

**ADULT EDUCATION COMMITTEE
MINUTES – FINAL Approved via email
November 16, 2015**

Ramón Leyba (Division), Kevin McClelland (Principals), **Andrea Aragoza for Saul Cruz** (Counselors), Roberto Rodriguez (SEA) **absent**, Audrey Gonzales (SYA), Diana Vera-Alba (NCA), Jason Leichter (CVA), Erica Dibello-Hitta (MOA)

Agenda	Topic	Discussion	Action Needed
1.	Minutes of 10/26/15		Approved
2.	<ul style="list-style-type: none"> • South Bay Consortium Update: 	<ul style="list-style-type: none"> • Reviewed Year I Strategies and Activities • Reviewed Revised AEBG Annual Plan Template for 2015-2016 • All documents are available on the Adult Division web site • The Consortium Advisory Committee meets on Nov. 17. All Consortium meetings are on the Adult Division web site • There are 13 applicants for the Consortium Project Director position. Interviews tentatively scheduled for Nov. 30/Dec. 1. • For 15-16 there is an MOE budget for Sweetwater and a separate Consortium budget for SWC/SUHSD/Coronado. In 16-17 these budgets will be combined into one Consortium budget. • We will add and build classes/programs with the Consortium budget. 	
3.	CVA: None		

4.	MOA: <ul style="list-style-type: none"> • District Survey in Spanish – When? • 	<ul style="list-style-type: none"> • The District survey will be available in Spanish today and will remain live until December 4. 	<ul style="list-style-type: none"> • Mr. Leyba will email Principals to allow students to complete survey in class.
5.	NCA: <ul style="list-style-type: none"> • Will any AB86-Adult Ed Block Grant funds be used towards updating or adding technology to classrooms (ie: smart boards, computer carts, etc). If yes, what is the timeline? • Will additional ESL classes be added throughout the division soon? If yes, what is the timeline? • Is teacher tenuring being considered again? 	<ul style="list-style-type: none"> • At this time no. However, the possibility exists in future years. • Yes, second semester with Consortium funding. • Any requests for supplies/equipment should be directed to Principals. There was also the wish list with WIOA funding. • Suggestion to survey students regarding need for new classes. • Since budget cuts Division policy has been to not tenure teachers. Mr. Leyba is open to tenuring teachers based on Principal recommendations 	<p>Committee members should ask for FAC agenda item to create possible questions for classes by AB 104 program areas. (ESL, Citizenship, and Workforce preparation for immigrants, ABE including HSE/HSD, Preparation for entry/reentry into the workforce, Preparation to assist elementary and secondary school children succeed academically in school, Educational programs for adults with disabilities, Short-term CTE with high employment potential, and Pre-apprenticeship training)</p> <ul style="list-style-type: none"> • Mr. Leyba will consider for 16-17

6.	<p>SYA:</p> <ul style="list-style-type: none"> • Update on pre-testing for Spanish HSE – may teacher’s test the students? • Managed enrollment – is it only a SYA policy or is it Division wide? Should it be Division wide? 	<ul style="list-style-type: none"> • This was a site specific issue that Mr. Leyba will address with the Principal. • There is no Division policy; it is up to each school to decide. • There are too many factors that are different at each school to make it a Division policy. It will remain a site decision by program area. 	<ul style="list-style-type: none"> • Mr. Leyba will address with the Principal.
7.	<p>Other:</p> <ul style="list-style-type: none"> • Drop in CASAS Benchmarks 	<ul style="list-style-type: none"> • Discussed possible reasons’ i.e. state decisions on benchmarks, etc. Mr. Leyba noted that, in spite of issues that affected all schools, MOA still increased benchmarks. We should look at MOA structures to see if they could be replicated at other schools. 	
8.	<p>Other:</p> <ul style="list-style-type: none"> • SWC assessments 	<ul style="list-style-type: none"> • SWC is working on assessments for their non-credit classes. They are conducting a “crosswalk” of assessments under the Consortium plan, reviewing all assessments to find commonalities. 	
	Next meeting		December 14, 2015