

Minutes (Public Meeting) General Meeting

SMRC for Adult Education Monthly Meeting		
4.25.22	3:00 pm – 4:30 pm	Online ZOOM Meeting
Meeting called by	Devon Smith	
Type of meeting	Consortia – Monthly Meeting	
Facilitator	Ashley Mejia, Anthony Fuller	
Note taker	Lorena Martin	
Timekeeper	Lorena Martin	
Attendees	Alexandra Hernandez, Alexandra Morgan, Anthony Fuller, Ashley Mejia, Audra Wells, Devon Smith, Karen Mitchell, Kathy Zurich-Lunsford, Laura Buhl, Liz Koenig, Lois Bostwick, Lorena Martin, Luis Jauregui, Lynn Harvey, Nancy Herrera-Santacruz, Olga Saucedo, Patricia Hernandez, Saman Mehrazar, Scott Silverman	
Review/Approval of Minutes	2/28/22 General Meeting: Ashley Mejia, 1st - Patricia Hernandez, 2nd - No Objections	

Welcome, Establishment of Meeting Norms		
3:00 - 3:05 pm	Anthony Fuller	
Discussion	Meeting opened, members welcomed and meeting norms were communicated.	
	<ul style="list-style-type: none"> Anthony Fuller: Welcomed participants. Members asked to introduce themselves and share trips or special events. 	
Conclusions	Participants were welcomed and given the opportunity to share at the meeting.	
Action Items	Person Responsible	Deadline
N/A		

District Updates		
3:05 - 3:15 pm	Devon Smith, Scott Silverman	
Discussion	Brief District updates for each program.	
	<ul style="list-style-type: none"> Devon Smith (SMMUSD): District is doing well. It is testing season and career technical education grant season. Building is still happening, especially at SAMOHI. Expanded career technical education in Malibu with three new courses with a dual enrollment pathway. Film, TV and Multimedia now developed as pathways. Scott Silverman (SMC Noncredit): Opening up more classes with thirty percent of classes on the ground by fall. Hyflex pilot starting in the fall. Maybe know more about enrollment trends next fall. Lorena Martin: Summer session will not be offered at the Adult Education Center (AEC). Fall classes begin August 22nd. Summer flier for AEC students to be created and shared. Requested SMC Noncredit summer schedule. 	
Conclusions	Group members received information regarding District updates.	
Action Items	Person Responsible	Deadline
SMC Noncredit summer schedule to Lorena Martin	Saman Mehrazar	5/6/22

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CFAD Certification		
3:15 - 3:20 pm	Ashley Mejia	
Discussion	Summary of CFAD guidelines, requirements and due dates.	
	<ul style="list-style-type: none"> Ashley Mejia: Brief explanation of how funding is received. Review of shared funding received last year and what is expected to be received this year. Maintenance funds for AEC explains the higher funding amount for AEC. 	
Conclusions	Group members were informed regarding funding, CFAD certification and submission. Group members were in agreement with the funding summary.	
Action Items	Person Responsible	Deadline
CFAD certified and submitted	Ashley Mejia Devon Smith	5/2/22

SMC Open House, May 14th		
3:20 - 3:25 pm	Ashley Mejia	
Discussion	Brief summary of event and invitation to attend open house.	
	<ul style="list-style-type: none"> Ashley Mejia: Shared information regarding upcoming open house. Event designed to get people back on ground. Resource fair on lawn with mini presentations in different areas of interest. Parking is free. Encourage students to go. Great opportunity to see the main campus and different pathways available. 	
Conclusions	Group members were informed regarding the upcoming event and asked to share with students.	
Action Items	Person Responsible	Deadline
AEC to share information with faculty, staff and students.	Lorena Martin	5/6/22

SMC Age Friendly University		
3:25 - 3:35 pm	Scott Silverman	
Discussion	SMC recognized as an Age-Friendly University Global Network participant.	
	<ul style="list-style-type: none"> Scott Silverman: Focus on supporting students that are post-traditional (emeritus, all noncredit and credit). Only community college so far. Opportunities to look for interaction with post-traditional and traditional students to support students of any age. Clearly a byproduct of the work we are doing. Ashley Mejia: A lot of this work is already being done in noncredit to prepare for post-pandemic needs of students to transition to college. Devon Smith: Congratulations! Recognition is meaningful for our roles together to help advance our students. Speaks to the work that is already happening. 	
Conclusions	Participants made comments and asked clarifying questions.	
Action Items	Person Responsible	Deadline
N/A		

