

Santa Monica Regional Consortium for Adult Education Meeting		
10.15.2018	3:30-5:00 PM	SMMUSD—PDL C
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, Cynthia Pena, Delavam Ahmadyvedsi, Devon Smith, Flavia DeMello, Freda Rossi, Katherine Makinney, Lizbeth Koenig, Lois Bostwick, Lorena Martin, Lynn Harvey, Madeleine Brand, Nancy Bender, Norma Torres-Gonzalez, Olga Saucedo, Patricia Hernandez, Roshni Mejia, Sandy Kline, Saman Mehrazar, Scott Silverman, Thania Montoya, Victoria Wozniak	
Review and Approval of Minutes	9/17/18 Consortium Meeting Minutes Approved – Scott Silverman 1 st , Alexandra Morgan 2 nd	
Welcome/Introductions/Approval of Minutes		
3:30 – 3:50	Anthony Fuller	
Discussion	Member check-in, approval of minutes and public comments. Introduction of guests.	
	<ul style="list-style-type: none"> Anthony welcomed group and introduced SMRC Governing Board. Requested that all present introduce themselves by giving their name and program affiliation. 	
Action Items	Person Responsible	Deadline
n/a		
Distribution of AEP Budget Expenditures		
3:50 – 3:55	Lorena Martin, Saman Mehrazar	
Discussion	Budget and expenditure updates reported out to group.	
	<ul style="list-style-type: none"> Anthony Fuller – SMC and SMMUSD AEC expenditures are both at 6%. 	
Action Items	Person Responsible	Deadline
n/a		
Special Feature: "The Talk" Clip		
3:55 - 4:00	Anthony Fuller, Lorena Martin	
Discussion	Anthony gave a brief introduction. Clip viewed by group.	
	<ul style="list-style-type: none"> Anthony Fuller – Promotion sponsored by Dollar General Literacy Foundation in celebration of their 25th anniversary. Ms. Murphy was selected to represent our school and accept recognition in support of adult literacy. AEC received a \$25,000 donation from General Literacy Foundation in honor of Ms. Murphy and her efforts towards adult literacy. 	
Action Items	Person Responsible	Deadline
n/a		
Co-Chairs' Report		
4:00-4:10	Dr. Devon Smith on behalf of Dr. Dione Carter	
Discussion	Dr. Smith introduced himself and gave brief summary of SMRC Governing Board participation in activities listed below.	
	<ul style="list-style-type: none"> AEP Directors Onboarding & Meeting (9/27-28), Sacramento – Meeting attended by Devon Smith and Dione Carter. Devon shared regarding Human Centered Design. He explained the focus of Human Centered Design is to plan with the client at the center of the design. AEP Data & Accountability, 3-Year Plan Training (10/22), Walnut – Will be attended by Dione Carter and Anthony Fuller. November & December Consortium Meetings: Primary Focus on 3-Year Plan – Note that Consortium meetings to be held on Nov. 19th and Dec. 3rd will focus on our 3-Year Plan. Future Cradle to Career Adult Ed/Noncredit Presentation (January 2019) – Adult Ed to present at this meeting. 	
Action Items	Person Responsible	Deadline
n/a		
4:10 – 4:20	Flavia De Mello, Lizbeth Koenig	
Discussion	Flavia and Liz gave brief comments regarding program updates, professional development participation/opportunities, and curriculum.	

- Lizbeth Koenig – SMC short term vocational certificate programs for Rehab Aide, Early Childhood, and Business Essentials have started. Gerontology, Transitions to Career & Workforce Readiness are coming soon. SMC revised ESL curriculum last year. Curriculum includes college preparation and career readiness, critical thinking and academic writing. Curriculum has received local approval.
- Flavia DeMello – AEC will be looking at curriculum next. Professional development concentration is on ABE (Adult Basic Education), ASE (Adult Secondary Education), Citizenship and ESL (English as a Second Language) programs. AEC staff has attended and participated in PLC meetings (Professional Learning Communities), TLC meetings (Technology learning Communities), and Pearson trainings on new eText (digital learning) by Pearson representative.
- Planned Professional Development Opportunities - SMC and AEC members to participate in upcoming CATESOL conference. SMC and AEC to collaborate on 2nd annual Tech Share day in support of learning best practices for technology. Possible future participation in workshop by Jayme Adelson Goldstein on evidence based practices.

Action Items	Person Responsible	Deadline
n/a		
SMRC for Adult Ed Website & List of Partners		
4:20 – 4:30	Saman Mehrazar, Nataly Gonzalez	
Discussion	Sammy updated group regarding status of Adult Ed Website and partner list.	
	<ul style="list-style-type: none"> Saman Mehrazar – Form was created for community partners. Information will be put together and then prepared for posting. 	
Action Items	Person Responsible	Deadline
Post Community Partner List to Adult Ed Website	Saman Mehrazar	12/3/18
Annual Partners' Event Work Group, SMC CMD Update & Photos		
4:30 – 4:45	Anthony Fuller, Saman Mehrazar	
Discussion	Anthony Fuller and Saman Mehrazar shared regarding upcoming event.	
	<ul style="list-style-type: none"> Anthony Fuller – Survey Monkey sent to workgroup members to help plan event. He will follow-up with group. Saman Mehrazar – Center for Media & Design (CMD) possible location for event. CMD new home of KCRW. Pictures shared with group. CMD plaza area is nice if event is to take place on a Friday. Multi-use space and board room are also available. Possible format for event would be a main introduction session for group at large and then smaller group breakout sessions immediately following. New format would lend itself to be more interactive. 	
Action Items	Person Responsible	Deadline
Finalized date, location and reserve location	SMRC Governing Board	11/19/18
Open Mic		
4:45 – 5:00	All	
Discussion	Participants invited to speak regarding respective programs and program services.	
	<ul style="list-style-type: none"> Nancy Bender, Santa Monica Public Library – In addition to other library literacy programs, free walk-in tutoring available on Tuesdays from 1-3pm. Library card is needed. Not open to the public. Flyer to be provided by next meeting. Katherine Makinney, Deputy Director, West LA AJCC, Work Source Center – Focus on connecting education to jobs. Interested in partnering with SMC. Available to conduct presentations at the beginning and end of a course. Also available to provide a Job Fair. Madeleine Brand, Los Angeles Hospitality Training Academy – Program is open enrollment. Participants must be Santa Monica residents to participate in program taking place at Virginia Park. Main office can take participants from all areas. Anthony Fuller – Attends and participates in local YRT (Youth Resource Team) meetings. His take away from participating in this meeting is to support each other to help make each individual successful. Victoria Wozniak, Faculty Leader, SMC Career Services Center – One West Bank offers classes in customer service and financial literacy. Group members asked questions. 	
Action Items	Person Responsible	Deadline
Santa Monica Public Library Walk-in Tutoring flyer	Lorena Martin	11/19/18
Governing Board Meeting		
5:00 – 6:30	Governing Board	
Discussion	Closed Session Governing Board meeting.	
	<ul style="list-style-type: none"> 	