



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, March 8, 2016

4:00 p.m.

Azusa Adult School – Multi-Purpose Room

1134 S. Barranca Ave.

Glendora, CA 91740

Minutes – Approved 4-19-16

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

1.1 Meeting called to order by Chair Mary Ketz at 4:06

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 Ketz, Representative	Present	Margarita Alejandro, Secretary	Present
Jim Lancaster, Representative	Absent	Ron LeTourneau, Proxy	Present
Kevin Morris, Representative	Absent	Daniel Soriano, Proxy	Absent
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 February 9, 2016 Regular Executive Board Open Session Meeting.

Dr. Lancaster had questions about the minutes in two areas: Ms. Ketzka's report from CCAEA and Mr. Russell's report from the ESL Alignment meeting. He wanted clarification in the minutes what was reported at CCAEA and by whom and what was Ms. Ketzka's opinion. Ms. Ketzka said she would revise the minutes to distinguish what was said and by whom. Dr. Lancaster took issue with Mr. Russell's report in the 2/9/16 minutes that stated a "Citrus faculty had said that articulation could never happen because course lengths are all different." Dr. Lancaster asked the faculty member if that was what she said, and she advised it was not. Mr. Russell said he would alter the minutes accordingly.

Approval of minutes was tabled per amendments.

Motion to table by Dr. Lancaster, seconded by Mr. Fertig, **Vote to Table 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: Their Business Center is up and running ten hours per week. Azusa is offering workshops Monday and Wednesday evenings. Workshops subjects have included professional social media, financial literacy, resumes and mock interviews. So far around 10-15 people have been attending. All regional and community members may drop in.

Citrus: Dr. Lancaster reported he attended a conference that was attended by Neil Kelly as well. One critical topic was AEBG data collection. Dr. Lancaster reported that it was his understanding from the conference that the legislature knew the data collection for years 1 and 2 could have some shortcomings, but by the 3rd year, the data would need to have integrity.

Claremont: No report.

Duarte: Duarte USD is organizing another Parent University event on March 16. Foothill Credit Union is sponsoring a personal financial literacy event for DUSD parents that attend.

Glendora: No report.

Monrovia: Mr. Fertig reported that Monrovia was showcasing its Career Pathways and Career Technical programs with a "Get On The Bus" tour, in which community and institutional stakeholders would tour high school classrooms and adult education vocational programs. High school teachers would show how their courses support pathways and career tech teachers would show off their programs to participants. Part of the event included a bus tour of the automotive and construction programs. He invited CCAEC members to come and take part in the event

3.2 Program Director report.

Mr. Russell reported the following:

- I. 2016-17 Allocation amounts released by state
 - Mr. Russell reported that the state had released Allocation amounts to be funded to each consortium for 2016-17 and the CCAEC would be receiving \$750,000 in Allocation funds for the year. There was an additional \$23,000 set aside for the consortium and he believed that those may be the funds that would be for indirect

costs of the fiscal agent. He advised he would confirm that understanding and report back.

II. Planning Committee

- Mr. Russell voiced Dr. Lancaster's concerns of having committee meetings so close to board meetings and advised the calendar had been approved by the board. There was only one more Planning Committee meeting scheduled and Mr. Russell said that

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 APPROVE UNIFORM INTAKE SURVEY WITHIN CONSTRAINTS FOR CITRUS COLLEGE

The board engaged in a lengthy discussion about the data the survey was trying to collect and the primary concerns and questions that arose are as follows:

- Education level – Dr. Lancaster noted many Citrus College students come with degrees in their home country and wanting to improve English skills
- Age – all members stated they ask birthdate, not age
- Question 4 (enrollment purpose) – question was too long and variables did not align with Citrus variables
- Veterans – no questions asking about veteran status and did we want to mine for that data?
- Much of this data is collected in TOPS (which 3 members do not use) – are we duplicating efforts?
- Overall purpose of the survey?

Flint Fertig, suggested that perhaps consortium can Citrus' intake survey and adopt those questions.

Due to the questions and concerns motion was tabled. Program Director will work with Board to address concerns.

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

Representative Delvasto Y Representative Fertig Y Representative Ketz Y

Representative Lancaster Y Representative Morris Y Representative Summers Y

5.0 DISCUSSIONS ON MEMORANDUM OF UNDERSTANDING

Mr. Russell presented the board a new draft of the MOU. Dr. Lancaster suggested that the MOU be generated by David Conway and the MUSD Business Services and sent to the member Business Services personnel. This would remove a layer of communication and put the responsibility on the business services staff. Mr. Russell agreed with that approach and advised he would follow-up with David Conway accordingly.

6.0 REPORT ON ESL ALIGNMENT MEETINGS AND CONTINUED DISCUSSIONS ABOUT PROCESS

Mr. Russell presented the board with a portion of a color coded Citrus course outlines for Listening-Speaking. He advised that where course outlines were highlighted green, K-12 faculty address that proficiency, where they were yellow, K-12 faculty addressed it at a higher level, and red highlight indicated it was not addressed. Mr. Russell noted that the vast majority of the course outline was addressed by the K-12 faculty.

Mr. Russell also provided color-coded Language Objective Proficiencies for Listening. He explained how these “core” proficiencies were color coded to indicate whether they addressed CASAS standards, Model ESL Standards, Citrus Course outlines or some combination.

Flint Fertig noted that the documents were helpful, and he wanted to see faculty continue to work together in this process as the teachers had commented that the time was very productive. Mr. Delvasto wanted to know had a deadline to finish been established. Mr. Russell outlined what was left to be done and said the process could be finished for a May board vote with ESL teachers reporting to the board at that meeting.

Dr. Lancaster asked if K-12 members use competencies to measure K-12 alignment. Discussion followed that CASAS would be a standardized instrument that would provide consortium evidence. Mr. Russell also advised that Monrovia was working on exams to demonstrate level completion. Dr. Lancaster suggested that if faculty were involved and driving the process we could get aligned text banks for all members. Mr. Russell said he would get the ESL FAC involved on that next step.

Ms. Ketzka expressed concerns to account for the differences of what each District wants. For example, AUSD wants all students, including ESL students, to complete more rigorous writing assessments. Mr. Russell advised the Citrus Course outlines call for such writing assessments.

The overall board response was that alignment was headed in the right direction.

7.0 APPROVE UNIFORM NOMENTCLATURE FOR CCAEC ESL CLASSES

Motion was to use same names for ESL courses when involved in consortium-wide ESL staff development and alignment. Names were agreed upon as Literacy, Beginning Low, Beginning High, Intermediate Low, Intermediate High, and Advanced. Dr. Lancaster requested a “crosswalk” document that Mr. Russell said he would provide.

Act# 16-06 Motion by Mr. Fertig, seconded by Ms. Summers, **Vote to Approve 6-0**
Representative Delvasto Y Representative Fertig Y Representative Ketzka Y
Representative Lancaster Y Representative Morris Y Representative Summers Y

8.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

No further items warranted discussion.

Meeting was officially adjourned at 5:23 p.m.