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| **SMRC for Adult Education Monthly Meeting** |
| **11.16.2020** | **3:00pm – 4:30pm** | **Online ZOOM Meeting** |
| Meeting called by | Devon Smith & Scott Silverman |
| Type of meeting | Consortia – Monthly Meeting |
| Facilitator | Ashley Mejia, Anthony Fuller |
| Note taker | Lorena Martin |
| Timekeeper | Lorena Martin |
| Attendees(Zoom Chat Entry) | Alejandra Hernandez, Anthony Fuller, Ashley Mejia, Devon Smith, Harmony Rousseau, Karen Mitchell, Jennifer Villaryo, Laura Buhl, Lois Bostwick, Liz Koenig, Lorena Martin, Luis Jauregui, Maria Leon-Vazquez, Nancy Bender, Nataly Gonzalez, Norma Torres-Gonzalez, Olga Saucedo, Patricia Hernandez, Saman Mehrazar, Scott Silverman, Vicky Wozniak |
| Review/Approval of Minutes | N/A  |
| **Welcome, establishment of meeting norms** |
| 3:00 - 3:05pm | Anthony Fuller |
| Discussion | Introductions and brief comments |
| * Anthony Fuller: Welcome and meeting norms.
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| Conclusions | General welcome and establishment of meeting norms. |
| Action Items | Person Responsible | Deadline |
| None |   |   |
| **Calendar Year-End Annual Plan Progress Report** |
| 3:05 - 3:25pm | Ashley Mejia, Anthony Fuller, Lizbeth Koenig, Patricia Hernandez |
| Discussion | Professional Development, Marketing, Partnerships, Remote Instruction and Budget Expenditures |
| * Ashley Mejia: Shared regarding program progress and thanked partners for support. Two new certificate programs added. Classes have been successful, have good enrollment and continue to expand even in a remote setting. Current 3-Year Plan objectives are to develop new certificate programs, enhance counseling support and relationship with AEC, alignment between agencies and promote best practices. SMRC Referral and Tracking system has been rolled out. Marketing efforts include; virtual platforms, marketing workgroup, recruitment, outreach, SMC Welcome, ready to work webinars SM, Chrysalis employment presentation, updated website, and internal departmental branding. Professional development participation continues with a focus on curriculum and equity. Planned participation in CALPRO equity series as a joint effort with administration, classified and faculty. Annual plan executive summary has been changed to meet the needs of the current world focusing on workforce, career ed opportunities, transition to distance learning, counseling, building data and research infrastructure and an intentional focus on racial equity. Updates regarding completed projects, counseling, career fair, partnerships, EPIC Virtual Coffee Break, City of Santa Monica Employment webinars and partner presentations.
* Anthony Fuller: Participation in professional development opportunities include CAEP Summit, Technology Learning Communities (TLC), Professional Learning Communities and training in support of distance learning. Marketing efforts focus on identification of future clients and strategies to reach newly identified clients. Consideration is being given to working with an outside marketing firm to support marketing efforts. Outreach for basic skills and diploma programs focus on retention. Work with partners is ongoing. Chrysalis presentation last week. Amazon presentation this week highlighting available employment opportunities. Creation of an adult school YouTube channel in response to current situation and conversations with faculty. Remote instruction is an incredible blessing because of everyone on adult school staff. New ESL curriculum selected to better align needs with online instruction. TLC focuses on problems, tasks and how to teach students. Most of our role has focused on ESL and Citizenship programs. New distance learning format forced staff to rise to the occasion and supports sharing based on student need. Basic Computer Literacy class is a new course offering. Course born out of TLC meeting conversations and identified basic digital literacy needs required for student success in adult school courses. Team collaboration efforts in a more effective manner is reflected. I hope to be able to evaluate effectiveness in the second semester. Does not look like we will be able to get back to face to face. Participation in WASC accreditation mid-cycle review is allowing us to evaluate the program now.
* Lizbeth Koenig: All noncredit ESL fully distance education compliant and approved. Supports program improvement with the option to accelerate. Possible program options with a lot of flexibility.
* Patricia Hernandez: Biweekly TLC meeting topics include; introduction to Loom, Screen Castify, YouTube for the classroom, Zoom Tips (polling and recording), fillable documents, TOPSpro, and Using CASAS student test scores to inform classroom instruction. Participation in CATESOL by ESL and Citizenship teachers to stay abreast of developments in our field. Presenting at CATESOL on student online assessment. Collaboration development between SMC and AEC is ongoing. A number of AEC students registered and successfully completed SMC Noncredit courses. Online counseling presentations facilitated online. Summer collaboration increased. AEC faculty encourage students to enroll in SMC. AEC staff follow procedures and guidelines in support of SMRC Referral & Tracking system (student information to administration, counselor confirms interest, staff utilize form to send automatic notification, SMC counseling staff reach out to AEC students). Citizenship students spoke highly of the SMC process, classes, instructor and were very proud of attending.
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| Conclusions | Professional development, marketing, partnerships, remote instruction and budget expenditures objectives summarized and shared with the group.  |
| Action Items | Person Responsible | Deadline |
| None |  |  |
| **Winter and Spring 2021 Offering of classes at SMC and AEC** |
| 3:25 - 3:40pm | Ashley Mejia, Anthony Fuller |
| Discussion | Comments regarding Winter and Spring 2021 offering of classes at SMC and AEC*.* |
| * Ashley Mejia: Winter and spring semester ESL classes to be offered in the evenings. Two sustainability programs with registration underway in two weeks. Spring enrollment with very similar course offerings.
* Anthony Fuller: Basic computer Literacy is a new course offering for AEC. May branch out to more than one.
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| Conclusions | Updates on Winter and Spring offering of classes at SMC and AEC. |
| Action Items | Person Responsible | Deadline |
| None |  |  |

