

**Coast Adult Education Consortium
Executive Committee Public Meeting**

Meeting Summary

Tuesday, December 13, 2016

8:00 - 9:00am

Coast Community College District Office, Conference Room E

Attendees

Coast Adult Education Consortium Executive Committee

Dr. Andreea Serban, Consortium Chair (Coast Community College District)

Steve Curiel, Consortium Vice Chair (Huntington Beach Union High School District/Adult School)

Mary Lou Vachet (Orange County Department of Education)

Kevin Ballinger (Orange Coast College)

Dr. Omid Pourzanjani (Golden West College)

Dr. Vince Rodriguez (Coastline Community College)

Connie Van Luit (Garden Grove Unified School District)

Vanessa Galey (Newport-Mesa Unified School District)

Faculty and Staff from Consortium Member Organizations

Dejah Swingle (Coast Community College District)

Phil Villamor (Huntington Beach Union High School District/Adult School)

Christina Kubes (Garden Grove Unified School District/Adult School)

Sara Head (Coast Community College District/Orange Coast College)

Members of the Public

Nancy Cook (Orange County Development Board, formerly Orange County Workforce Investment Board)

1. Roll Call

- Dr. Serban called the meeting to order at 8:00am.

2. Public Comment

- Nancy Cook noted that the WIOA draft Regional Plan is completed and is in internal review with the development board. Work has commenced on the local plans for the three Orange County WIBs. The local plans will be more specific with strategies for implementation.

3. Approval of minutes for the October 19, 2016 public meeting

- On a motion by Mary Lou Vachet, seconded by Kevin Ballinger, the minutes were unanimously approved.

4. Introduction of new grant staff

Dr. Serban introduced new AEBG project directors hired to date

- Sara Head, AEBG Project Director for Orange Coast College started in October.
- Larisa Sergeyeva, AEBG Project Director for Golden West College started on December 12.

Dr. Serban noted that the search for the Project Director for Coastline may need to be reopened. The budgeted district-level Project Director position will be opened at a later date.

5. Data & Accountability funding budget, work plan, and online budget - deadline was moved from December 20, 2016 to February 20, 2017

Dr. Serban and the members of the Executive Committee discussed

- Instructions, guidelines and the work plan budget template for were distributed for review. The guidance and instructions are intended to provide information to ensure submissions meet all legislative requirements, provide background and detail the submission process.
- The Executive Committee will meet on January 24 to work on the draft workplan and budget.
- Work plan objectives requiring responses will differ from the annual plan objectives and are primarily related to data and accountability reporting.
- The amount the consortium received for data and accountability in 2015/16 was \$376,642. The allocation may be spent through December 2017.

6. New data tracking and reporting and testing/assessment requirements

- Dr. Serban provided a summary of State direction and requirements discussed at the December 2 AEBG webinar. Key information included:
 - Alignment with WIOA
 - Tracking students that receive AEBG funded instruction, supports, or services.
 - Use federally approved assessment for any AEBG funded student with 12 hours or more of instruction in ABE, ASE, ESL.
 - No assessment is needed for CTE (unless it is part of contextualization) - will have more info on WIOA measurable skill gain in the CTE program area. The WIOA Title I measurable skill gains for CTE are different than WIOA Title II. State needs to review.
 - AWD and Parent success student may show up when pre-tested in ABE, ASE, ESL levels - we would need to find out via the pre-test.
 - Students with less than 12 hours will be tracked for supports, services, and instruction.
 - The State is still working on follow up/data matching - as this is still being worked on - AEBG consortia will not be required to perform local data matching at this time.
 - AEBG members will be required to upload and update student information into TOPSPro on regular intervals - weekly or monthly but not as last year at the end of the year.
 - Non-WIOA agencies will be given some lead time to ramp up to get TOPSPro in place, understand assessment processes, and attend webinars & regional training.
 - Field Data Teams will be created to have input into all these areas.
- Additional clarification is needed to identify students that will require tracking. Current guidelines state that consortia must track only students funded by AEBG for instructions and services/supports.
- Coordinated effort will be required among consortia members to implement the tracking process including integration of TOPSPro and related Banner functionality that will identify attributes and create profiles for those students who meet the criteria.
- Steve Curiel noted the importance of distinguishing between students being supported by AEBG versus those being supported by apportionment funds.
- Dr. Serban reviewed the TOPSPro estimated cost provided by CASAS which is based on the numbers the Consortium reported in August 2016 and a student record management fee of \$.40 per student.
- Until we have put the systems in place to have the information in Banner for Coast CCD, consortium members will continue to track students served through AEBG using spreadsheets and existing methods during the transition. Christina Kubes noted challenges with adult education students competing the CCCApply college admission application online and obtaining an ID number, primarily due to the adult education students' limited technical ability and language barriers.
- AEBG now requires pre and post testing from National Reporting System approved instruments for measurable skill gains in AEBG funded instruction.
- Dr. Serban distributed the Department of Education's list of approved assessments that will be required for all students.
- The goals for implementing data tracking and assessments are to provide mechanisms for increased outreach to adults served from multiple points of entry and to clearly define the "AEBG funded student".

7. Next Public Meeting

- Tuesday, February 14, 2017 at 8:00-9:00am,
Coast Community College District Office, Conference Room E

8. Working Meeting of the Executive Committee members and resource and grant staff

- January 24, 2017 at 3:00-4:30pm,
Coast Community College District Office, Conference Room E

9. Adjournment at 8:55am