

ADULT EDUCATION COMMITTEE
Minutes FINAL
January 25, 2016

Ramón Leyba (Division), Kevin McClelland (Principals), Saul Cruz (Counselors) (absent), 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 12/14/15		Approved via e-mail
2.	<ul style="list-style-type: none"> • South Bay Consortium Update: • Adult School Calendar 2016-2017, including summer school 	<p>Crystal Robinson has been appointed Project Director for the Consortium. She is a Program Manager, an administrative position in the Sweetwater District. The next Consortium Director’s Council (CDC) meeting is February 11, 2016, 4-6 pm, at Palm Academy in the Coronado Unified School District. The agenda will include discussions on the marketing plan, fiscal agent. The agenda will be posted when finalized. Mr. Leyba reviewed the Marketing Plan Proposal which will be handled by the fiscal agent, SWC.</p> <ul style="list-style-type: none"> • Mr. Leyba and the committee reviewed a draft of the 2016-2017 school calendar. Feedback will be forwarded to SEA and the District. Mr. Leyba will request that an Adult Student Calendar also be developed. The Committee recommended that the Adult 2015 summer school term be from June 6 – July 1, 4 hours/day x 5 days/week equals 80 hours of instruction. A student can miss no more than 1 week of instruction in order to earn a credit. The proposal will include DL, classes in all program areas. If classes do not fill classes can be closed and/or consolidated at one or more locations. 	<ul style="list-style-type: none"> • Meetings and agendas are, or will be, posted on the Adult Division web site. • Mr. Leyba will prepare DRAFT recommendations and forward to SEA and District.

	<ul style="list-style-type: none"> Board Presentation DRAFT 	<ul style="list-style-type: none"> Mr. Leyba reviewed another DRAFT of the Board presentation and will continue to refine the presentation based on feedback. No date has been set for the Board workshop. 	<ul style="list-style-type: none"> Mr. Leyba will continue refining the presentation. As soon as the Board workshop is scheduled he will inform Faculty and Staff.
3.	<p>CVA:</p> <ul style="list-style-type: none"> Adult school summer program Who grades the EL Civics tests and are they teachers? CASAS benchmarks relating to changes from reading to listening and benchmarks from a point gain to a level gain 	<ul style="list-style-type: none"> Addressed in #2 above. While mainly substitutes grade EL Civics tests, classified staff are also used to grade the tests. All staff are trained prior to testing and grading. Changes in CASAS testing are made by CASAS. The Sweetwater Adult Division has no say in these changes. 	<ul style="list-style-type: none"> Information only. Information only.
4.	<p>MOA:</p> <ul style="list-style-type: none"> PD Calendar 15-16 Update 	<ul style="list-style-type: none"> Mr. Leyba had already made updates in the 15-16 PD Calendar and sent to all sites. There was discussion on Back-to-School meeting. Mr. Leyba was open to changing the format and asked members to seek feedback from their Faculty. 	<ul style="list-style-type: none"> Action already taken. Members to ask for feedback from Faculty
5.	<p>NCA:</p> <ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> None
6	<p>SYA:</p> <ul style="list-style-type: none"> Teacher Bathroom Policy Making Copies 	<ul style="list-style-type: none"> All schools shared their site policies on these two questions. Mr. Leyba noted that there are no specific Board and/or Division policies that address these issues. There is also nothing in Ed Code. 	<ul style="list-style-type: none"> Information only.

7.	Other: Elimination of 40 hour teacher assignments	<ul style="list-style-type: none"> • After discussion, Mr. Leyba noted that, in the interest of fairness, he had directed Principals to reduce the number of hours for the few teachers who had 40+ hours. Principals are to discuss individually with these teachers and transition the change over a period of time, 1-2 semesters. Depending on the needs of the school, Principals have discretion in assignment of teaching hours, up to 40 hours. 	<ul style="list-style-type: none"> • Mr. Leyba will review with Principals.
	Next meeting		February 22, 2016