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SMC Noncredit Student Resource Guide		
3:35 - 3:45 pm	Ashley Mejia	
Discussion	SMC Noncredit Student Resource Guide is a summary of available resources.	
<ul style="list-style-type: none"> Ashley Mejia: Resource guide now available as a booklet in addition to a digital version. Sharing with as many people as possible to promote community resources and SMC programs. External services and resources available to all students, not only SMC students. Request for instructors that teach in-person to please distribute to as many students as possible so that students understand what opportunities are available. Thank you to the counseling team to put together. 		
Conclusions	Student Resource Guide shared with group and members asked to distribute.	
Action Items		Person Responsible
Request SMC Resource Guides from Sam Mehrazar and distribute to AEC counselor, faculty, staff and students.		5/6/22

Overview: Themes in Surveys and Joint Professional Development		
3:45 - 4:00 pm	Ashley Mejia	
Discussion	Review and report out of survey themes and joint faculty professional development.	
<ul style="list-style-type: none"> Ashley Mejia: Posted on SMRC website. Survey themes identified. Opportunity to talk about strategies to address the five theme areas. Survey highlights shared through SMRC April 25, 2022 PowerPoint presentation. Themes from joint professional development meeting include; support for different students, computer lab open access, Hyflex pilot, keeping students active and having a sense of community and belonging, transition support, student speakers, guest speakers and student support in program navigation. Hyflex will first be introduced as a pilot to figure out what works. Scott Silverman: Forty people have applied with ten to eleven of those to be selected for the hyflex pilot. Debate regarding best rooms or second best equipped rooms for Hyflex instruction. AV expenses are massive and are a tricky question. Plan to put on one of our agendas to talk more about it. Patricia Hernandez: Really good summary of joint professional development meeting by Ashley. It is important for students to be able to interact with students online and in-person through Hyflex. Happy to hear about SMC credit hyflex pilot. Liz Koenig: Shared comments regarding joint professional development. Predictable routine works best for online instruction and helps students integrate into class. Gives a brief description of Hyflex. Will Bundy be represented in hyflex? 		
Conclusions	Members asked clarifying questions regarding Hyflex.	
Action Items		Person Responsible
N/A		

Joint PD Opportunities: Cultural Responsiveness & Canvas Support	
4:00 - 4:10 pm	Ashley Mejia
Discussion	Student support through cultural responsiveness and Canvas implementation.

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- Ashley Mejia: There is a survey question that came up for both agencies. Might be how the question frazed. The Governing Board agreed to conduct a student focus group. Not one good way to meet everyone's needs and a continuous learning process. What are the things we should be doing to be more welcoming to students? Those conversations are hard to have and definitely something to take a look at. There is a wide range of different countries, ethnicities and religions. Increase our ability to serve our students and honor students' requests. Canvas is important particularly for our AEC students transitioning to SMC. How to leverage the collective knowledge of SMC Noncredit for AEC students? Provide transitional services with dedicated SMC staff to help transition students? Pilot dual-enrollment for AEC students? Specifically, for adult AEC students that want to take credit class at the same time taking AEC class free of cost. A lot of learning that needs to happen on the consortia level and is exciting to start that conversation. Student focus group feedback used in an intentional way to use their voice to inform our decisions
- Shared Themes: Canvas/Computer Support, Career Services, Transitional Support, Differentiated Support Online/In-person etc., Community Building

Conclusions	The Governing Board agreed to conduct a student focus group.		
Action Items	Person Responsible	Deadline	
Student Focus Group	Ashley Mejia Anthony Fuller	9/1/22	

Breakout Rooms			
4:10 - 4:25 pm	All Attendees		
Discussion	Group members divided into breakout rooms supporting Canvas/Computer Support, Career Services, Transitional Support topics.		
	<ul style="list-style-type: none"> • Ashley Mejia: Members broke out into two rooms. Asked to collaborate and share feedback. • Breakout room 2: Devon Smith shared feedback in support of breakout room topic. • Breakout room 1: Ashley Mejia shared feedback in support of breakout room topic. 		
Conclusions	Members participated in breakout rooms and provided feedback. Group feedback communicated to the group by group leads. Members asked clarifying questions.		
Action Items	Person Responsible	Deadline	
N/A			

Public Announcements			
4:25 - 4:30 pm	All Attendees		
Discussion	Closing comments.		
	<ul style="list-style-type: none"> • Ashley Mejia: Requested updates from group members and thanked everyone for participating. 		
Conclusions	Members thanked for their participation.		
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N/A			

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