



WEST END CORRIDOR
CHAFFEY REGIONAL ADULT EDUCATION CONSORTIUM

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

Meeting Minutes

January 15, 2020 12:30 p.m. Chaffey Adult School

* = Decisions to be made or action items

___ = Materials/documents provided

I. Welcome/Introductions

The meeting was called to order at 12:30 p.m. Members Present: Todd Haag, Cynthia Gleason, Carl Hampton, Andrew Stager, Rose Bomentre, Matt Morin. Others: Dana Galloway, Program Coordinator; Cindy Prentice, Program Manager, SBCSS-ROP (County Office of Ed.)

II. Approval of Agenda*

Moved to approve with addition to Member Comment--Cindy will provide information on upcoming events: Matt; Seconded: Cindy. Motion approved.

III. Approval of Meeting Minutes from December 11, 2019*.

Moved to approve with no changes: Matt; Seconded: Andrew. Motion approved.

IV. Public Comment

Cindy Prentice mentioned that the County Office is busy due to restructuring and replacing/adding positions.

V. Member Comment

Carl suggested that those of the group applying for the WIOA II grant (all 4 adult schools) consider a coordinated response to the questions regarding collaboration with the county WDB, how adult education fits into the local workforce plan, and coordination with local AJCC's. (See pp. 39 and 50 of the RFA document posted on the CDE website.) Todd suggested building on the responses to these questions given on the application 3 years ago. Dana suggested that schools attend the WIOA application workshop that will be hosted by Corona-Norco Adult School on January 27. San Bernardino county agencies can work together on their responses. Dana will also ask the San Bernardino county CAEP directors for their input at their meeting on January 22.

Cindy showed the group a flyer regarding the upcoming GED 2020 Annual Conference to be held in Atlanta in July. Members thought that there should be something planned for California but nothing was found. Dana reported that GED will send someone out to do a local training, such as the one that Debi Faucett did at CAS last fall. She will contact Ms. Fawcett to discuss the possibility of conducting a regional training. Cindy asked if others had received information on the Vanco Events platform for ASAP users and if they thought it would be useful, possibly to keep track of services received by students. Todd reported that his secretary didn't think it would work with the current ASAP system. There will be a webinar on Jan. 22 at 1 p.m. Other information shared consisted of: TAD free tax preparation service; Goodwill So Cal hiring event, Victorville; WIOA Generation Go! Goodwill So Cal Youth Opportunity Program in Victorville. Dana will forward all flyers to members electronically.

Dana reported that notification was just sent from CAEP indicating that the Governor's budget lists a 2.29% COLA for the CCCCCO; this will filter down to CAEP. These are initial figures and the budget will undergo further revision. Todd mentioned that the 2019-20 CAEP funds for July – December have just been released by the state and should reach member districts soon (via CJUHSD) and remaining amounts will be received monthly.

Dana asked if anyone was planning to attend the San Bernardino State of the County Regional Business Summit, February 5. Several members responded that either they or someone from their agency will attend.

VI. Consent Items

None.

VII. Agency updates

BVROP- CASAS testing will replace TABE as of July 1, 2020, for MA, LVN, and Supply Chain programs.

Career Pathways certification training will be held on February 13 & 14. BVROP has invited administrators, counselors, and classified personnel within the JPA and will invite Fontana USD. SB 972 & 316; youth mental health & suicide prevention and domestic & dating abuse. Student ID cards (if issued) for k-12 and college must list local resource centers and crisis numbers on the back. Rose sent members an example of what is used at BVROP. Rose will soon be certified in mental health first aid for adults (ages 18-24.)

The Supply Chain Fundamentals class is now scheduled to begin on January 27. Rose has emailed the new flyer to everyone and would appreciate efforts to refer interested students.

CAS- The WASC mid-year visit will take place in late February. CAS now has a new counseling/student services center that will be called the Access Center for Continuing Education and Workforce Training.

CVAS- The new HVAC cohort started this past Monday with 28 students. EMT starts tonight. Fire Science was cancelled due to lack of interest. Carl commented that the Chaffey College catalog is somewhat confusing as to class locations; the "other" (off-campus) category does not lend itself to students locating a given class within their community. Matt agreed and made a note of this.

FAS- Fontana will host a CALPRO training on "Evidence-Based Writing Instruction for ABE/ASE" to start in February. It is a blended online/in person program. Dana will forward the information electronically to all members. Cindy also mentioned that the East Valley AJCC will visit their campus to work with students; other agencies can contact their local AJCC's.

