

SMRC for Adult Education Monthly Meeting			
9.21.2020		3:00pm – 4:30pm	Online ZOOM Meeting
Meeting called by	Dione Carter & Devon Smith		
Type of meeting	Consortia – Monthly Meeting		
Facilitator	Ashley Mejia, Anthony Fuller		
Note taker	Lorena Martin		
Timekeeper	Lorena Martin		
Attendees (Zoom Chat Entry)	Anabel Barba, Anthony Fuller, Ashley Mejia, Audra Wells, Bianca Smith, Devon Smith, Dione Carter, Harmony Rousseau, Karen Mitchell, Katherine Makinney, Kathy Zurich-Lunsford, Laura Buhl, Laura Delgado, Liz Koenig, Lorena Martin, Luis Jauregui, Lynn Harvey, Maria Leon-Vazquez, Monireh Nikoo, Nancy Bender, Nataly Gonzalez, Norma Torres-Gonzalez, Olga Saucedo, Patricia Arroyo, Patricia Hernandez, Saman Mehrazar, Scott Silverman, Stephanie Lewis, Vicky Wozniak		
Review/Approval of Minutes	N/A		
Welcome, establishment of meeting norms			
3:00 - 3:05pm	Anthony Fuller		
Discussion	Introductions and brief comments		
	<ul style="list-style-type: none"> <li>• Anthony Fuller: Welcome and meeting norms. Ashley Mejia, Devon Smith, Dione Carter, Lorena Martin and Saman Mehrazar: Introductions and welcome.</li> </ul>		
Conclusions	General welcome and establishment of meeting norms.		
Action Items	Person Responsible	Deadline	
None			
2020-2021 CAEP Annual Plan and Objectives			
3:05 - 3:25pm	Ashley Mejia, Anthony Fuller		
Discussion			
	<ul style="list-style-type: none"> <li>• Ashley Mejia: Annual plan activities are informed by 3-year plan. Continue to strengthen what has already been practiced. Work will take place to disaggregate data to see where disparities are and find the gaps. More concentrated effort in institutional research. Make a constituted effort to hire and train locally working with the city of Santa Monica. Support folks that are interested to get back into the workforce to understand the resources that are available. Strengthen our cross referrals to be more streamlined and more efficient.</li> <li>• Anthony Fuller: Activities also include Community Partners event with Devon Smith and leveraged resources with the city of Santa Monica. City of Santa Monica is making budget cuts with program changes.</li> <li>• Devon Smith: Will be rolling out partner events and looking to build partner events in consortium. Plan supports seamless transitions, acceleration, professional development, and partnerships.</li> </ul>		
Conclusions	Annual plan objectives summarized and shared with the group.		
Action Items	Person Responsible	Deadline	
Annual plan shared in chat	S. Mehrazar	Complete	

## Remote Operations, Distance Education, and Other Priorities for SMMUSD and SMC

3:25 - 3:40pm	Dione Carter, Devon Smith		
Discussion	Comments regarding current operational status & Summer/Fall 2020 program updates.		
<ul style="list-style-type: none"> <li>• Dione Carter: Programs facing statewide and local budget crises with a lot of change. Dione will be transitioning into another dean's role due to retirements and the process of reorganization throughout the college. Pending board approval, Dr. Scott Silverman will be assuming the role.</li> <li>• Devon Smith: Dr. Drati shared SMMUSD experience during the first week of school as an interesting transition, successful, with a lot of growing and learning. Zoom down on the first day of school! Amazing to see the professionalism, character and innovation to do work arounds. Looking at protocols for opening to be ready when guidance comes to reopen. Feedback and engagement has been heightened through this period. Engagement is different. Unexpected opportunity to close gaps. Applying what we are learning in a great way.</li> </ul>			
Conclusions	Updates on remote operations, distance education and priorities.		
Action Items	Person Responsible	Deadline	
None			

