

San Francisco Adult Education Consortium

Meeting Minutes – 5/11/16

Members present: Anna Davies, Vice Chancellor Academic Affairs; Samuel Santos, Interim Vice Chancellor Student Development; Margaret Hudson, SFUSD, Dual Enrollment Coordinator (proxy for Stephen Koffman); Wendy Miller, Associate Dean of Adult Education

Other attendees: Theresa Rowland, Associate Vice Chancellor, Workforce & Economic Development; John Halpin, OEWD; Jennie Mollica, Consultant; Lucy Runkel, Consultant

The meeting came to order at 10:32 AM.

1. The consortium voted unanimously to approve the October 2015 meeting minutes.
2. Discussion of the current budget and timeline. Wendy explained that the college has a challenge with spending AEBG funds in ways that both increase enrollments and do not supplant existing programs & services, and expects to roll over at least \$2M of 2015-16 funds to next year. The state requires that we spend the funds on a first in-first out basis. Theresa suggested speaking to San Diego since they are in a similar situation.
3. Discussion of 2015-16 projects (see list on agenda):
 - a. Expect to soon focus more on implementing EASE Task Force recommendations and expanding noncredit student supports at all centers. When chair of New Student Counseling takes office in August, we will be able to take action on this and other student services recommendations. Wendy will come to Student Development Deans' meeting to discuss.
 - b. IBEST working groups are planning new projects. As part of our reporting to the state we will measure improved Student Learning Outcomes, better retention, transfers into CTE sequence or credit classes, or achieving basic skills goals. We will provide structure to the group around linking curriculum, integrating courses, etc., through our Community of Practice.
 - c. Suggestions from the group:
 - i. Work with Learning Assistance Center to provide additional tutoring for noncredit students.
 - ii. Fit AEBG projects into larger initiatives and college-wide projects, i.e., noncredit matriculation project with SSSP, MIS & data systems.
 - iii. Systematize process of working collaboratively with CBOs in order to make the process clear and transparent.
 - iv. Assist in development of Access Points at Centers to make programs and services easier to navigate – may include reconfiguration of offices and purchase of computers for student use.

- v. Identify way to integrate Second Chance and Waypass programs – both serve formerly-incarcerated students but they are currently housed in separate departments.
4. 2016-17 plans (see list on agenda):
- a. Additional projects:
 - i. Working with Associate Dean of Matriculation Sanchez to develop a Bridge to Success model that is aimed at adults, to help them do better on the placement test.
 - ii. “All-in-One” days at Centers to promote CTE and other Adult Ed courses, where every matriculation step is done.
 - iii. Support for creating CTE guide that organizes programs by nine occupational cluster areas and puts all of our programs inside those buckets. It will be linked with the Career match survey and Holland codes, and will be available in print and on the web.
 - b. Suggestions from the group:
 - i. Work with OEWD to identify additional CBOs we can partner with. CBOs can focus on wraparound services and CCSF can provide the training. We can fund them directly through an RFP process and create MOUs.
 - ii. Case management support for noncredit students who have conduct issues and may need assistance with mental health, housing, domestic violence, or other personal issues.
 - iii. At our public meetings about the 16-17 plan, present to CBOs our plan for future partnership and schedule individual follow-up meetings.
5. Next steps:
- a. Wendy to attend Student Development meeting.
 - b. Public meetings to be planned and posted.
 - c. Draft 2016-17 plan will be created based on today’s comments and public input, then circulated and approved via email for August 15 deadline.