



# CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

## REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, December 8, 2015

4:00 p.m.

Azusa Adult School – Multi-Purpose Room

1134 S. Barranca Ave.

Glendora, CA 91740

## Minutes – Approved 1-12-16

### 1.0 CONVENE REGULAR EXECUTIVE BOARD OPEN SESSIONS MEETING (4:00)

1.1 Meeting called to order by Chair Mary Ketzka at 4:03 p.m

1.2 Pledge of Allegiance

1.3 Roll call:

Felipe Delvasto, Representative	Present	John Russell, Program Director	Present
Flint Fertig, Representative	Present	Debbie Vanschoelandt, Proxy	Present
Mary Ketzka, Representative	Present	Ron LeTourneau, Proxy	Absent
Jim Lancaster, Representative	Present	Daniel Soriano, Proxy	Present
			Present

Kevin Morris, Representative Present Margarita Alejandro, Secretary  
Rebecca Summers, Representative Present

## 2.0 ORDER OF BUSINESS

Representative discussion/presentation of agenda items which could be moved up on the agenda.

No changes were made to the order of business.

### 2.1 Approve the minutes of the November 10, 2015 Regular Executive Board Open Session Meeting.

**Act# 15-08** Motion by Mr. Fertig , seconded by Mr. Delvasto **Vote to Approve 6-0**

Representative Delvasto Y Representative Fertig Y Representative Ketzka Y  
Representative Lancaster Y Representative Morris Y Representative Summers Y

## 3.0 COMMUNICATIONS

### 3.1 Representative reports:

**Azusa:** Ms. Ketzka reported that she met with Azusa USD Assistant Superintendent regarding the high school diploma program and how to find staff development for interactive projects that address Common Core State Standards and get adult education students better engaged. She and the Asst. Superintendent discussed finding academic teachers who can participate and get training. Ms. Ketzka also reported that Mari Bardona, the principal of the Azusa continuation school will be joining Rowland Unified in January.

**Citrus:** Mr. Lancaster reported that he was one of four panelists at the Association for Community and Continuing Education Fall Conference, which was moderated by Neil Kelly. Mr. Lancaster noted that regardless of consortia make-up (one CC and one USD or one CC and multiple USDs and partners), the CCAEC is experiencing the same “growing pains” as other consortia. In some cases, Mr. Lancaster felt that the CCAEC is ahead of other consortia in terms of organization and planning. One major takeaway was that there still exists a great deal of vagueness and uncertainty among the Community Colleges as to how the AEBG will be fully actualized, particularly in regards to the CCCCCO.

**Claremont:** Mr. Delvasto talked about the trip to Sacramento with Mr. Russell and meeting with Neil Kelly. They had an opportunity to look at the plans of other consortiums. Felipe stated that ours is cohesive with similar needs. Other reports were difficult to follow. Felipe gave kudos to John Russell for making our report very easy to follow. There seems to be unease from other consortiums as to next steps with plans, but overall consortia reps were excited.

**Duarte:** Mr. Morris talked about having more district-level conversations regarding ESL and about the success of Duarte’s Parent University and asked that the board consider ways to support the program in the future.

**Glendora:** Ms. Summers shared that she had a meeting scheduled with Odysseyware reps on December 9th at 10:00 a.m. She was planning to request approval from her Board for additional hours for staff development for the Odysseyware and wanted to coordinate Odysseyware efforts with consortium K-12 members.

**Monrovia:** No report.

### 3.2 Program Director report.

#### I. Reader’s Conference Takeaways

- Mr. Russell followed up on Mr. Delvasto’s report from the Reader’s Conference.

- Chris Nelson and Debra Jones discussed that plans were not meant to be constrictive, that the state would not be trying to play “gotcha” if consortia were not following the plans.
- One important point brought up was how could consortia begin implementing plans, if the plans had not been approved? Both Mr. Nelson and Ms. Jones advised that consortia should act as if plans would be approved.
- Mr. Russell also advised that one major consistent theme in the conference was that data collection was confusing and onerous.
- Discussions with Neil Kelly at the conference regarding Performance Outcomes
  - Said that eventually (3-4 years) that some portion of funding will be based on achieving these outcomes.
  - Accepted the premise that 6.2a and 6.2b could both be metrics to measure student progress.
  - 10% - 90% analogy from Mr. Kelly – 10% of adult education learners will be those that get jobs and go to postsecondary schools, but metrics need to measure how K-12 adult education schools are providing services to that 90%.
  - Mr. Kelly said it would be an acceptable metric to track course completion as a progress outcome and the data system should accommodate that.
  - Conversation with Neil and Greg Hill from WestEd – continuing the conversation this week.
- Mr. Russell relayed discussions with Debbie Roberts and Rocky Bettar about Adult Ed schools not having consistently defined ESL courses. Mr. Russell expressed concern as to why Adult Ed schools do not have a uniform course description for ESL levels 1-6. Mr. Russell asserted that the CCAEC should be proactive in creating clear aligned course descriptions for seamless transitions across member ESL Classes.

