having lost job or underemployed. Should have no bearing on immigration status centers have been told.

Conclusions	Group members received information regarding services provided and partnership support.		
Action Items	Person Responsible	Deadline	
Keep LA Working & Worker Resiliency Funding PowerPoint to be disseminated to SMRC meeting participants.	Sam Mehrazar	6/22/20	
<b>Operational updates from SMC and AEC</b>			
3:50 – 4:00	Dione Carter, Devon Smith		
Discussion	Comments regarding current operational status and Summer/Fall 2020 program updates.		

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- Anthony Fuller, SMMMUSD: No summer classes through the Adult Education Center. Fall program open and assumed to be on site at the adult school.
- Devon Smith, SMMUSD: Instruction format has not yet been determined for the fall. Doing a great job maintaining what needs to be maintained.
- Dione Carter, SMC Noncredit: Use this opportunity to be innovative. California budget deficit at Santa Monica College of 12 million. Focus on converting courses that are not distance learning to Distance learning. Transition to distance learning for both credit and noncredit. Chancellor's office mandate to all community colleges to make sure that classes are offered as distance learning for the summer and fall terms. If not distance learning, it can't be offered. Not in a financial position to add new classes and class sessions. Focus is in sustaining current classes and getting students enrolled in current classes. High school students now enrolling at SMC instead of CSUs, but not able to add classes because not funded to grow. Strategies include a hiring freeze, class limitations, minimum 18 students enrolled, a limit on professional development and possibility of not having a winter term. California Adult Education Program monies can be used for professional development.

Conclusions	Group members received information regarding services provided and partnership support.		
Action Items	Person Responsible	Deadline	
N/A			

### Overview of vision and direction of 2020-2021 Annual Plan

4:00 – 4:02	Ashley Mejia		
Discussion	Comments regarding overview of vision and 2020-2021 annual plan.		
	<ul style="list-style-type: none"> <li>• Review of annual plan priorities. Group focus will be on these priorities. Santa Monica College Noncredit will be distance learning and the Adult Education Center might be distance learning.</li> <li>• Priorities: Strengthen marketing &amp; outreach efforts, partner connections, apprenticeship summit (intention to explore) and new certificate areas</li> </ul>		

Conclusions	Review of vision and 2020-2021 annual plan.		
Action Items	Person Responsible	Deadline	
N/A			

### Breakout Sessions:

4:02 – 4:25	Devon Smith		
Discussion	Breakout session participation into four groups.		
	<ul style="list-style-type: none"> <li>• Each breakout room will be facilitated by a member of the consortium governing board. Partners will collaborate to answer three questions in four breakout rooms.</li> <li>• Questions: 1. What do "Distance Education" or "Remote Delivery" look like to you? 2. What have you found to be the best way to connect to your adult learners in this new environment? What is the best way for us to promote our offerings? 3. Which student needs have emerged or intensified because of COVID-19?</li> </ul>		

Conclusions	Group members collaborated in breakout sessions and gave input on questions presented.		
Action Items	Person Responsible	Deadline	

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Breakout room summary to SMRC Governing Board		Lorena Martin, Sam Mehrazar	6/11/20
<b>Cross-training and “Tech Share”</b>			
4:25 – 4:35	Devon Smith		
Discussion	Group members asked to provide feedback to promote cross-training.		
<ul style="list-style-type: none"> <li>Members asked to post platforms being used to communicate, instruct and deliver service in chat.</li> </ul>			
Conclusions	All members participated by listing platforms in meeting chat feature.		
Action Items	Person Responsible	Deadline	
Meeting chat transcript reviewed and list compiled.	Lorena Martin, Sam Mehrazar	6/11/20	
<b>Marketing:</b>			
4:35 – 4:50	Ashley Mejia, Luis Jauregui		
Discussion	Comments regarding marketing (course schedules, promotional materials, Facebook).		
<ul style="list-style-type: none"> <li>Ashley Mejia, SMC: Please promote noncredit adult education programs. How do we make sure we get info out to people that do not know about our programs? SMC Go is an internal App service with different channels. Noncredit is own channel. Program and partner updates posted to App. Counselors working on a monthly newsletter to compliment Facebook page and Go App as a cohesive strategy to outreach to students. Course schedules will be sent out with recap update.</li> <li>Luis Jauregui, SMC: Working on Facebook page to outreach to both new students and current students. Includes information on how to register, YouTube, emails and tools to stay connected with our students. Share with your students. Link added to chat for members to copy and paste.</li> <li>Dione Carter: Thank you to Luis and Nataly for creating and maintaining Facebook page.</li> <li>Lynne, SMC: Suggest to add student testimonials in their native languages in short videos for posting on Facebook page and SMC Noncredit website to promote program.</li> </ul>			
Conclusions	Group members received information and gave input.		
Action Items	Person Responsible	Deadline	
N/A			
<b>Public Comments</b>			
4:50 – 5:00	All Participants		
Discussion	Closing comments and final meeting announcements.		
<ul style="list-style-type: none"> <li>Cecila Tovar, Santa Monica Public Library: Summer reading program for adults and youth. Include SMC Facebook page in panel virtual discussions to promote.</li> <li>Nancy Bender, Santa Monica Public Library: Beanstack software available through the library. Program includes badges for minutes read. Santa Monica reads program consists of the same book read across the city, book discussions and ends with author presentation.</li> </ul>			

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Conclusions	Final questions and comments by meeting participants.		
Action Items	Person Responsible	Deadline	
N/A			

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