

Santa Monica Regional Consortium for Adult Education Meeting		
4.16.2018	3:30-4:30 PM	Santa Monica College—Bundy Campus
Meeting called by	Dione Carter and Evan Bartelheim	
Type of meeting	Consortium Meeting	
Facilitator	Anthony Fuller	
Note taker	Lorena Martin	
Timekeeper	Anthony Fuller	
Attendees	Alexandra Morgan, Anthony Fuller, Christopher Gibson, Darcey Wark, Dione Carter, Evan Bartelheim, Flavia DeMello, Letitia Murphy, Lizbeth Koenig, Lois Bostwick, Lorena Martin, Lynn Harvey, Marissa Gee, Michael Bronstein, Nataly Gonzalez, Norma Torres-Gonzalez, Olga Saucedo, Patricia Hernandez, Saman Mehrazar, Scott Silverman	
Review and Approval of Minutes	3/05/18 Consortium Meeting Minutes Approved – Lynn Harvey 1 <sup>st</sup> , Marissa Gee 2 <sup>nd</sup>	
Welcome/Approval of Minutes/Public Comments/Announcements		
3:30 – 3:40	Dione Carter, Anthony Fuller	
Discussion	Member check-in, approval of minutes and public comments. Introduction of guests.	
	<ul style="list-style-type: none"> <li>Anthony Fuller and Evan Bartelheim shared regarding their Adult Education presentation to SMMUSD Board of Education. Presentation included adult education student speaker and sharing of SMRC newsletter.</li> <li>CALPRO Community of Practice: Accelerated Learning to Facilitate Career Pathways – Dione and Anthony to coordinate training location with Laura. SMC to offer Bundy campus for both trainings so that the regularly scheduled SMRC meeting can take place on 5/7/18. SMRC will perhaps cancel training and plan for next year if the minimum required number of participants is not met.</li> <li>Letitia Murphy introduced herself and shared regarding her teaching assignment at the Adult Education Center as an Adult Secondary Education teacher in the diploma lab. She spoke regarding the importance of adult secondary curriculum alignment and updating of outdated instructional materials. In addition, she brought up working towards A-G approval of secondary courses.</li> </ul>	
Action Items	Person Responsible	Deadline
Confirm CALPRO training location and registration minimum	Laura Manyweather	4/19/18
Confirm, promote training and register SMMUSD adult education participants	Lorena Martin	4/19/18
Budget and Expenditures Updates		
3:40 – 3:45	Anthony Fuller	
Discussion	Budget and expenditure updates reported out to group.	
	<ul style="list-style-type: none"> <li>16-17 &amp; 17-18 Current Spending</li> <li>18-19 Allocation</li> <li>Dione Carter – No annual plan due for 1819. Governing Board to convene to discuss SMRC Retreat and focus.</li> </ul>	
Action Items	Person Responsible	Deadline
SMRC Retreat – Possible dates, focus	Dione Carter Anthony Fuller	5/7/18
Noncredit Elder Care Update with Health Science Faculty		
3:45 - 3:55	Dione Carter, Scott Silverman	
Discussion	Noncredit Elder Care certificate update by Noncredit Older Adult/SMC Emeritus Associate Dean, Dr. Scott Silverman.	
	<ul style="list-style-type: none"> <li>Elder Care Certificate consists of three courses with a goal to complete within one semester. SMRC funding to develop curriculum for non-credit course. Tight timeframe for approval. If not spring then fall at SMC then to Chancellor's office.</li> </ul>	
Action Items	Person Responsible	Deadline
n/a		

SMC New Noncredit STV/WFP Course Certificates		
3:55-4:00	Dione Carter	
Discussion	Dione shared course description, planned enrollment policy and approval status. Group members very interested in new course offerings and asked several clarification questions.	
	<ul style="list-style-type: none"> <li>Sequence of two or more courses. Develop a noncredit certificate to prepare students in one year or less. Six-seven programs approved locally and lately at the state level. Class locations and times are to be determined shortly. All programs will be transcribed (SMC) plus paper certificate. Registration and enrollment procedures to be revisited.</li> </ul>	
Action Items	Person Responsible	Deadline
Student Interest Numbers Update	Natalie Gonzalez	May 7, 2018
Community Partner Event		
4:00 – 4:28	SMRC Governing Board	
Discussion	SMRC Governing Board members shared planning, purpose and proposed timeline of events. Group members asked questions and gave input.	
	<ul style="list-style-type: none"> <li>Dione Carter – Carla Fantozzi introduced Dione to the President of the Chamber of Commerce. Purpose of event is to help cultivate relationships with business and community partners. Event will be informational in format with intentional networking. The intent of AEBG is workforce readiness. What are our partner needs? Inform partners regarding noncredit course offerings. Partners to be invited to monthly SMRC meetings to promote more dynamic and diverse meetings.</li> <li>Anthony Fuller - Be informed and get informed! Members asked to help match and identify local business and community partners.</li> <li>Lynn Harvey – Search for and promote partner internship opportunities</li> <li>Evan Bartelheim – Event likely to be more helpful than a separate business and community partner advisory board meeting.</li> </ul>	
Action Items	Person Responsible	Deadline
Plan and Host Event Promote and Attend Event	Governing Board All Members	4/25/18
Wrap-Up		
4:28 – 4:30	Dione Carter and Anthony Fuller	
	<ul style="list-style-type: none"> <li>Community Partners Event – Request for referrals and please help market!</li> </ul>	
Action Items	Person Responsible	Deadline
Send Community Partner Event referrals to Sam Mehrazar or Lorena Martin.	All	4/24/2018