

**ADULT EDUCATION COMMITTEE
MINUTES FINAL
March 14, 2016**

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

Agenda	Topic	Discussion	Action Needed
1.	Minutes of 02/22/15		Approved via e-mail
2.	<ul style="list-style-type: none"> • South Bay Consortium Update • WASC Visiting Committee Report • Board Presentation Feedback • Summer School 2016 including DL Summer Schedule • Professional Development 2016 including Back to School 	<ul style="list-style-type: none"> • March 10 CDC meeting was cancelled. The next CDC meeting is April 14, 2016. Melissa Torres, registrar from BVH, was selected as the Administrative Assistant. • Mr. Leyba reviewed the Visiting Committee Report highlights. The final recommendation from the WASC Accreditation Committee will be made in April/May. The report is posted on the Adult Ed. web site. • Members shared their impressions. Consensus that it was well received by the Board. • Mr. Leyba reviewed the Summer School postings and flyer. • Discussed options for Professional Development 2016 as well as the Opening Day Schedule. A one (1) hour opening day meeting was suggested and then teachers released to the site. Mr. Leyba will review with Principals and resource teachers before making a decision. Mr. Leyba suggested a PD 	

		<p>schedule that would include a Late Start, one Wednesday per month, alternating between Division wide PD and Site PD. The Committee supported the idea.</p>	
3.	<p>CVA:</p> <ul style="list-style-type: none"> • None 		
4.	<p>MOA:</p> <ul style="list-style-type: none"> • Viva Vida Student Conference April 28 • Update: Student Needs Survey • Update: TOY • Consortium Work Groups: Feedback/Info 	<ul style="list-style-type: none"> • Information only. • Mary Murphy is developing a survey for ESL students. • Mr. Leyba had not yet followed up on this item. Suggestions were offered and Mr. Leyba will develop procedures for consideration. • Work group meeting was held on March 11. A good turnout, approximately 30+ teachers. Teachers represented ESL, ABE, CTE, and Counselors. ABE had no SWC representative present; this is an area that needs work. 	
5.	<p>NCA:</p> <ul style="list-style-type: none"> • See #2 PD 		
6	<p>SYA:</p> <ul style="list-style-type: none"> • STRS Credit Update 	<ul style="list-style-type: none"> • Mr. Leyba reviewed information he received from our Payroll Department: Sweetwater must verify payroll for all hourly and permanent teachers to SDCOE going back 14 years. SDCOE must then verify payroll history for every employee and report to STRS. THEN, Sweetwater must enter data in SDCOE system. A substitute has been 	

	<ul style="list-style-type: none"> • Incorrect Accountability Data • DL Summer Schedule see #2 PD • 2 Hrs ESL or Co-teach 4 Hrs 	<p>employed to assist with this project. Grants and Communications office will be preparing an advisory with this information for all adult school teachers, tentatively scheduled for March 16, 2016. Because of the number of employees involved and the time (14 years) this is a lengthy and time consuming process. Roberto will follow up in a meeting with the Superintendent.</p> <ul style="list-style-type: none"> • Questions as to the accuracy of student/teacher ratio data in ASAP reports. Discussed reasons for this in ASAP. There is no relation to funding in these reports. There will be no action taken because of the move to the new SIS system Infinite Campus. • Discussed a different model. Mr. Leyba asked for those interested to submit a proposal for consideration. 	
7.	Other		
	Next meeting		April 25, 2016