



WEST END CORRIDOR
CHAFFEY REGIONAL ADULT EDUCATION CONSORTIUM

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

Executive Committee Meeting Minutes

December 9, 2020 12:30 p.m. Via Zoom

- * = Vote to be taken or action item
- ___ = Materials/documents provided

I. Welcome/Introductions

The meeting was called to order at 12:30 p.m.

Members present: Todd Haag, Carl Hampton, Cindy Gleason, Rose Bomentre, Andrew Stager, Matt Morin. Others: Laura Alvarado (Chaffey College,) Cindy Prentice (SBCSS-ROP,) Dana Galloway (Program Coordinator)

II. Approval of Agenda*

Matt moved that the agenda be approved as written; this was seconded by Andrew. The motion was unanimously approved.

III. Approval of Meeting Minutes from October 14, 2020*. Member reps present:

Cindy Gleason, Todd Haag, Matt Morin, Andrew Stager, Rose Bomentre, Carl Hampton

Item inadvertently omitted from discussion; email vote requested. Todd moved that the October 14 minutes be approved as written; this was seconded by Matt. The motion was approved (no vote received from BVR0P.)

IV. Public Comment

None.

V. Member Comment

Todd: Value of a mid-year postcard mailing or cable TV commercial?

Todd suggested this might be a good idea to boost enrollment; many students don't realize that adult schools are still functioning virtually. Other forms of marketing were discussed. The state is also looking at increasing publicity efforts on behalf of adult education. No action was taken.

Cindy: Student success videos (FAS can recommend consultant if WECC/members interested)

Cindy mentioned that they have a former student who is now working as a consultant to produce their student success videos and FAS is very pleased with her work. Other members who may be interested in using this individual should contact Cindy.

(Dana): CAEP funds (July – Oct.) have been received by fiscal agent

Dana reported that CAEP funds should be received by member agencies within a few weeks. Funding for November 2020 and subsequent months should now be received monthly.

VI. Consent Items

None.

VII. Member withdrawal

The BVROP board has voted to withdraw from WECC, effective December 24, 2020, per their letter dated November 24, 2020. The member has no carryover funds and no annual allocation and therefore will no longer be responsible for fiscal or student reporting. The group wished Rose Bomentre well and thanked her for her enthusiastic and insightful participation in the consortium meetings. Matt Morin expressed the hope that BVROP and the consortium will continue to consider each other partners in serving the needs of adult learners in the region.

VIII. Data question: WECC 1st Quarter Enrollment Comparison Chart (Credit given to Scott Gutman for his help with this.)

Other: WECC Enrollment trends; DIR Targets

First quarter enrollment data compared to previous years indicate that enrollment is down by about 50% on average at the adult schools. Enrollments had been trending slowly down since 2017-18 statewide. DIR target comparisons for Q1 show that the biggest area of concern are percentages of students with fewer than 12 hours of attendance, and pre/post testing. There was discussion of how students are being recruited and tested. Remote testing is proving cumbersome and unrealistic; with the new surge in COVID-19 infections, many students who are invited to the adult schools to test do not show up. Carl has had success sending instructional aides out to students' homes to observe them taking the test outdoors (paper test.) FAS and CVAS are still open as Pearson-Vue testing centers while implementing district and county safety protocols.

The data question for the February meeting will look at first semester (Q1 & 2) enrollment compared to previous years; Dana will try to do an analysis by program area. Analysis relative to Q2 DIR targets will also be presented..

IX. WestEd Contract renewal*

SOW (Scope of Work) document previously emailed to all member reps by Greg Hill Jr.

There was discussion of the value of continuing the relationship with WestEd. Members agreed that for the time being we have what we need and Dana will continue to work with the Data Group on lower-level data projects. WestEd will be considered again in the spring when it is time to begin work on the next 3-Year Plan.

