

SMRC for Adult Education Monthly Meeting			
9.16.2019		3:30pm – 5:00pm	Adult Education Center, Rm 102
Meeting called by	Dione Carter & Devon Smith		
Type of meeting	Consortia – Monthly Meeting		
Facilitator	Ashley Mejia, Devon Smith		
Note taker	Lorena Martin		
Timekeeper	Lorena Martin		
Attendees	Alexandra Morgan, Anthony Fuller, Audra Wells, Christopher Gibson, Cynthia Peña, Devon Smith, Lizbeth Koenig, Lois Bostwick, Lorena Martin, Luis Jauregui, Lynn Harvey, Maria Jeffery, Michael Bronstein, Norma Torres-Gonzalez, Patricia Hernandez, Saman Mehrazar, Scott Silverman, Stephanie Lewis		
Review/Approval of Minutes	N/A		
Welcome, Introductions, Partner Announcements			
3:30 – 3:35	Anthony Fuller		
Discussion	Introductions and brief comments		
	<ul style="list-style-type: none"> Participants introduced themselves giving name, organization affiliation and brief comments regarding meeting participation. 		
Conclusions	Participants welcomed.		
Action Items	Person Responsible	Deadline	
None			
Budget Distribution, AEC & Noncredit Presentations			
3:35 – 3:40	Ashley Mejia		
Discussion	Budget distribution by handout and ESL Faculty Lead Presentations		
	<ul style="list-style-type: none"> SMRC budget distribution to take place via handout at SMRC meetings. In an effort to highlight program accomplishments, AEC and SMC Noncredit ESL Faculty Leads will present at the end of each semester at monthly SMRC meeting. 		
Conclusions	Meeting participants will receive monthly budget updates and program updates at the end of each semester.		
Action Items	Person Responsible	Deadline	
Calendar ESL Faculty Lead Presentations	Ashley Mejia, Anthony Fuller	11/18/19	
2019-2022 Three-Year Plan, 2019-2020 Annual Plan Focus Areas			
3:40 – 4:00	Ashley Mejia		
Discussion	Brief overview of both plans and 2019-2020 annual plan focus areas		
	<ul style="list-style-type: none"> Marketing & Outreach Focus Area – Members asked to get the word out to our community partners. Recruiting will focus on institutionally reaching our most-in need students. Anthony asked members to suggest places/locations for outreach. New SMC Noncredit promotion flyers introduced and distributed. 		

NEXT MEETING: Monday, Oct. 14, 2019, 3:30-5:00PM. SMC Bundy Campus (Room 123)– 3171 S Bundy Dr. Santa Monica, CA 90066

The SMRC is comprised of two voting members, the AEC and SMC. Members consult with campus constituencies, community members and community partners to inform decision-making.

- Student Referral & Tracking System – System is meant to be used to facilitate referrals between agencies and community partners. Home grown system for now. SMRC student folder has been updated and now includes a current student pathways flow chart.
- Apprenticeship Opportunities – Development of pre-apprenticeship programs to give students the skills they need to participate in apprenticeship opportunities.
- Partnership Enhancements – Continue to build working relationships with current partners and while also building relationships with new partners.

Conclusions	Meeting participants informed of plan focus areas.		
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Action Items	Person Responsible	Deadline
None		

Partners' Appreciation Recap & Future Plans

4:00 – 4:10	Devon Smith
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Discussion	Brief remarks regarding planned events
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- In an effort to strengthen and expand partnerships, SMRC will host two Partners' Appreciation events. A Coffee Break is planned for the fall and a Partner Breakfast for the spring. Members asked to take Partner Outreach Event Survey for the upcoming planned Coffee & Tea Break partner event.

Conclusions	Members informed of Partners' Appreciation events and completed survey.
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Action Items	Person Responsible	Deadline
Follow-up regarding event planned for the fall	Devon Smith	10/14/19

Preview of Consortium's Student Referral & Tracking System

4:10 – 4:20	Devon Smith, Anthony Fuller
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Discussion	Brief remarks regarding new system.
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- Previous system did not meet SMRC needs. Google Forms is being considered as a platform for new system. There will be a "backend" to facilitate referral tracking. Sharing out to take place soon.

Conclusions	Members informed of new system and will receive follow-up information at upcoming SMRC meetings.
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Action Items	Person Responsible	Deadline
Student Referral & Tracking System update	Devon Smith	11/18/19

SMC Marketing & Outreach Update

4:20 – 4:30	Ashley Mejia, Luis Jauregui
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Discussion	Marketing & outreach update to group members.
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- SMC Noncredit program redoing marketing cards. Cards will also be translated into three languages (top three demographic languages). These will be shared out to SMRC members/partners once updated. A student newsletter is also planned to highlight students, calendar items, schedules, partner events, and program offerings. Feedback will be requested from partners.

Conclusions	Members informed regarding upcoming updated promotional materials and planned newsletter.
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Action Items	Person Responsible	Deadline

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Share out updated promotional materials and student newsletter	Ashley Mejia Luis Jauregui	11/18/19
West LA WorkSource Center/AJCC (Culver City Partnership)		
4:30 – 4:45	Ashley Mejia	
Discussion	Update regarding partnership with West LA WorkSource Center/AJCC.	
<ul style="list-style-type: none"> Dione Carter to meet with Culver City AJCC in an effort to strengthen partnership. 		
Conclusions	Members informed of continued work.	
Action Items	Person Responsible	Deadline
Meet with Culver City AJCC	Dione Carter	11/18/19
Lead Faculty Updates		
4:45 – 4:55	Ashley Mejia, Anthony Fuller	
Discussion	Update regarding SMRC ESL Faculty Leads	
<ul style="list-style-type: none"> SMC Noncredit ESL Faculty Lead is Liz Koenig. Anthony reported that AEC Faculty Lead is upcoming and plans to report out at next meeting. 		
Conclusions	Members informed regarding current ESL Faculty Leads.	
Action Items	Person Responsible	Deadline
AEC to announce ESL Faculty Lead	Anthony Fuller	10/14/19
Announcements, Wrap-up		
4:55 – 5:00	All Members	
Discussion	Member announcements and meeting wrap-up	
<ul style="list-style-type: none"> Anthony Fuller, Adult Education Center Principal - Shared regarding new AEC ESL class offering in Malibu. Nancy Bender, Santa Monica Public Library - Requested SMRC partner contact list. Anthony suggested an internal document rather than an external document. SMRC community partner list available via SMRC website. Maria Vasquez, Santa Monica College – Suggested to include the Santa Monica Chamber of Commerce and the Santa Monica Education Committee. SMRC should present at a Chamber of Commerce &/or at an Education Committee meeting. SMRC should also consider student videos for posting on SMRC websites. Lynn Harvey, SMC Noncredit teacher - Suggests targeted reach out and videos made by students for students in native languages with closed captioning. Michael Bronstein, SMC Noncredit teacher – Commented that videos do not need to be complicated. He also liked Anthony’s comment regarding going out in to the community. Suggests to have something small to hand out while doing community outreach. Maria Jeffery, Daniel’s Place - Requests members to setup an outreach table at the center. Step up on Second has units with people that live on site. Daniel’s Place is open entry/exit. They offer mental health support for student referrals addressing homelessness. Lois Bostwick, SMC Noncredit teacher - Suggests to get the word out to the community of what we do. Spread the word and get information from the community. 		
Conclusions	Members thanked for their input and meeting adjourned.	
Action Items	Person Responsible	Deadline
Review member suggestions	Gov. Board	11/18/19

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