

SMRC for Adult Education Monthly Meeting			
6.11.2020		11:00am – 12:30pm	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	Anthony Fuller, Ashley Mejia, Devon Smith, Dione Carter, Liz Koenig, Lorena Martin, Patricia Hernandez, Saman Mehrazar		
Review/Approval of Minutes	N/A		
Welcome			
	Dione Carter		
Discussion	Introductions and brief comments		
	<p>Dione Carter -</p> <ul style="list-style-type: none"> • Memorandum of Understanding conversation on hold. • Focus will be to work on the 2020-2021 annual plan by pulling from and revisiting the 3-Yr plan • Members asked to review bylaws draft. Bylaws will briefly reference Governing Board positions. • Professional development will continue via distance learning without conference and travel expenses. 		
Conclusions	Members asked to review a draft of bylaws and assist with the annual plan.		
Action Items		Person Responsible	Deadline
Final annual plan review		All Members	6/30/20
Annual Plan 2020 - 2021			
	Ashley Mejia, All		
Discussion	Comments regarding annual plan.		
	<ul style="list-style-type: none"> • Governing board members posted plan edits or uploaded edited documents through Zoom chat (Patricia Hernandez, Liz Koenig, Lorena Martin and Devon Smith). • Ashley Mejia to update plan with suggested edits and resend to governing board members for final revisions. • Dione Carter - Recommendation to clean up plan, send out second draft by July 10th and final by July 17th. • Working comments by governing board members - <ul style="list-style-type: none"> • Support City of Santa Monica aid to the region with economic recovery. Dione agrees. Should this be the main priority for “regional need”? Propose to change priority to get people reskilled and into the workforce. Dione and Devon agree. Anthony suggests to get people back into work through targeted marketing. Devon asks where on plan will this be addressed? This topic will be addressed in the description of How Effectiveness will be measured. • Dione: Continue work to strategically prepare students for reentering the workforce. • Ashley: Focus on student support needs (tech needs, childcare, healthcare, help with community resources). • Sam Mehrazar: Students could benefit from a new counseling class with a focus on how to succeed in an online learning environment. Dione suggests that perhaps this could be addressed through counseling. • Ashley: Work on the exploration of apprenticeship will continue in the spring or following year. Continue work with Strong Workforce and the City of Santa Monica to help keep that conversation going. 		

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- Lorena & Devon: Student Referral System in place. Dione suggested onboarding one partner to the referral system. Partners to onboard first should focus on the workforce. Suggested to onboard JVS (Katherine/Marie) or Chrysalis (Bianca).
- Devon: Plan two partner events for coming year. Events coordinated once instructional plans are in place.
- Dione: Planned meeting format to take place via Zoom in September, November, February, April and June. No big event in the summer. Plan Epic Coffee partner event with a focus on economic recovery for the fall. Meetings will continue to take place on Monday. Devon agrees with Dione as the plan fits with working currently doing. Ashley and Liz Koenig agree also.
- Liz & Patricia: Shared introductory paragraph and spoke to computer skills. Initial planned class in support of distance learning skills to be created by fall term. Patricia shared AEC planned class in support of digital literacy. Lorena Martin made clarification comments regarding planned AEC distance learning ESL Conversation class. Patricia suggested promotional flyer be emailed to our students. Zoom collaborations to be planned twice per year (once per term) for Liz and Patricia
- Dione: Explore CTE pathways potentially leading to noncredit and bring in faculty leads into conversation. Build collaboration outside of the ESL program.
- Anthony Fuller: Professional development policy decided by SMMUSD Board. Adult school will follow the Board decision. At this point, fall only will be distance learning. No restrictions have been communicated as of yet. Lorena suggested participating in shared professional development opportunities.
- Ashley: Consortia to intentionally participate in professional development in support of equity needs.

Conclusions	Group members participated in group conversation and gave input regarding the annual plan draft.
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Action Items	Person Responsible	Deadline
2nd Draft	Ashley Mejia	7/10/20
Final	Ashley Mejia	7/17/20

SMRC Bylaws

	Dione Carter, All
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Discussion	Comments regarding current operational status and Summer/Fall 2020 program updates.
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- Devon Smith - Review document for typos. List agreed to role responsibilities with simple bullet points.
- Patricia Hernandez - Clear and in agreement with Faculty Lead responsibilities.
- Dione Carter: Review of bylaws with her edits. Request that this document be cleaned up and resent. Send out the final draft along with the final annual plan.
- Anthony Fuller - Agrees as to section duplicated and to include statement regarding equity.

Conclusions	Group members reviewed draft bylaws and gave input.
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Action Items	Person Responsible	Deadline
Final draft	Ashley Mejia	7/17/20

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