

Santa Monica Regional Consortium for Adult Education Meeting		
11.6.2017	3:30-5:00 PM	Professional Development Center (PDLC) SMMUSD
Meeting called by	Dione Carter & Anthony Fuller	
Type of meeting	Consortium Meeting	
Facilitator	Laura Manyweather & Anthony Fuller	
Note taker	Saman Mehrazar	
Timekeeper	Laura Manyweather	
Attendees	Lois Bostwick, Lorena Martin, Lynn Harvey, Marissa Gee, Nataly Gonzalez, Olga Saucedo, Patricia Hernandez, Roshni Mejia, Saman Mehrazar, Angel Villasenor, Darcey Wark, Alexandra Morgan, Anita Gill, Anthony Fuller, Christopher Gibson, Dione Carter, Evan Bartelheim, Flavia DeMello, Janet Harclerode, Laura Manyweather, Lizbeth Koenig.	
Review and Approval of Minutes	Laura Manyweather	
Welcome and Public Comments		
3:38 - 3:45	Dione Carter and Anthony Fuller	
Discussion	Motion to review 10/02/17 Consortium meeting minutes was approved – Alexandra Morgan 1 <sup>st</sup> , Patricia Hernandez 2 <sup>nd</sup>	
Consortium Updates		
3:45 – 3:50	Dione Carter, Anthony Fuller	
Discussion	Explanation of SMRC's Governing Board and introduction of new Co-Chair from SMMUSD	
	<ul style="list-style-type: none"> <li>Dr. Dione Carter outlined the structure of the SMRC for Adult Ed Governing Board. <ul style="list-style-type: none"> <li>Co-Chairs: Dione Carter (SMC) and Evan Bartelheim (SMMUSD)</li> <li>Co-Directors: Laura Manyweather (SMC) and Anthony Fuller (SMMUSD)</li> <li>Faculty Leads: Lizbeth Koenig (SMC) and Flavia DeMello (SMMUSD)</li> <li>Administrative Support: Sam Mehrazar (SMC) and Lorena Martin (SMMUSD)</li> </ul> </li> <li>SMRC Co-Chair Dr. Dione Carter, and Co-Director, Mr. Anthony Fuller welcome new SMRC Co-Chair, Dr. Evan Bartelheim, SMMUSD Ed Services Director of Assessment.</li> </ul>	
Action Items	Person Responsible	Deadline
Email meeting agenda items to Lorena or Sam at least 1 week before	All	Ongoing
CommunityPro Suite and Noncredit publication updates		
3:50 – 3:55	Sam Mehrazar and Lorena Martin	
	<u>CommunityPro Suite (CPS)</u> <ul style="list-style-type: none"> <li>Software will be customized to our institutions' unique needs and data sets.</li> <li>CPS team conducted interviews with SMC/SMMUSD Student Services staff, Counseling staff, administrators and IT professionals. Information obtained in the interviews will inform the customization of the application for our consortium.</li> </ul> <u>N&amp;R Publications (Noncredit Newspaper insert)</u> <ul style="list-style-type: none"> <li>N&amp;R has concluded the interviews and all stories have been submitted to the editor.</li> <li>N&amp;R has hired a new staff photographer who will coordinate photo shoots at both SMC/AEC.</li> <li>Expected publication date is January or February 2018.</li> </ul>	
I-BEST Next Steps		
3:57 - 4:15	Laura Manyweather, Lizbeth Koenig, Flavia DeMello	
Discussion	Where and how to move forward with I-BEST collaborative teaching model	
	<ul style="list-style-type: none"> <li>Explore I-BEST model's application to Noncredit CTE courses</li> <li>Gauge the need for basic skills training in CTE courses.</li> </ul>	
Action Items	Person Responsible	Deadline
Meet with Business Chair, Sal Veas, to discuss using I-BEST in Business Essentials	Lizbeth Koenig	

Short-Term Vocational Course Approvals at the State		
4:15 – 4:35	Dione Carter	
Discussion	Course approval delays at the State Chancellor’s office	
<ul style="list-style-type: none"> <li>• Short term definition from state: less than 1 year of instruction, entry level employment.</li> <li>• Currently awaiting approval: 6 certificates, each cert has 2-3 courses</li> <li>• State is exploring new process for curriculum approval.</li> <li>• All course approvals sent to chancellor’s office as a ‘curriculum inventory’.</li> <li>• Certificate for Computer Basics program has been approved.</li> <li>• Course offerings pushed to Spring 2018. The hold-up is statewide.</li> <li>• Cannot purchase materials yet, but CTE faculty should, for the time being:                             <ul style="list-style-type: none"> <li>• Brainstorm marketing strategies for NC CTE courses</li> <li>• Compile a instructional materials shopping list.</li> </ul> </li> <li>• The hold-up is statewide.</li> </ul>		
Action Items	Person Responsible	Deadline
CTE faculty should brainstorm marketing strategies for the NC CTE courses, and put together a list of instructional materials for courses.	CTE Faculty	
SMRC for Adult Ed – Targeted Employment Fair		
4:35-4:40	Laura Manyweather	
Discussion	SMC Bundy Campus: Employment Fair for SMC Noncredit and SMMUSD Adult Ed students	
<ul style="list-style-type: none"> <li>• Scheduled for Thursday, November 16, 10:00AM-2:00PM</li> <li>• Employment fair targeted to SMRC population: SMC Noncredit, Emeritus, SMMUSD AEC</li> </ul>		
Action Items	Person Responsible	Deadline
Contact Sam if you have an interested employer	All	11/13/2017
Budget update		
4:15 – 4:55	Laura Manyweather	
Discussion	AEBG funding examples and allocation updates	
<ul style="list-style-type: none"> <li>• AEBG Funding examples handout</li> <li>• 251,995 allocated for CTE courses, funding staff/supplies/faculty.</li> <li>• New AEBG Allocation: \$1,077,163.00</li> <li>• 15-16 monies need to be spent by December.</li> <li>• NOVA reporting site to go live in Jan for AEBG reporting.</li> </ul>		
Action Items	Person Responsible	Deadline
n/a		
December 4 <sup>th</sup> SMRC meeting / Wrap-Up		
4:55 – 5:00	Laura Manyweather and Sam Mehrazar	
<ul style="list-style-type: none"> <li>• Send agenda item proposals to Sam Mehrazar or Lorena Martin by or before 11/28/2017.</li> <li>• December 4<sup>th</sup> meeting will also be our consortium Holiday Party.                             <ul style="list-style-type: none"> <li>• White Elephant Gift Exchange: \$15 maximum per gift.</li> <li>• Come dressed in an “ugly” Christmas sweater.</li> </ul> </li> </ul>		
Action Items	Person Responsible	Deadline
Send agenda item proposals to Sam Mehrazar or Lorena Martin.	All	11/28/2017