## City of Santa Monica Economic recovery Taskforce: Webinars on Sep. 23rd and Sept. 30th for the community

3:40-3:55pm	Ashley Mejia, Luis Jauregui		
Discussion	Comments regarding taskforce and upcoming webinar participation.		
<ul style="list-style-type: none"> <li>• Ashley Mejia: Actively participating in City of SM taskforce meetings. Joint event coming up/designed for folks that are looking for work or local training options. Agency to present general program overview and then split into breakout rooms. Webinar will be recorded and posted to the city website and SMC. Please share information with members in your programs. Hoping to have these more regularly to help people train and get hired locally, reenter the workforce or reskill. Will continue to be on the committee for the rest of year w/ updates at coming meetings. Can also conduct presentations of SMC Noncredit to your programs. Encouraging folks to enroll in transition class.</li> <li>• Luis Jauregui: Spanish will be on the 30th. Participants can visit the other agencies that we work with.</li> <li>• Dione Carter: Discussion about partnering with the homeless sector in Santa Monica for career preparation type needs. Discussions with the City of Santa Monica.</li> <li>• Ashley Mejia: There might be other taskforce grps that focus on that area. No specific conversation in this taskforce.</li> </ul>			
Conclusions	SMC and SMMUSD to participate in upcoming Recovery Taskforce webinars.		
Action Items	Person Responsible	Deadline	
Participation in Recovery Taskforce webinar	Ashley Mejia, Luis Jauregui, Lorena Martin, Olga Saucedo	9/30/20	

## Lead Faculty Updates: New Curriculum

3:55-4:05	Liz Koenig, Dr. P. Hernandez		
Discussion	English as a Second Language (ESL) curriculum alignment update.		
<ul style="list-style-type: none"> <li>• L Koenig: Alignment specifically in ESL programs. AEC changed books with SMC adjustment of books. Aligns pretty well with beginning and advanced being a little different. Shared information on Career Pathways and Ed Transition course. Early Care Ed and ESL have a very successful collaboration. Objectives include to listen to a lecture, take notes, and talk about a career.</li> <li>• P Hernandez: Instruction taking place through remote learning. Curriculum changes led to dev. of a successful biweekly Technology Learning Community (TLC) mtg. AEC changes supported need to reexamine the core text. Focus now on online materials &amp; training. AEC selected English in Action. New ESL conversation class with a focus on Digital Literacy includes real world digital literacy needs as well as safely accessing online learning resources.</li> <li>• A Fuller: Shared regarding AEC TLC meetings.</li> </ul>			
Conclusions	Group members informed regarding ESL curriculum alignment.		
Action Items	Person Responsible	Deadline	
None			

Google Referral & Tracking Tool Demo			
4:05-4:20pm	Devon Smith, Lorena Martin, Nataly Gonzalez		
Discussion	Demonstration of Google Referral and Tracking Tool.		
<ul style="list-style-type: none"> <li>• Lorena Martin: Demonstration of referral and tracking tool. Brief explanation regarding development and review of referral tracking. Tool created by SMRC group members using Google Forms. Lorena Martin and Nataly Gonzalez maintain form, process referrals, track referrals and provide reports.</li> <li>• Ashley Mejia: Replaced old product with this tracking tool. Partners aware of limitations and with everyone's help streamlined process. We want to be able to expand this program with everyone we have on call. We would like to onboard at least one agency.</li> <li>• Dione Carter: JVS (WDBs), Santa Monica Public Library and Chrysalis listed in plan. Reminded the Governing Board to start with one or all agencies listed.</li> </ul>			
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	
SMC Noncredit Initiatives Facebook Page - Walkthrough			
4:20 - 4:25pm	Luis Jauregui		
Discussion	Walkthrough of SMC Noncredit Initiatives Facebook page.		
<ul style="list-style-type: none"> <li>• Luis Jauregui: SMC Noncredit Initiatives Facebook page to promote workshops, enrollment dates, pictures, new registration information, contacts, and spread word on what is going on. SMC Go App facilitates sending out notifications using cell phones. Send a message through email to join.</li> </ul>			
Conclusions	Group members received information regarding the Facebook page and asked to join.		
Action Items	Person Responsible	Deadline	
None			
SMC Noncredit Initiatives Webpage - Walkthrough			
4:25 - 4:30pm	Nataly Gonzalez		
Discussion	Walkthrough of SMC Noncredit Initiatives webpage.		
<ul style="list-style-type: none"> <li>• Ashley Mejia and Nataly Gonzalez: Work is being done to revamp the pages on the SMC website. Specifically work to condense all of the text to make it more user friendly and include enrollment steps.</li> </ul>			
Conclusions	Group members received information regarding Noncredit Initiatives webpage.		
Action Items	Person Responsible	Deadline	
None			