X. LMS update

WECC "pilot" consortium to receive Canvas site licenses from the Chancellor's Office (Matt)

The West End Corridor will serve as a state pilot for implementation of the Canvas LMS at the adult schools. Neil Kelly estimates that site licenses should be received by Chaffey, Fontana and Chino Valley (Upland must remain on Google Classroom) by March 1.

XI. Data systems update

Integration of Canvas with ASAP (Cindy)

ASAP texting capability fee (Cindy)

Cindy mentioned that she has received information that Canvas may integrate with ASAP. She will look into it further. She will also continue to inform the group on what she finds out regarding the feature in ASAP that allows for sending text messages.

XII. Adult School/Chaffey College partnership update

Outlook for spring (Matt and Laura)

Laura reported that both adult transition counselors (Nicole and Janice) will have their hours increased (from 6 to 12 each.) More than 50 students have signed up for Chaffey College classes for the spring. It is expected that the dual enrollment program will continue to grow. HVAC is continuing at CVAS with a solid 15 students.

XIII. Professional Development

Data Group met on December 2 & 7 and will continue in the new year

“Best Practices” Group: Move forward or wait until later?

ESL teacher event: Plan for spring or wait until 2020-21?

Dana reported that the Data Group will continue to meet and that the next meeting is scheduled for January 25, 2021. The group finds value in the opportunity to network, ask questions, and support one another. The “Best Practices” group will wait until the next program year. Carl and others requested that something be planned for ESL teachers in order to focus on teachers who are doing a good job retaining and instructing students in the virtual environment. Chino Valley will be the first member to highlight what they do in February/March, and others will follow each month. Dana and Laura will coordinate.

XIV. Updates from Members

Reports/Questions from members on enrollment, testing, reporting, instruction, technology needs, CTE courses, or other topics of interest in response to the COVID-19 pandemic.

Already discussed at other times during the meeting.

XV. Announcements/Reminders

2020-21 Q1 Expenses. Please submit by Dec. 15. Must be certified by the end of December.

Dana reminded members that Q1 expense reports should be submitted by next week; call her with any questions. Many thanks to the members who have already taken care of this.

XVI. Other

Information Items- Announcements/Calendar of Events:

Upcoming events:

Nov., Dec., ongoing	EL Civics conference See attachment.
Dec. 10, 9 – 11:30 a.m.	San Bernardino WDB Local planning meeting
Dec. 10, 12 – 1 p.m.	CALPRO Administrator’s Forum (Batista, Rublaitus)
Dec. 10, 1-2 p.m.	WIOA II Networking meeting (new region)
Dec. 17, 8:30 – 10 a.m.	S.B./Riverside WDB Regional planning meeting
Jan. 5, 1 – 2 p.m.	CA Statewide WIOA II networking meeting
Jan. 20, 9 – 11 a.m.	WIOA/ACSA Inland networking meeting (Todd)

Upcoming Deliverables:

December 2020

- **Dec 1:** July 1, 2019 to June 30, 2020 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium
- **Dec 1:** 18/19, 19/20, & 20/21 member expense report due in NOVA (Q1)
- **Dec 31:** 18/19, 19/20 & 20/21 Member Expense Report certified by Consortia in NOVA (Q1)
- **Dec 31:** End of Q2

January 2021

- **Jan 31:** Student Data due in TOPSPro (Q2)

February 2021

- **Feb 28:** Preliminary allocations for 2021-22 and 2022-23 released by this date.

March 2021

- **Mar 1:** 18/19 and 19/20 and 20/21 Member Expense Report due in NOVA (Q2)
- **Mar 1:** Close out of 18/19 Member Funds due in NOVA
- **Mar 31:** 18/19 and 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q2)
- **Mar 31:** Close out of 18/19 funds in NOVA certified by Consortia in NOVA
- **Mar 31:** End of Q3

Next regular meeting:

January 13, 2020

Materials: WECC Enrollment Trends in Q1
WECC DIR Targets
WECC 1st Quarter Enrollment Comparison Chart
EL Civics Conference Series flyer

Meeting adjourned at 2:50 p.m.

Minutes respectfully submitted by Dana Galloway.