

| Santa Monica Regional Consortium for Adult Education Meeting   |   |                  |
|--|---|------------------|
| 11.19.2018   | 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, Christopher Gibson, Delaram Ahmadyveari, Devon Smith, Dione Carter, Hanna Lawler, Jon Huls, Josephine Hao, Lizbeth Koenig, Lorena Martin, Lynn Harvey, Nataly Gonzalez, Norma Torres-Gonzalez, Saman Mehrazar, Scott Silverman, Stephanie Lewis, Thania Montoya   |                  |
| Review and Approval of Minutes                                 | 10/15/18 Consortium Meeting Minutes Approved – Lynn Harvey 1 <sup>st</sup> , Alexandra Morgan 2 <sup>nd</sup>   |                  |
| Welcome/Introductions/Agenda/Approval of Minutes               |   |                  |
| 3:30 – 3:55  | Anthony Fuller  |                  |
| Discussion   | Member check-in, review of agenda, approval of minutes and public comments. Introduction of guests.   |                  |
|  | <ul style="list-style-type: none"> <li>Anthony welcomed group and requested that all present introduce themselves by giving their name and program affiliation.</li> </ul>  |                  |
| Action Items   | Person Responsible  | Deadline         |
| n/a  |   |                  |
| Distribution of AEP Budget Expenditures                        |   |                  |
| 3:55 – 4:00  | Lorena Martin, Saman Mehrazar   |                  |
| Discussion   | Budget and expenditure updates reported out to group.   |                  |
|  | <ul style="list-style-type: none"> <li>Consortium member year-to-date expenditures for SMC is 9%. Consortium member year-to-date expenditures for SMMUSD AEC is 6%.</li> </ul>  |                  |
| Action Items   | Person Responsible  | Deadline         |
| n/a  |   |                  |
| Initial Overview of “DRAFT” 3-Year Plan                        |   |                  |
| 4:00 - 4:15  | Dione Carter  |                  |
| Discussion   | Dee Dee walked through 3-Year planning documents and gave overview of upcoming planning stages.   |                  |
|  | <ul style="list-style-type: none"> <li>Planning documents include the 2018-19 Annual Plan for the Santa Monica Regional Consortium for Adult Education, Consortium Three-Year Plan 2019-2022 Template, Consortium Program Quality Self-Assessment and Consortium Three-Year Planning Guidance 2019-2022.</li> <li>Upcoming Planning Stages <ul style="list-style-type: none"> <li>3-Year Plan Community Need and Current Customers, Area 1 (December)</li> <li>Goals &amp; Strategies (March)</li> <li>Piloting &amp; Implementation (April)</li> <li>Finalize draft of 3-Year Plan</li> <li>Plan Submission - by 6/9/19</li> </ul> </li> <li>SMRC will partner with community, businesses and school district to create equitable pathways. Goal is to collectively assess needs and to prepare students for college and the workforce. Employment is essential. Reevaluate partnerships and evolve deeper relationships with students and partners.</li> <li>Plan will speak to who we are, who we serve, who we need to serve and what type of programs we offer in certain categories.</li> <li>Areas of funding include ABE/ASE, ESL Citizenship, Workforce Prep, Programs for adults with disabilities (DSS courses), and Short-Term CTE</li> <li>Governing Board will make final decisions with input from group members.</li> </ul> |                  |
| Action Items   | Person Responsible  | Deadline         |
| Read planning documents  | All   | 2/11/19          |
| Adult Education Research & Data Tools to Guide Future Planning |   |                  |
| 4:15-5:00  | Dr. Hannah Lawler, Dean, Institutional Research, SMC  |                  |
| Discussion   | Dr. Lawler introduced herself and gave brief introduction to data tools that may be used to inform and guide adult education regional planning.   |                  |

| <ul style="list-style-type: none"> <li>• Data tools to inform Adult Ed regional planning provide evidence and justification.</li> <li>• Use tools to inform data conversations to help inform larger questions. What workforce needs are not met? Are jobs available for programs in development?</li> <li>• Tools available through United States Census Bureau, Centers of Excellence and California Community Colleges LaunchBoard.</li> <li>• Group members participated in exercises listed below -             <ul style="list-style-type: none"> <li>• American Fact Finder (Who are my potential students?)</li> <li>• Labor Market Supply &amp; Demand (What workforce needs of the community are unaddressed?)</li> <li>• Adult Education LaunchBoard (How effective is my program?)</li> </ul> </li> </ul> |   |          |
|---|---|----------|
| Action Items  | Person Responsible                      | Deadline |
| n/a   |   |          |
| Governing Board Meeting   |   |          |
| 5:00 – 6:00   | Governing Board                         |          |
| Discussion  | Closed Session Governing Board meeting. |          |
| <ul style="list-style-type: none"> <li>•</li> </ul>   |   |          |