

Santa Monica Regional Consortium for Adult Education Meeting		
11.19.2018	3:30-5:00 PM	SMC—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	Alexandra Morgan, Anthony Fuller, Christopher Gibson, Delaram Ahmadyveari, Devon Smith, Dione Carter, Hanna Lawler, Jon Huls, Josephine Hao, Lizbeth Koenig, Lorena Martin, Lynn Harvey, Nataly Gonzalez, Norma Torres-Gonzalez, Saman Mehrazar, Scott Silverman, Stephanie Lewis, Thania Montoya	
Review and Approval of Minutes	10/15/18 Consortium Meeting Minutes Approved – Lynn Harvey 1 <sup>st</sup> , Alexandra Morgan 2 <sup>nd</sup>	
Welcome/Introductions/Agenda/Approval of Minutes		
3:30 – 3:55	Anthony Fuller	
Discussion	Member check-in, review of agenda, approval of minutes and public comments. Introduction of guests.	
	<ul style="list-style-type: none"> <li>Anthony welcomed group and requested that all present introduce themselves by giving their name and program affiliation.</li> </ul>	
Action Items	Person Responsible	Deadline
n/a		
Distribution of AEP Budget Expenditures		
3:55 – 4:00	Lorena Martin, Saman Mehrazar	
Discussion	Budget and expenditure updates reported out to group.	
	<ul style="list-style-type: none"> <li>Consortium member year-to-date expenditures for SMC is 9%. Consortium member year-to-date expenditures for SMMUSD AEC is 6%.</li> </ul>	
Action Items	Person Responsible	Deadline
n/a		
Initial Overview of “DRAFT” 3-Year Plan		
4:00 - 4:15	Dr. Dione Carter	
Discussion	Dione walked through 3-Year planning documents and gave overview of upcoming planning stages.	
	<ul style="list-style-type: none"> <li>Planning documents include the 2018-19 Annual Plan for the Santa Monica Regional Consortium for Adult Education, Consortium Three-Year Plan 2019-2022 Template, Consortium Program Quality Self-Assessment and Consortium Three-Year Planning Guidance 2019-2022.</li> <li>Upcoming Planning Stages <ul style="list-style-type: none"> <li>3-Year Plan Community Need and Current Customers, Area 1 (December/February)</li> <li>Goals &amp; Strategies (March)</li> <li>Piloting &amp; Implementation (April)</li> <li>Finalize draft of 3-Year Plan</li> <li>Plan Submission - by 6/9/19</li> </ul> </li> <li>SMRC will partner with community, businesses and school district to create equitable pathways. Goal is to collectively assess needs and to prepare students for college and the workforce. Employment is essential. Reevaluate partnerships and evolve deeper relationships with students and partners.</li> <li>Plan will speak to who we are, who we serve, who we need to serve and what type of programs we offer in certain categories.</li> <li>Areas of funding include ABE/ASE, ESL Citizenship, Workforce Prep, Programs for adults with disabilities (DSS courses), and Short-Term Vocational</li> <li>Governing Board will make final decisions with input from group members.</li> </ul>	
Action Items	Person Responsible	Deadline
Read planning documents	All	2/11/19
Adult Education Research & Data Tools to Guide Future Planning		
4:15-5:00	Dr. Hannah Lawler, Dean, Institutional Research, SMC	
Discussion	Dr. Lawler introduced herself and gave brief introduction to data tools that may be used to inform and guide adult education regional planning.	

<ul style="list-style-type: none"> <li>• Data tools to inform Adult Ed regional planning provide evidence and justification.</li> <li>• Use tools to inform data conversations to help inform larger questions. What workforce needs are not met? Are jobs available for programs in development?</li> <li>• Tools available through United States Census Bureau, Centers of Excellence and California Community Colleges LaunchBoard.</li> <li>• Group members participated in exercises listed below -             <ul style="list-style-type: none"> <li>• American Fact Finder (Who are my potential students?)</li> <li>• Labor Market Supply &amp; Demand (What workforce needs of the community are unaddressed?)</li> <li>• Adult Education LaunchBoard (How effective is my program?)</li> </ul> </li> </ul>		
Action Items	Person Responsible	Deadline
n/a		
<b>Governing Board Meeting</b>		
5:00 – 6:00	Governing Board	
Discussion	Closed Session Governing Board meeting.	
<ul style="list-style-type: none"> <li>•</li> </ul>		