

**ADULT EDUCATION COMMITTEE
MINUTES - DRAFT
September 14, 2015**

Ramón Leyba (Division), Kevin McClelland-absent (Principals), Roberto Rodriguez-absent, Jasper Daleo (SEA), Audrey Gonzales (SYA), Diana Vera-Alba (NCA), Jason Leichter-absent (CVA), Erica Dibello-Hitta (MOA)

Agenda	Topic	Discussion	Action Needed
1.	Minutes of 08/24/15		Approved via email
2.	<ul style="list-style-type: none"> • South Bay Consortium Governance Rules & Procedures 	Reviewed various Consortium documents: <ul style="list-style-type: none"> • DRAFT Governance Rules & Procedures • Long-Term Goals & Three Year Strategies • Governance Questionnaire • AB 104 Section 84905 	Explore ways for adult school Faculty to learn about AEBG Principals should encourage Faculty involvement
3.	CVA: <ul style="list-style-type: none"> • None 		
4.	MOA: <ul style="list-style-type: none"> • Technical support in the evenings • Irlen program • PD Schedule Flexibility • Consortium Funding • Division Budget – WIOA 	<ul style="list-style-type: none"> • No update • No update • Discussed possible flexibility in moving PD dates from Thursday; many teachers are teaching. Discussed Pros/Cons • Consortium funding for 15-16 is \$1.9 million • TOSA Virginia Mendoza made a presentation of the Workforce Innovation and Opportunity Act (WIOA) budget: \$1.4 million; Federal funds; received for three categories of funding including 3905 – ABE/ESL, 3913 ASE, 3926 EL Civics; Funds TOSA, support staff, technology, PD, supplies, curriculum writing 	<ul style="list-style-type: none"> • Need to survey Faculty; need feedback on questions from Adult Committee • Suggestion: ongoing support needed for technology, i.e. refreshers

	<ul style="list-style-type: none"> • Student Poll 	<ul style="list-style-type: none"> • Going forward should consider student input in terms of programs/goals 	<ul style="list-style-type: none"> • Going forward should consider student input in terms of programs/goals
5.	<p>NCA:</p> <ul style="list-style-type: none"> • Facilities - AC 	<ul style="list-style-type: none"> • No AC in Cisco lab. Mr. Leyba discussed AC demands in the District. Submit work orders and follow up. 	<ul style="list-style-type: none"> • Site to follow up with Maintenance
6.	<p>SYA:</p> <ul style="list-style-type: none"> • Teacher/Student Ratio for DL 	<ul style="list-style-type: none"> • After TOSA's received feedback from teachers a 4:1 ratio for DL was the consensus. There was discussion that this should be a guideline and allow teachers to exercise judgment for their programs/students. 	TOSA's to share this information with DL teachers.
7.	<p>CAHSEE Suspension Update</p> <ul style="list-style-type: none"> • Mid-Year Graduation Ceremony? 	With suspension of CAHSEE it is anticipated many students may now qualify for the high school diploma. Discussed the possibility of a Mid-Year Graduation Ceremony for these students. All agreed this was a good idea.	Mr. Leyba will work with counselors to organize a ceremony once students are identified,
8.	Other		
	Next meeting		October 26, 2015