



CHAFFEY REGIONAL ADULT EDUCATION CONSORTIUM

*Chaffey Joint Union – Chino Valley Unified – Fontana Unified – Upland Unified –
Baldy View ROP
Chaffey Community College*

Meeting Agenda

February 27, 2019, 12:30 p.m. Chaffey Adult School

- * = Decisions to be made or action items
- ___ = Materials/documents provided

- I. Welcome/Introductions

- II. Approval of Agenda*

- III. Approval of Meeting Minutes from January 16, 2019*. Attendees: Cindy Gleason, Todd Haag, Carl Hampton, Matt Morin, Aaron Dover, Adder Argueta
Others: Dana Galloway (Program Coordinator)

- IV. Public Comment

- V. Member Comment

- VI. Consent Items

- VII. Consortium Self-Assessment tool
Review of results

- VIII. Data Group meeting*
Next meeting: March 6, Chaffey Adult School campus
We are getting answers to our questions and coming to consensus on definitions. WestEd will attend the meeting.

What to submit for D & A Best Practice? Ideas: Data Groupies; electronic ID system at FAS; other??

- IX. Website revisions*
Update is now complete. [Need formal approval of Kimberly to continue to work with us](#); cost is estimated at under \$500/year per her quote (\$50/hr.)
Please put consortium and CAEP logos on your website!
- X. ESL Networking Event: April 19, 2019*
[Need approval of funds for expenses](#) (breakfast, supplies, teachers' hourly, door prizes, ??)
Dana already has some donations.
Laura Alvarado is working with us as Chaffey College representative.
- XI. Marketing plan/promotional items*
We would like to have some items for the ESL networking event
Should we have Andi work on school fact sheets? (adult schools)
- XII. Fiscal planning
Feb. 22 meeting was successful. Final meeting on Wed., March 13, 8:30 a.m., Chaffey Adult School. CFAD is due by May 2.
- XIII. Approval of consortium-wide funds*:
 - Legislative Day (CCAEE,) April 8-9, Sacramento (approved) Attending: FAS (1 admin + 3 students); others?
 - CCAE State Conference, April 25 – 27, San Diego (approved) [Need approval of funds for ESL presentation expenses \(planning, travel, mileage, supplies; does this include the presentation time itself?\)](#)
 - CASAS, June 11-13, Garden Grove (approved)
 - How much was the invoice for dual-enrolled Chaffey college students for fall semester?
- XIV. Debrief:
Todd: CAEAA conference, Sacramento
Dana: San Bernardino consortium director's meeting (Feb. 20)
- XV. Three-Year Planning* (about 2 p.m.)
WestEd proposal for: 3-Year Plan; ongoing support 2020 – 2023 (Greg Hill)
[Need to approve funds.](#)

Information Items- Announcements/Calendar of Events:

April 8-9: CCAE Legislative Day, Sacramento

April 25-27: CCAE State Conference, San Diego (Consortium ESL presentation)

June 11-13: CASAS Summer Institute (possible dual-enrollment presentation Dana/Matt)

Upcoming Deliverables:

March 1: Q2 Member expense reports and 16/17 closeout (**submit by Mar. 8**)

March 31: Certification by consortium of Q2 member expense reports and 16/17 closeout

Apr 30: Student data due in TOPSPro (Q3)

May 2: CFADs for 2019-20 due

XVI. Other

Fiscal/Allocation CFAD meeting: Chaffey Adult School, 8:30 – 10:30 a.m. March 13, 2019

Next regular meeting: April 10, 2019

Materials:

Consortium Program Quality Self-Assessment results

Marketing Plan proposal

WestEd proposal