



**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**  
October 14, 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 2:35 p.m.*  
*Members present: Matt Morin, Cindy Gleason, Andrew Stager, Rose Bomentre, Todd Haag, Carl Hampton. Others: Laura Alvarado, Greg Hill Jr., Dana Galloway.*
- II. Approval of Agenda\*  
*Matt moved that the agenda be approved as written; this was seconded by Cindy. The motion was unanimously approved.*
- III. Approval of Meeting Minutes from September 9, 2020\*. Member reps present:  
Cindy Gleason, Todd Haag, Matt Morin, Andrew Stager  
*Cindy pointed out a typo error in the minutes. Todd moved that the minutes be approved with the correction; this was seconded by Andrew. The motion was unanimously approved.*
- IV. Public Comment *None.*
- V. Member Comment  
    **Matt: Data-sharing MOU's** *Matt suggested that this would be a good idea and would facilitate the college transition data match project. Several members will provide Matt with existing MOU's that could be modified for our purposes.*  
    *Dana reminded members of the Data Communication Specialist class offered by SBCSS ROP. Cindy Prentice had previously sent a flyer to all members.*
- VI. Consent Items *None.*
- VII. Fiscal Planning\*  
    Would it be beneficial to finance the paid version of Canvas for the adult schools?

*Matt has contacted Neil Kelly at CAEP to ask about the possibility of K-12 adult schools piggybacking on the contract that the CCCCO has with Canvas. Using the same LMS would encourage the sharing of resources and the creation of learning communities between the adult schools and the college. It would also provide an advantage for students transitioning to the college. The cost is reasonable based on number of students (Todd has paid \$6,000 - \$7,000 for the year) and could be covered by the consortium. FAS is using the free version. Further discussion pending what is decided by the State.*

VIII. Adult School/Chaffey College partnership update (Matt and Laura; Ruzanna Hernandez and Nora Hourani-Farraj)

*Laura Alvarado reported that this semester, there are 63 dual-enrolled adult school students with 77 class enrollments in 30 different courses. Students are benefitting from SB554. Laura, Nora and Ruzanna described the support provided to students throughout the enrollment process and while taking classes. Overall, counselors, site administrators, instructors and classified staff have worked together to ensure student success. Program expansion is planned for spring and numbers are expected to grow.*

IX. Professional Development

*Data Group will meet in November Dana reported that the Data Group will continue to meet and collaborate independent of the status of the WestEd contract. The next meeting is scheduled for November 9.*

*“Best Practices” Group to involve AP’s or program leads, with Dana & Laura. Whom would you appoint from your school? Further discussion and agreement that we should go ahead with this idea with the possible inclusion of counselor representative(s). Details and appointments were not discussed. Dana and Laura will continue with planning.*

X. WestEd (Greg Hill Jr.)

*WECC Data Manual & Program Growth and Performance, sent in advance*

*Discussion of future collaboration with WestEd (see Ideas for Moving Forward)*

*A SOW (Scope of Work) document was emailed in advance of the meeting. Greg Hill Jr. listed the following areas in which WEC would benefit from continued collaboration with WestEd: Data Group facilitation; college transition/data match project; agency-level data analysis to support program planning; dual enrollment data & practices; cost analysis; student & staff surveys; and focus groups. Greg has indicated his desire and willingness to work with the consortium but indicated that there should soon be a contract or firm intent in place. He commented that a gap at this point would be detrimental to the progress that has been made. Members are invited to communicate with Dana if they wish to share their thoughts and discussion will continue at the next meeting.*

XI. Updates from Members

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

*WIOA and CAEP funds have yet to be released by the State.*

*CASAS will allow tests to be proxied back to January 1, 2020. Students would have to be re-enrolled by September 30, 2020.*

XII. CAEP Director’s Event report (Todd and Dana)

*There was much discussion on how agencies have adapted to the pandemic and data gathering/reporting issues.*

XIII. Announcements/Reminders

*Next big deliverables are 2020-21 Budget & Work Plan (see below). Please submit by **Oct. 26**.*

#### XIV. Other

Dana informed members that there is a revised BOY (Beginning of Year Letter) that was distributed in the last CAEP newsletter. <https://caladulthood.org/DownloadFile/1047> The only difference is that members are to use the Quarterly Data Submission Wizard to submit student data. The first submission is due by October 31. Dana announced that she will be out of town next week with very limited WiFi. She will answer emails as she is able. Texts would be received and answered faster.

#### **Information Items- Announcements/Calendar of Events:**

Upcoming events:

October 26-29: CAEP Summit (online; registration open)  
<https://caepsummit2020.vfairs.com/en/registration>

WECC Meeting Calendar for 2020-21: December 9, January 13 (2021), February 24, April 7, May 5

#### **Upcoming Deliverables:**

#### October 2020



**Oct 30:** 20/21 Member Program Year Budget and Work Plan certified by Consortia in NOVA

*You must budget the total available amount. You should also pick at least one strategy in each category.*

- **Oct 31:** Student data due in TOPSPro (Q1) *Agencies will use the new Quarterly Data Submission Wizard in TE.*

#### 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

---

Next regular meeting:

December 9, 2020

**Materials:** WECC Data Manual; Program Growth and Performance (Greg Hill Jr., WestEd)  
WestEd: Ideas for Moving Forward (Greg Hill Jr.)  
Dual Enrollment (Chaffey College)

*Meeting adjourned at 2:40 p.m.*

*Minutes respectfully submitted by Dana Galloway.*

