

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

Meeting Summary

Tuesday, May 10, 2016

8:00 - 9:00am

Coast Community College District Office – Conference Room F

Attendees

Coast Adult Education Consortium Executive Committee

Dr. Andreea Serban, Consortium Chair (CCCD)

Steve Curiel, Consortium Vice Chair (Huntington Beach Adult School)

Mary Lou Vachet (OCDE)

Kevin Ballinger (Orange Coast College)

Dr. Omid Pourzanjani (Golden West College)

Connie Van Luit (via phone) (Garden Grove Adult School)

Vanessa Galey (Newport Mesa Adult School)

Dr. Vince Rodriguez (via phone) (Coastline Community College)

Faculty and Staff from Consortium Member Organizations

Dejah Swingle (CCCD)

Members of the Public

Barbara Neder (OC Public Library)

Wendy Weeks (Youth Employment Services)

Dr. Serban called the meeting to order at 8:08am.

1. Roll Call

2. Public Comment

There were no public comments

- Dr. Serban informed the group that the Orange County Sheriff's Department has approached the consortium to explore the possibility of collaborating. The Orange County Sheriff's Department runs inmate and reentry programs. Dr. Vince Rodriguez and Connie Van Luit expressed interested in having a meeting to discuss opportunities for collaboration.
- Dr. Serban will follow up to invite the representative from the Orange County Sheriff's Department to one of the upcoming working sessions of the Executive Committee.

3. Approval of minutes for the April 26, 2016 public meeting

- On a motion by Kevin Ballinger, seconded by Steve Curiel, the minutes were unanimously approved.

4. Revisions to the 2015-16 Annual Plan

- Dr. Serban presented and discussed the proposed revisions to the 2015-16 Annual Plan.
- The following activities that were partially completed or not completed in 2015-16 have been identified to continue or take place in 2016-17 and utilize the associated carryover funds:

Hiring of personnel to achieve the grant objectives and stated activities

- The recruitment for the positions identified for Coast Community College District through the 2015-16 Annual Plan will be conducted in summer 2016 with a target start date no later than August/September 2016.
- The recruitment of the two positions for Garden Grove Adult School has started in March 2016 and those positions are expected to be filled by end of August 2016.
- Huntington Beach Adult School recruited and hired for the three positions identified to be funded from the Consortium non-MOE allocation. However, because the individuals hired started two in March 2016 and one in April 2016, the amounts budgeted for their 2015-16 compensation is only partially expended in 2015-16, with the remainder being carried forward to be expended in 2016-17.

Technical infrastructure

As stated in the 2015-16 Annual Plan, the Consortium has started in February 2016 to explore the approach and system that is needed across the Consortium members to facilitate data tracking and analysis both in terms of data needed to track and report the performance measures identified in the grant requirements as well as additional data to allow the Consortium to assess the effectiveness of its strategies and programs. While this work has started in spring 2016, the majority will be performed in 2016-17. In addition, the technical infrastructure needed to be put in place at each Consortium member to fulfill the various aspects of the grant objectives will be performed in earnest in 2016-17.

Student support services

Several action plans listed in the 2015-16 Annual Plan under Objectives 3 (section 4.1c) and 4 (section 4.2) are dependent on having all grant related positions filled by all Consortium members. Thus these actions plans will be conducted in 2016-17 instead of 2015-16. Specifically, the following will be done in 2016-17:

- Improve transition counseling to career and/or academic pathways through the following:
 - Develop an outreach program for K12 Adult Education based on current model used by community colleges to conduct outreach to high schools
 - Implement early academic orientation and counseling for K12 Adult Education students to community college programs to prepare students for academic and career development.
 - Provide enhanced academic counseling and student transition by tailoring counseling plan to particular population needs:
 - Alignment of skills, abilities, and goals to pathways
 - Career counseling
 - Increased frequency of counseling appointments
 - Increased counselor involvement in transitions
 - Outreach to improve transition process
- Work with newly opened OCDE Charter School
- Coordinate with Coastline ROP
- Increase student awareness of the High School Diploma program through online school access

Professional development

While professional development activities have taken place in 2015-16, the Student Success Workshops noted in the 2015-16 Annual Plan will be conducted in 2016-17. Additional professional development

activities identified by faculty, teachers, and staff across the Consortium members will be planned for and conducted in 2016-17.

- On a motion by Dr. Omid Pourzanjani, seconded by Mary Lou Vachet, the proposed revisions to the 2015-16 Annual Plan were unanimously approved.

5. 2016-17 Annual Plan

- Work will begin on the preparation of the 2016-17 Annual Plan, which is due on July 15, 2016.
- A public meeting will be held on July 11, 2016 for review prior to its submission.
- The deadline for submission may be postponed by the State, in which case a second public meeting will be scheduled prior to submission.

The meeting adjourned at 8:50am.

Next Public Meeting

Monday, July 11, 2016 8-9am, Coast Community College District Office - Conference Room E