

San Francisco Adult Education Consortium

Meeting Minutes – 2/7/17

Members present: Anna Davies, Vice Chancellor Academic Affairs, CCSF; Samuel Santos, Interim Vice Chancellor, Student Development, CCSF; Dr. Jen Fong, Director, College & Career Readiness, SFUSD (proxy for Stephen Koffman); Wendy Miller, Associate Dean of Adult Education, CCSF

The meeting came to order at 1:10 pm.

1. The consortium voted unanimously to approve the October 2016 meeting minutes.
2. Associate Dean Miller reviewed the Mid-Year report, and highlighted key accomplishments to date.
3. VC Davies requested data regarding the success of Supported Instruction classes, including attendance and retention, in order to evaluate the program's effectiveness. Associate Dean Miller responded that it was too early for us to have robust comparison data, but we have anecdotal responses from students that reflect their appreciation and support for the program. VC Davies suggested that we could also embed student development faculty in classes when possible.
4. Dr. Fong stated that SFUSD greatly appreciated the Joint Counselor Professional Development event that was held in November 2016. As a result of this and other initiatives, they have seen a significant increase in enrollment in CCSF classes. SFUSD is interested in collocating staff or sharing resources to continue expanding services for Adult Education students.
5. Associate Dean Miller explained the new state requirement regarding direct funding to consortium members. An MOU is being approved in order to move that project forward.
6. Associate Dean Miller reported that the state issued guidance in the fall that AEBG-funded projects must use CASAS for pre- and post-testing and TopsPro for reporting. It is unclear at this point whether the testing requirements will be extended to CTE and DSPS programs, and if the CASAS requirement will be a permanent requirement or is merely a stopgap solution. VC Davies expressed that the biggest challenge will be to operationalize this expanded testing, which will touch at least 30,000 students each year. Associate Dean Miller reported that the state now requires that any services funded by AEBG must be assessed using CASAS. There is also a CASAS counseling module that we will need to explore. VC Santos requested a meeting with himself, Associate Dean Miller, VC Davies, and Margaret Sanchez to discuss potential impacts of this requirement.

7. The consortium reviewed the proposed plan and budget for the Data and Accountability allocation. Associate Dean Miller clarified that this allocation needs to be spent in full by December 31, 2017. Future funding for the work outlined in this workplan could come from the regular AEBG allocation. The consortium voted unanimously to approve the Data and Accountability Allocation workplan and budget as presented.
8. The consortium reviewed draft plans for 2017-18 funds. Consortium members agreed by consensus on the plan, and suggested prioritizing three projects in particular: Supporting technology upgrades for Adult Education students and programs, including systems for registration, enrollment, and attendance tracking; partnering with CTE faculty to pilot introductory bridge courses for noncredit career cluster pathways; and continuing and increasing coordination with other plans, particularly Equity and SSSP.
9. VC Davies stated that the college anticipates needing assistance with recruitment of noncredit faculty. She suggested partnering with CBOs to assist with this, and holding a hiring event to targeting CBO staff which includes Professional Development related to Supported Instruction and the needs of Adult Education students.
10. The consortium heard public comment:
 - a. Lillian Marrujo-Duck, Interim Dean of the School of English and Foreign Languages spoke in support of the AEBG plan, and requested that Basic Skills Math and English faculty be included in AEBG-related projects.
 - b. Three instructors who are currently teaching in Supported Instruction classes spoke about the benefits of these classes to students: Anna-Lisa Helmy, an ESL instructor in the Community Health Worker program; Barbara Haines from the Culinary program; and her teaching partner Christopher Cerone from Transitional Studies.
11. The meeting adjourned at 2:23 pm.