

# Minutes (Public Meeting) General Meeting

| SMRC for Adult Education Monthly Meeting |                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>2.28.22</b>                           | <b>3:00 pm – 4:30 pm</b> <b>Online ZOOM Meeting</b>                                                                                                                                                                                                                                                                                                                                                       |
| Meeting called by                        | Devon Smith                                                                                                                                                                                                                                                                                                                                                                                               |
| Type of meeting                          | Consortia – Monthly Meeting                                                                                                                                                                                                                                                                                                                                                                               |
| Facilitator                              | Ashley Mejia, Anthony Fuller                                                                                                                                                                                                                                                                                                                                                                              |
| Note taker                               | Lorena Martin                                                                                                                                                                                                                                                                                                                                                                                             |
| Timekeeper                               | Lorena Martin                                                                                                                                                                                                                                                                                                                                                                                             |
| Attendees                                | Alexandra Hernandez, Alexandra Morgan, Anthony Fuller, Ashley Mejia, Audra Wells, Chris Miree, Devon Smith, Harmony Rousseau, Kathy Zurich-Lunsford, Laura Buhl, Leo Reynoso, Liz Koenig, Lois Bostwick, Lorena Martin, Maria Leon-Vazquez, Lynn Harvey, Maria Leon-Vasquez, Nancy Bender, Nancy Herrera-Santacruz, Nataly Gonzalez, Norma Torres-Gonzalez, Olga Saucedo, Saman Mehrazar, Scott Silverman |
| Review/Approval of Minutes               | 11/8/21 General Meeting: 1st - Ashley Mejia, 2nd - Liz Koenig, No Objections                                                                                                                                                                                                                                                                                                                              |

| Welcome, Establishment of Meeting Norms |                                                                                                                                                                                               |          |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 3:00 - 3:05 pm                          | Anthony Fuller                                                                                                                                                                                |          |
| Discussion                              | Meeting opened, members welcomed and meeting norms were communicated.                                                                                                                         |          |
|                                         | <ul style="list-style-type: none"> <li>Anthony Fuller: Welcomed participants and asked for members to introduce themselves. Announcement regarding leaving by the end of the year.</li> </ul> |          |
| Conclusions                             | Participants welcomed and group members shared recent positive experiences.                                                                                                                   |          |
| Action Items                            | Person Responsible                                                                                                                                                                            | Deadline |
| N/A                                     |                                                                                                                                                                                               |          |

| District Updates |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          |
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| 3:05 - 3:20 pm   | Devon Smith, Scott Silverman                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |          |
| Discussion       | Brief District updates for each program.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |          |
|                  | <ul style="list-style-type: none"> <li>Devon Smith (SMMUSD): Participating in his first in person conference and is inspired by the different ways to build vital partnerships. Greatest part of the conference is advancing people through love, connection and empathy. Looks forward to bringing a lot of that learning to our Governing Board and passing that along to consortia.</li> <li>Scott Silverman (SMC Noncredit): Robust online environment. Progressing to more in person with 15-20% on ground. On campus participants are vaccinated or cleared vaccination requirements. This also includes visitors and guest speakers. Grown to seventeen Non Credit certificates and a few more coming. Open to finding other opportunities to partner and collaborate.</li> <li>Anthony Fuller (SMMUSD): Masking outdoors not required as of next week. Weekly testing will continue. Not allowed to be on campus unless negative results. Classes are larger than pre pandemic across the board. No vaccination protocol for on campus. Interest in continuing or exploring hybrid learning.</li> </ul> |          |
| Conclusions      | Group members received information regarding District updates.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |          |
| Action Items     | Person Responsible                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Deadline |
|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          |

**NEXT MEETING: Apr. 25, 2022, 3:00 pm - 4:30 pm**

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.



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| N/A |  |  |
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## Selection of Metrics to be Used for 3 Year Plan