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| **Community Outreach in a Remote Environment** |
| 3:40-3:55pm | Devon Smith, Scott Silverman |
| Discussion | Comments regarding how to Engage our Community and Industry Partners. |
| * Devon Smith: Proud of great work and eager to pick back up with partners. Partner events allow time and space to deepen our relationship as we work together. Not a lot of folks attended the event, but thank all that participated. A spring partner event is being planned and all to be invited. Event Members actively participated and shared in engagement activities. Winners provided a swag bag as a prize.
* Scott Silverman: Partner events allow for opportunities to reach out and engage people. SMC Noncredit staff participated in a Karaoke Social. It is an opportunity for finding fun things that we can do together online. Wheel of Fortune works great as a breakout activity. Ability to convert in-person activities to online activities. Recommends more engagement and outreach so as to not lose traction and leveraging each other to engage the community. Economy will have more struggles for people ahead. How to get more people at the table?
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| Conclusions | Updates and suggestions regarding how to Engage our Community and Industry Partners. |
| Action Items | Person Responsible | Deadline |
| Spring Partner Event Planning | Devon Smith | 2/1/20 |

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| **Professional Development Agenda for Spring 2021** |
| 3:55-4:10 | Ashley Mejia, Anthony Fuller |
| Discussion | Comments regarding professional development agenda for Spring 2021. |
| * Ashley Mejia: CALPRO 16 hour professional development course planned for the spring as a SMRC partner activity. First time the state has done professional development specifically based on equity. With help from WestEd and Institutional research our focus is on practices that are reflective of outcome, center around equity and help all students in an equitable manner.
* Anthony Fuller: AEC is looking forward to CALPRO training. AEC students do not really reflect the population in Santa Monica. Santa Monica reflects a rapidly gentrifying community. In the spring we will conduct a program evaluation with a reflection on outcomes. Basic skills and diploma programs lost people. AEC will focus on marketing to find and target people. Faculty evaluation will be based on the current classroom environment which is different now. Program improvement with critical eyes to figure out how to improve.
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| Conclusions | Group members informed regarding professional development agenda. |
| Action Items | Person Responsible | Deadline |
| None |  |  |

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| **Google Referral & Tracking Tool Expansion to Community Partners** |
| 4:10-4:25pm | Devon Smith, Scott Silverman |
| Discussion | Pilot the interagency SMRC Referral and Tracking tool with SMC and AEC. |
| * Devon Smith: Google Referral & Tracking tool previously presented to consortia. Follow-up at the last meeting and sharing of the final product. At this point, SMRC Governing Board will be talking about adding other partners to use this tool. Planning to add agencies systematically one at a time. We are going slowly and will be reaching out to partners with invitation to participate and training opportunities.
* Scott Silverman: If your agency feels ready to participate, please reach out. Sharing information in a way that is appropriate and with student permission to enroll in the other program. Works well for the transfer of information and data from one agency to another. It is hoped that by the end of the year a few more partners will join and roll out from there.
* Lorena Martin: Comments with brief introduction to Google Referral & Tracking tool. Shared advantages of available reports and charts available through Google Forms.
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| Conclusions | Agencies were informed and asked to consider participation. |
| Action Items | Person Responsible | Deadline |
| Onboard agency to participate in SMRC Google Referral & Tracking Tool. | Ashley Mejia, Devon Smith | 1/8/21 |

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| **Closing Comments** |
| 4:25 - 4:30pm | Anthony Fuller |
| Discussion | Meeting participants invited to make closing comments. |
| * Nancy Bender, Santa Monica Public Library: Shared library updates including availability of curbside pickup, telephone support, email assistance regarding accessing materials, availability of technology one-off question support. The library is still closed, but available for limited services. Shared contact information.
* Alejandra Hernandez, Chrysalis: Shared employment opportunities with project room key. Currently a lot of opportunities for supplemental income for evening work (3-11pm, 11-7am). Pay is $ 18 dollars an hour and temporary through January. Document containing hiring and how to enroll shared in chat. Available employment opportunities for maintenance, front desk, guest escort, safety training, and daily operations. Register through Chrysalis. Shared contact information
* Karen Mitchell, Hospitality Training Academy: Available to help anyone who is looking for a job, resume creation, or mock interview. Open to help!
* Laura Buhl, AEC: Inquired regarding distance learning approval. How does that happen?
* Lizbeth Koenig, SMC: For SMC Noncredit through the Chancellor's office in response to Laura’s question.
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| Conclusions | Meeting participants asked questions and shared information regarding program services. |
| Action Items | Person Responsible | Deadline |
| None |  |  |