## II. Allocation Funding

- Discussions with Chris Nelson at CDE about receipt of Allocation funds. CCCCCO has sent IAs to CDE. IAs are supposed to be posted in the next week.
- Mr. Lancaster asked where the last 10% of the AB86 funds were and Mr. Fertig advised that he would follow-up with David Conway on that issue and report back to the board.

## III. PD Response to Item 13.0 on 11-10-15 Agenda

- Timeline to come before holidays with actionable items broken down with responsible member and due date. Experimenting with online project management software (Producteev and Freedcamp – probably going with Freedcamp).
- Current Annual Plan priorities
  - ESL course outlines – more details in today’s Agenda Item 8.0
    - Coordinate adult education solidification of course outlines
    - Coordinate articulation meetings with Citrus faculty
  - ABE course outlines
  - Common intake survey
  - Website construction
  - Coordinating counselor meeting for pathways

3.3 Public comment for items not on the agenda.  
No public comments were put forth at this time.

3.3.1 Public comments for items on the Open Session Agenda.  
No public comments were put forth at this time.

#### **4.0 APPROVAL OF STATEMENT OF WORK FOR GRAPHICS AND WEB DESIGN**

Mr. Lancaster raised concerns that the Statement of Work did not clearly outline maintenance of the website. Mr. Russell advised that maintenance was included, but would re-submit the SOW with language that clearly addressed concerns.

Motion to Table by Mr. Lancaster, seconded by Mr. Fertig **Vote 6-0 to Table**  
Representative Delvasto Y Representative Fertig Y Representative Ketza Y  
Representative Lancaster Y Representative Morris Y Representative Summers Y

#### **5.0 DISCUSSION AND APPROVAL OF BOARD MEETING CALENDAR**

Motion by: Mr. Lancaster, seconded by: Ms. Summers Vote 6-0

**Act# 15-09** Move to vote by Ms. Summers, seconded by Mr. Delvasto **Vote to Approve 6-0**  
Representative Delvasto Y Representative Fertig Y Representative Ketza Y  
Representative Lancaster Y Representative Morris Y Representative Summers Y

#### **6.0 DISCUSSION AND APPROVAL OF PLANNING COMMITTEE CONSTITUTION AND CALENDAR**

Mr. Russell explained this agenda item was in response to Ms. Summers request at the 11-10-15 board meeting to continue Planning Committee meetings. Ms. Vanschoelandt stated anyone who wanted to serve on the committee should be allowed and faculty should take part. Representatives discussed the inability to pay faculty to serve with no available Allocation funds. Board members and proxies would be the ones on the committee until then. Friday meetings around the 1:00 p.m. hour were suggested instead of Tuesdays. Mr. Russell will send out a revised date calendar starting meetings in January with a Friday meeting schedule.

#### **7.0 DISCUSSION AND APPROVAL OF REVISED CCAEC LOGO**

Logos were presented by Mr. Russell and discussed by Reps. Logo chosen was number 3 with orange.

**Act# 15-10** Motion by Flint Fertig, seconded by Kevin Morris, **Vote to Approve 6-0**  
Representative Delvasto Y Representative Fertig Y Representative Ketza Y  
Representative Lancaster Y Representative Morris Y Representative Summers Y

#### **8.0 PROGRAM DIRECTOR UPDATE ON ESL ALIGNMENT PROCESS**

Mr. Russell advised that the one plan priority was aligning ESL course across consortium members and felt the way that would be completed would be getting K-12 course outline alignment and then work with community college faculty. Mr. Russell present Representatives and proxies ESL 1 Course Description and explained that that Course Goals were all State Model ESL Standards. Mr. Lancaster stated that the key start is to have aligned competencies that all agree on to avoid confusion. Mr. Lancaster also questioned the clarity of some of the Course Goals and felt that they were open to misunderstanding. Representative discussion continued on how to align competencies and assessments Mr. Russell proposed a unified assessment for all levels ESL.

#### **9.0 DISCUSSION OF FACULTY ADVISORY COMMITTEE FORMATION**

Representatives believed this was premature until funds were in place. Program Director would

follow up on this item for next board meeting.

Motion to Table by Mr. Lancaster, seconded by Mr. Fertig **Vote 6-0 to Table**

Representative Delvasto Y Representative Fertig Y Representative Ketzka Y

Representative Lancaster Y Representative Morris Y Representative Summers Y

**ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING**

**10.0**

No further items warranted discussion.

Meeting was officially adjourned at 5:12 p.m.