|                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          |
|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 3:20 - 3:35 pm                                        | Ashley Mejia                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |          |
| Discussion                                            | Metrics for the 3 year plan reviewed and shared with the group.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          |
|                                                       | <ul style="list-style-type: none"> <li>Ashley Mejia: Currently in the process of writing the plan. Forecast as much as possible what programs and services we want to offer. Need a larger collective on input of where we need to go. We would like a stronger student presence when we are doing our planning. We want space to be as communal as possible. Participants will be split into two break out rooms to facilitate feedback to look over the data we have collected and pull in responses from our partners. SMRC 3 Year Plan PowerPoint shared with group. Required metrics include adults served, percentage of available funds spent, and adults who became participants. Optional metrics for both agencies are students who complete a course or EL Civics COAPP and participants with transition to postsecondary CTE or credit. Optional metric for the AEC is participants who earn a high school diploma or equivalency. Given the current enrollment trends caused by the pandemic, member level targets will be set conservatively to mirror the enrollment decline. CAEP language is looking at twelve (12) hours in a program year.</li> <li>Lynn Harvey: Asks clarification question regarding definition of "student". Does a student need to complete a course, SMC program with a pass, or attend 12 hours over one semester or a couple of semesters?</li> </ul> |          |
| Conclusions                                           | Group members were informed regarding 3 Year Plan metrics.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |          |
| Action Items                                          | Person Responsible                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Deadline |
| Requested faculty to invite students to SMRC meetings | Ashley Mejia<br>Anthony Fuller                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 3/28/22  |

## Initial Survey Results

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |          |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 3:35 - 3:50 pm             | Ashley Mejia, Anthony Fuller                                                                                                                                                                                                                                                                                                                                                                                                                                                     |          |
| Discussion                 | Brief description of survey and communication of results.                                                                                                                                                                                                                                                                                                                                                                                                                        |          |
|                            | <ul style="list-style-type: none"> <li>Ashley Mejia: Survey sample size of fifty students. Shared highlighted areas of SMC Noncredit survey results. Results indicate a need for job search assistance followed up by financial assistance.</li> <li>Anthony Fuller: Shared highlighted areas of SMRC AEC survey results. Small sample survey of forty five students. Forty percent of students wanted to be fully online. Three students requested computer classes.</li> </ul> |          |
| Conclusions                | Group members were informed regarding the survey and asked clarifying questions.                                                                                                                                                                                                                                                                                                                                                                                                 |          |
| Action Items               | Person Responsible                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Deadline |
| Spring SMRC Student Survey | Ashley Mejia<br>Anthony Fuller                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 4/25/22  |

## Community Feedback/Breakout Rooms

|                |                                                                                    |  |
|----------------|------------------------------------------------------------------------------------|--|
| 3:50 - 4:20 pm | All Attendees                                                                      |  |
| Discussion     | Group members met via breakout rooms to review SMRC Joint Student Survey findings. |  |

**NEXT MEETING: Apr. 25, 2022, 3:00 pm - 4:30 pm**

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- Ashley Mejia: Review data. Provide feedback based on guiding questions.
- Group 1: Scott Silverman - Participants discussed challenges, minimizing use of texts with a fee, counselor walk-through navigation to have more students take advantage of opportunities to improve the student experience, and minimizing the barriers to cost or access.
- Group 2: Liz Koenig - Students are not currently working. Students really embraced online learning. Relatively small amount of students are interested in transferring to credit. Jobs are there and businesses need workers. How to connect with businesses in the area? More intentional email communication and newsletters for SMC. AEC may transition or consider using Canvas in support of preparing students to transition to other programs. How can SMC assist and advise? Develop a referral system for faculty to refer students to counselors. Make the current referral system more transparent.
- Lorena Martin: Update SMRC AEC survey question regarding how students are finding the adult school and also include Google Business as an option.
- Lynn Harvey: Career day was well attended because it was during class time. Suggests asking students regarding guest speakers and teachers bringing students to a common area. Make participation a lesson or learning activity to apply the skills they are learning to support buy-in.
- Alejandra Hernandez, Chrysalis: Chrysalis provides job readiness, interview skills, and job search assistance. Chrysalis focuses on job search and gives workshops to students. Possibility to work in closer collaboration with counselors with anything that is job related so that they can provide direct services. Provided program flier and email address. [Alejandra.hernandez@changelives.org](mailto:Alejandra.hernandez@changelives.org)

|              |                                                                                                                                                            |          |  |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--|
| Conclusions  | Members participated in breakout rooms and provided feedback. Group feedback communicated to the group by group leads. Members asked clarifying questions. |          |  |
| Action Items | Person Responsible                                                                                                                                         | Deadline |  |
| N/A          |                                                                                                                                                            |          |  |

| Public Announcements                                |                                          |          |  |
|-----------------------------------------------------|------------------------------------------|----------|--|
| 4:20 - 4:30 pm                                      | All Attendees                            |          |  |
| Discussion                                          | Closing comments.                        |          |  |
| <ul style="list-style-type: none"> <li>•</li> </ul> |                                          |          |  |
| Conclusions                                         | Members thanked for their participation. |          |  |
| Action Items                                        | Person Responsible                       | Deadline |  |
| N/A                                                 |                                          |          |  |

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