UAS- UUSD (Adult School) is going to apply for the WIOA II grant. They are in the process of replacing ESL teachers and are going to add ESL and Parenting classes at Citrus Elementary.
Chaffey College- The data project (tracking adult student transitions to the college) seems to be getting pushed aside in favor of urgent projects requested by people at high levels at the college. Matt continues to work on this and apply whatever pressure he can so that the project gets completed.

VIII. Final notes from ESL Event: Dec. 6

Dana distributed notes generated during the event, as well as the updated WECC ESL Programs grid. The grid represents a lot of work and communication back and forth with the college ESL teachers, and it is a huge step forward for the consortium. Many of the college ESL classes are now non-credit due to the work that has been done at the consortium level. Matt and Laura Alvarado are working on co-locating college ESL classes at the adult schools (exception of Upland) as early as this summer or fall.

Next Steps: Teachers showed great interest in visiting one another's sites, and Dana will work with Laura and adult school admins to get the ball rolling on this. Dana will email materials shared today to members and Curriculum Institute participants.

IX. Professional Development
Future Events

The group is interested in organizing training/collaboration for HSE teachers as discussed above. Dana will pursue this with spring 2020 as the target date.

An ESL teacher event where participants can receive training, network and share ideas, will be planned for fall 2020.

CASAS Summer Institute registration is now open; early bird price of \$500 is through February 17. Question regarding how many from each agency would be covered by WECC funds. Keep in mind that CASAS is better suited to data and admin/program coordinator staff than teachers. Depending on the size of the school, usually 6-8 staff members attend this event.

CCA State Conference is valuable for teachers as well as other staff, and all attendees regardless of position are encouraged to join the organization. See information on membership at: <https://www.ccaestate.org/join-renew-membership> Registration is now open at a discount (\$449) and will increase by \$150 after the first 450 people register. Since the conference will be held in Sacramento and significant travel expenses will be incurred, numbers should be fewer than for CASAS. The State Conference is being held in conjunction with Legislative Day on April 23. This will be discussed further at the next meeting.

X. Data System Quality Improvement (Greg Hill Jr., WestEd)

Dana relayed the following information for Greg:

Request for student data (TOPSpro): Greg is taking a step back and starting by informing the leadership group of what he needs rather than going directly to the Data Groupies, who may not have the authority to provide the data. Dana reviewed Greg's justification for this data and

questions that he hopes to answer through its analysis. Members requested a checklist of exactly what he needs and when; Dana will distribute this when she receives it.

Chaffey College transition data project: *See above under Agency Updates.*

Mid-Year Data Review: *Will take place at (or around) the next meeting, barring any delays in receiving the data.*

XI. WECC Website Updates (Dana)

Due to the need to separate the WECC website from Alan Helfman/AES, Dana is working on identifying the options with the priority of keeping the same domain name (westendcorridor.org) and maintaining local control. This is complicated and progress will be reported at the next meeting. Meanwhile, the website narrative, documents, and pictures have all been updated recently.

XII. Other

Matt reported that he recently attended a meeting with Neil Kelly and others at the Chancellor's Office regarding implementation of SB554. In a nutshell, the community college system is not set up to track SB554 students for apportionment so Chaffey College has been tasked with figuring out how to do this within the MIS system, and possibly sharing their information with the rest of the state.

Meeting adjourned at 2:30 p.m.

Information Items- Announcements/Calendar of Events:

Upcoming events:

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|----------------------|--------------------------------------|
| January 24: | CASAS EL Civics workshops start |
| January (29), 30-31: | CAEAA State Conference, Sacramento |
| February 5: | (TE Networking, CNAS) |
| February 12: | WIOA/ACSA Networking, RCOE |
| February 28: | MIS Data Training Workshop, SBVC |
| April 22-23: | Legislative Day, Sacramento |
| April 23-25: | CCAIE State Conference, Sacramento |
| June 23-25: | CASAS Summer Institute, Garden Grove |

WECC Leadership Meeting Calendar:

February 26, April 8, May 6

Upcoming Deliverables:

January 2020

- **Jan 31:** Q2 Student Data due (CAEP DIR to CASAS)

February 2020

- **Feb 28:** Preliminary allocations for 2020-21 and 2021-22 released by this date

March 2020

- **Mar 1:** 17/18 and 18/19 and 19/20 Member Expense Report due in NOVA (Q2)
- **Mar 1:** Close out of 17/18 Member Funds due in NOVA
- **Mar 31:** 17/18 and 18/19 and 19/20 Member Expense Report certified by Consortia by NOVA (Q2)
- **Mar 31:** Close out of 17/18 funds in NOVA certified by Consortia in NOVA
- **Mar 31:** End of Q3

Next regular meeting: February 26, 2020

Materials provided:

Notes from ESL Curriculum Institute
Emails from Greg Hill Jr. re: Data System Improvement project