

Santa Monica Regional Consortium for Adult Education Meeting		
9.17.2018	3:30-5:00 PM	Santa Monica College—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	Aidai Kezhalieva, Alexandra Morgan, Alexandra Weyman, Anthony Fuller, Christopher Gibson, Darcey Wark, Delavam Ahmadyvedsi, Devon Smith, Dione Carter, Eve Adler, Flavia DeMello, Jon Huls, Lizbeth Koenig, Lois Bostwick, Lorena Martin, Lynn Harvey, Madeleine Brand, Nataly Gonzalez, Olga Saucedo, Patricia Hernandez, Patty Wong, Reina Madrid, Saman Mehrazar, Scott Silverman, Sheila Moore, Stephanie Lewis, Thania Montoya, Victoria Charles	
Review and Approval of Minutes		
Welcome and Introductions		
3:30 – 3:45	Dione Carter, Anthony Fuller	
Discussion	Member check-in, public comments and introduction of guests.	
	<ul style="list-style-type: none"> Dione welcomed group and introduced SMRC Governing Board. Anthony welcomed group and asked all present to introduce themselves by giving name and program affiliation. Highest attendance of community and industry partners. 	
Action Items	Person Responsible	Deadline
n/a		
2018-2019 AEP Annual Plan and Budget Updates		
3:45 – 3:50	Dione Carter, Anthony Fuller	
Discussion	Dione gave a brief summary of 2018-19 annual plan objectives. Budget and expenditure updates reported out to group.	
	<ul style="list-style-type: none"> Dione Carter – AEBG is now the Adult Education Program (AEP) of California. Copies of SMRC 2018-19 Annual Plan distributed to participants. 2018-19 goals align with AEP objectives and take into consideration progress made in 2017-18. Participants invited to submit ideas or program suggestions with a reminder that all activities must be aligned with AEP objectives. Brief highlight of prior year accomplishments. 	
Action Items	Person Responsible	Deadline
November and December meetings focus on 3-year plan	All	2018-19
Noncredit Class Updates		
3:50 - 3:55	Dione Carter, SMC Faculty	
Discussion	Update regarding new noncredit courses. Group members very interested in new course offerings and asked several questions for clarification.	
	<ul style="list-style-type: none"> Dione Carter - Courses are approved locally and then submitted to Chancellor's office (CCCCD) for review/approval. Classes build skills needed for entry-level employment or higher. Students completing course requirements are awarded a noncredit certificate of completion. It is recommended that students be at an intermediate/advanced level of ESL to enroll. Courses listed online on Corsair Connect. Dione and Sammy can help answer any questions. Eve Adler – Shared regarding Rehab Therapy Aide course offerings. Course has 25 students enrolled. Dione Carter – Shared regarding ECE courses. There are 23 students enrolled. Majority enrolled are noncredit ESL students. 	
Action Items	Person Responsible	Deadline
n/a		
2019 3 rd Annual Partners' Event Planning Discussion		
3:55-4:15	Dione Carter, Anthony Fuller, All	
Discussion	Group discussion requesting meaningful feedback. Dione suggested identifying participants that would like to be part of a workgroup to support event organization.	
	<ul style="list-style-type: none"> Feedback - Center for Media Design suggested as an event location, student visitation to SMC campus, reaching out to more employers and connecting with those employers to join workgroup, reorganize structure of event to an all member group meeting at the beginning and then break out into smaller groups to enlist small group feedback, job fair after partner event Participants signed up to join workgroup. Group to function under the SMRC umbrella with Anthony as SMRC group lead. 	
Action Items	Person Responsible	Deadline
Annual Partners' Event Workgroup Status	Anthony Fuller	Fall 2018, Ongoing

Reserve CMD		Dione Carter Saman Mehrazar	11/19/18
CommunityPro Suite "Community Catalog"			
4:15 – 4:20	Dione Carter, Lorena Martin		
Discussion	Dione gave brief comments regarding program implementation.		
	<ul style="list-style-type: none"> Dione Carter – Small scale implementation of program with focus on referral process. Monies to fund program were made available through Data & Accountability monies. Lorena Martin – AEC students are being surveyed regarding interest in SMC noncredit classes. Interested students are being referred to SMC using CommunityPro. Referrals are ongoing. 		
Action Items		Person Responsible	Deadline
Governing Board to meet with Literacy Pro		Governing Board	11/7/18
SMRC – AEP Professional Development Justification Forms			
4:20 – 4:30	Dione Carter, Anthony Fuller		
Discussion	Dione and Anthony shared regarding professional development procedures and forms.		
	<ul style="list-style-type: none"> Dione – Summary of 2018-19 allocations and reminded participants that activities must align with SMRC Annual Plan objectives including professional development. Dione and Anthony - Participants asked to share out at future SMRC meetings. Governing Board to consider making a standing SMRC agenda item. 		
Action Items		Person Responsible	Deadline
n/a			
Upcoming Conferences and Trainings			
4:30 – 4:40	Dione Carter		
Discussion	Dione shared regarding upcoming professional development conference & trainings.		
	<ul style="list-style-type: none"> Activities should align with SMRC annual plan objectives 		
Action Items		Person Responsible	Deadline
Dione & Devon to attend AEP Directors Event			9/27-28
Open Mic			
4:40 – 4:55	All		
Discussion	Participants invited to speak regarding respective programs and program services.		
	<ul style="list-style-type: none"> WLA AJCC – Suggestion to conduct classroom presentation at the beginning of a course to introduce themselves to students. AJCC can also put together job fairs relating to a specific course. Los Angeles Hospitality Training Academy – Suggestion to focus on customer service skills. Group Participants - Suggestion to create a consortium referral partner list giving contact information and services provided. List to be posted on SMRC website. SMC Faculty Member & Community Partners- What skill are employers (community partners) looking for? Participants responded that skills most in need are typing and email (digital literacy skills). Meals on Wheels West – Shared regarding volunteer opportunities for students and faculty. Lorena Martin – AEC schoolwide focus this year is "filling out forms". Anthony Fuller – Digital Literacy workgroup needed? 		
Action Items		Person Responsible	Deadline
Community Partner list on SMRC website		Sammy Mehrazar & Nataly Gonzalez	10/15/18
Governing Board Meeting			
5:00 – 6:30	Governing Board		
Discussion	Closed Session Governing Board meeting.		
	<ul style="list-style-type: none"> 		
Action Items		Person Responsible	Deadline
n/a			