

ADULT EDUCATION COMMITTEE
AGENDA
April 25, 2016

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

Agenda	Topic	Discussion	Action Needed
1.	Minutes of 03/14/15		Approved via e-mail
2.	<ul style="list-style-type: none"> • South Bay Consortium Update • Summer School 2016 Update • STRS Credit Update • Hanover Research 	<ul style="list-style-type: none"> • Consortium Directors Council (CDC) held on April 14. All documents are on the Adult Ed web site. The biggest takeaway is that SUHSD will be the Fiscal Agent for 16-17, a huge win for us. • Positions were posted on April 4. Mr. Leyba notified via email those selected for positions. After discussion it was suggested that all other applicants be informed they were not selected and placed on waiting list in case enrollments warranted adding additional sections. • STRS correction would go back until 1998 or 16 years not 14. There will be communication sent out by Grants & Communication. The STRS correction is for 1998 – 2014. No information on the update. It was suggested that if teachers are thinking of retiring within the next year or two that they send their names to their SEA Rep and advise them of this. • Over the next several months, Dr. Fulcher will be working closely with the Hanover Research firm to design separate surveys which focus on programs/departments/schools. As you 	<ul style="list-style-type: none"> • Check out the web site. • Mr. Leyba will follow up on suggestion for waiting list. • Teachers close to retirement (1-2 years) should notify their SEA Rep of their intent to retire. • Information only.

		<p>may recall, Hanover was involved in a recent district survey (“Climate/Culture”) that was administered to school staff and parents. The intent of the upcoming surveys will be to assess stakeholders’ (students, parents, community members, staff) perceptions on the services, supports, operations, effectiveness, etc. of your varied programs/departments/schools. Alternative Education and Adult Education will be the first selected programs. More to come on this within the next few weeks.</p>	
3.	<p>CVA:</p> <ul style="list-style-type: none"> • None 		
4.	<p>MOA:</p> <ul style="list-style-type: none"> • No more testing? – students still want to enroll in classes, not just DL 	<ul style="list-style-type: none"> • In ESL classes orientation testing ends in March. However, students are still enrolling, and, in order not to turn them away, are enrolled in DL classes, increasing enrollment in DL, and impacting instruction. Discussed options including adding multi-level classes or implementing managed enrollment. Mr. Leyba will review with resource teachers and ASLT. 	<ul style="list-style-type: none"> • Mr. Leyba will review with resource teachers and ASLT for implementation in 16-17.
5.	<p>NCA:</p> <ul style="list-style-type: none"> • Summer School staffing 	<ul style="list-style-type: none"> • See #2 above. 	
6	<p>SYA:</p> <ul style="list-style-type: none"> • Clarity and explanation as to why there is reduction in hours for some staff members and how 	<ul style="list-style-type: none"> • The only District wide reduction in hours, at Mr. Leyba’s direction, is for the 3-4 teachers that are assigned 40+ hours per week. Hours are to be reduced to mid 30’s. Any other reduction is a site based decision based on site/student needs. The reduction in hours 	

	<p>does the reduction in hours help the program?</p> <ul style="list-style-type: none"> • Will there be a reduction in hours for administration/classified/ TOSAS? 	<p>helps other teachers by having hours available to reassign to other teachers. There is no impact on programs.</p> <ul style="list-style-type: none"> • Reduction for Administration: No; Reduction for Classified: No; TOSA: +/- depending on need as determined by Director. 	
7.	<p>Other</p> <ul style="list-style-type: none"> • Counselor: BCS • Student Survey Update 	<ul style="list-style-type: none"> • Lots of discussion regarding Basic Communication Skills classes and possible reasons for drop in enrollment/sections offered; reviewed presentation prepared by Michelle Dullea. Going forward will most likely change the name, reduce to a 1 semester offering. Stay tuned. • Discussed the idea of seeking student feedback on classes they would like to see offered. This has been on Mr. Leyba's To Do list. Reviewed the result of the survey of ESL 4 students administered by Mary Murphy. Discussed options for input including a survey monkey as well as focus groups or visiting classes. Focus groups could be in ABE, ESL, and/or GED/HiSET classes. Questions regarding future plans, barriers, what do students need. 	<ul style="list-style-type: none"> • Mr. Leyba will continue to pursue options. • Mr. Leyba will follow up.
	Next meeting		May 16, 2016