



Los Angeles Regional Adult Education Consortium OPEN MEETING

Burbank Adult School
3811 West Allan Avenue
Burbank, CA 91505
October 14, 2016 ✂ 1:00 to 3:00

The following Executive Committee members were in attendance:

Emilio Urioste, BUSD
Joseph Stark, LAUSD
Veronica Montes, CCUSD
Robert Miller, LACCD
Kathy Brendzal, MUSD (arrived prior to Item VIII)

I. Opening

Meeting called to order by Emilio Urioste at 1:15 P.M.

II. Pledge of Allegiance

III. Minutes Approval: September 9, 2016 Open Meeting

Mr. Stark: Moved to approve September 9, 2016 minutes

Ms. Montes: Seconded

Vote: Unanimous

IV. Workgroup Scheduled Meetings

Mr. Asturias informed the Executive Team that the workgroups started their activities on October 7, 2016. As of today, all of the workgroups have turned in their meeting dates, times, and places. The information will be on the website so that everyone will be aware of the meeting dates and times. The goal is to have transparency of the process. The workgroup meetings start as early as October and go through December. There is one team that has scheduled all of their meetings starting in October and ending in June of 2017.

Mr. Stark asked for clarification regarding who is allowed to attend workgroup meetings? Mr. Asturias responded that Executive team members can attend as observers, but active participation is only allowed for workgroup members and any guest speakers.

Mr. Stark inquired whether or not work products were posted online? Mr. Asturias replied that a set of deliverables was posted by the deadline.

Vision Statement

"The Los Angeles Regional Adult Education Consortium will sustain, expand and improve adult education. It will create seamless programs and pathways to workforce and higher education that are regionally relevant, efficient, comprehensive, and that leverage community resources through a structured and collaborative interagency approach. Programs will be student centered, data driven and focused on best practices. Students will gain 21st century skills; meet their employment, academic and civic goals; and contribute to the economic vitality of the Los Angeles region.



Mr. Urioste asked about a summary of the ESL workgroup progress. Mr. Asturias has tasked the workgroups with completing additional phases of the assignment by the end of October. The goal is to give the same look and feel to each one of the course outlines. Outlines were completed; however, the level of consistency between course outlines was not the same because each outline was completed by a different workgroup. The deliverable is for coherent and unified course outlines.

Mr. Urioste inquired about assessment. Mr. Asturias answered that the assessment workgroup made public the recommendations two meetings ago. The recommendations are currently placed on hold because the State may have a set of guidelines that we are to follow. The group is waiting for the AEBG Summit in November. AEBG may make an announcement at that time regarding assessment. Depending on the announcement, we will decide whether to revive the recommendations of the assessment group to see how they fit within the new recommendations.

Mr. Stark inquired about mastery of competency-based outlines vs. courses based on assessments. Mr. Asturias stated that the workgroups are putting together competency-based course outlines. In addition, each course outline will also include a grammar guide which is based on level to complement the course outlines.

V. Inter-district Training: CALPRO

Mr. Asturias is asking CALPRO to assist with customizing and providing training for the workgroups for professional learning communities, integrated education training (adding points of entry for CTE, VESL or VABE), and online professional development. Mr. Asturias suggested the use of the platform Schoology (a learning management system) for online professional development. The viability and utility of Schoology will be evaluated.

VI. Open Meeting Location:

<u>Month</u>	<u>Date</u>	<u>Location</u>
November	4 th	LACCD's Van de Kamp
December	no meeting	
January	13 th	Montebello
February	10 th	LACCD's Van de Kamp
March	10 th	LAUSD
April	7 th	Montebello
May	12 th	Burbank
June	9 th	LAUSD

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VII. LARAEC's First Annual Conference Ad Hoc Committee

Mr. Asturias announced that after his discussion with the PPT, he would like to develop an ad hoc team that will help with the logistics of putting together the conference. The hope is to have representatives from every district on the ad hoc team. Currently there is nothing confirmed regarding times, location and date of the meeting. If the implementation of the ad hoc committee is approved, the team will move forward and come up with a list of suggestions regarding the time, location, and possible key note speakers for the event for the Board to approve.

Mr. Stark pointed out that this meeting is included in the yearly plan.

Ms. Montes stated that there is a March 10th Open Meeting scheduled and [this] event is on Saturday, March 11th. Is there any way the Board could have the open public meeting on March 11, 2017 as part of the event so that there will be the most participation ever?

Mr. Stark moved to change the March 10, 2017 Open meeting to March 11, 2017.

Ms. Montes seconded.

Vote: unanimous

Mr. Asturias announced that the location of the meeting will be moved to the location of the conference.

VIII. Quarterly Expense and Progress Reports Due October 31, 2016

Mr. Asturias announced that the quarter ended as of September 30, 2016 and the quarterly fiscal and progress reports are due one month thereafter. Thus, the due dates for the reports are October 31, 2016. Also, as a reminder, those reports need to be certified by each district from a certified officer from the institution. The LAUSD CFO will certify on behalf of the Consortium. Mr. Asturias will send out the latest templates to each member organization. The next reporting cycle is due January 31, 2017.

Ms. Brendzal asked whether there is any way the Board can see a draft of the report which is due October 31, 2016 to the CCCC/CDE.

Audience Member (Adrienne Ann Mullen) commented that the report is abstracted from data submitted from the annual plans; turnaround is quick. Ms. Brendzal stated that the field's input is vital when reports are submitted to the legislature. Mr. Asturias stated he will draft a letter requesting the Board see the report prior to submission.

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Mr. Urioste suggested that we contact Neil Kelly and Chris Nelson requesting that we, as the largest consortium, have someone present at the AEBG Summit meeting particularly participating with the Data and Accountability committee. Mr. Asturias agreed and stated that it is instrumental for LARAEC to participate in the Data and Accountability committee because of the level of complexity and intricacies involved with such a large consortium. The information needs to be tight enough to be actionable. Mr. Stark stated the goal is to have the forms completed to the best of our ability so that the blanks are not filled for us. Also it seems the webinars are not providing enough information regarding data collection and accountability. Mr. Asturias stated that during the webinar, it was stated that more information will be available after the Summit. Ms. Brendzal stated that there needs to be more transparency in establishing committees, and LARAEC must be a part of it.

Mr. Urioste moved to continue the discussion regarding the reports at the next meeting in November after the Summit. Mr. Asturias will draft a letter and arrange a conference call regarding being a part of workgroups at the Summit. Mr. Urioste: There are two issues under discussion: the meeting on November 2nd regarding feedback from the preliminary data report, ensuring that the Project Manager and one member of the Executive Board can participate, and that LARAEC provides input in aligning and blending AEBG and WIOA programs. Ms. Brendzal reiterated that we should be seeing the reports due to the legislature on October 31, 2016 prior to their submission. Mr. Asturias: Project manager and one executive team member from LARAEC should be included in the workgroups at the AEBG Summit. Mr. Asturias will also request a copy of the draft report submitted to the State.

IX. Public Comments: no comments

X. No Action items

XI. Next Meeting: November 4, 2016, 1:00 P.M. at Van de Kamp (LACCD)

Mr. Urioste moved to adjourn the meeting at 2:30 P.M.

Ms. Montes seconded the motion.

Vote: Unanimous

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