

Long Beach Adult Education Consortium
Public Meeting
May 20, 2016 | PCC GG-238
Minutes

Attendees: F. Anderson (LBSA), E. Barrera (LBCC), J. Cassara (LBCC) A. Chean (LBCC), K. Connolly (LBSA), S. Hagemann, S. Lewis, M. Lynch (LBCC), H. Neu (LBCC), R. Pederson (Molina Healthcare), L. Potter (LBCC), A. Rodriguez (LBCC), M. Scott (CSULB), E. Serrato (Pacific Gateway), M. Smith (LBCC), D. Van Sinden (LBCC), E. Yasutomi

Agenda	Discussion	Action Item
Introductions	<ol style="list-style-type: none"> 1. Members 2. Partners 	
Previous	<ol style="list-style-type: none"> 1. Review May 6 minutes 2. Meeting with Rief Media (RM) to discuss website <ol style="list-style-type: none"> a. Stephanie will meet with RM on May 24. Suggestions are for website to be student friendly to include Spanish translation, and to request completion of contract. LBSA would like website to include links to LBSA. 3. Summarize Hanover research (green handout) <ol style="list-style-type: none"> a. Stephanie provided a brief summary of the previous research conducted by Hanover. Mollie and Stephanie recommended that we further examine the community demographics to better understand how to serve the population. LBCC is going to move forward with contracting with BW Research to create a more granular examination of the potential students and the business community. 4. Name – any suggestions/thoughts/ideas <ol style="list-style-type: none"> a. The group was asked to continue thinking about a name change. 	<ol style="list-style-type: none"> 1. Minutes <ul style="list-style-type: none"> • LBAS was changed to LBSA • HiSET and HS diploma were added to Basic Skills • Citizenship added to ESL • Older Adults added • Minutes were approved with above modifications. Motion H. Neu, second F. Anderson.
Governance	<ol style="list-style-type: none"> 1. Review organizational chart (blue handout) <ol style="list-style-type: none"> a. A revised organization chart of the LBAEC was made. Felicia Anderson said she will require an organization chart when reporting. 2. Review Student Flow chart <ol style="list-style-type: none"> a. Graphic interpretation of how students can enter and transition through the program 	<ol style="list-style-type: none"> 2. Student Flow Chart <ol style="list-style-type: none"> a. Secondary basic skills will be changed to secondary education/diploma. b. Add international transitional services 3. Stephanie is going to convene an ad hoc committee for data

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	<ul style="list-style-type: none"> b. Five content areas are those that will support the student moving from LBSA to LBCC and from noncredit to credit c. Clarification, Older Adults is specifically for adults over 50 returning to work and preparation for working with primary and secondary students. d. Clarification, housing is to provide referrals to community based organizations for students that need housing. <p>3. Review Student Intake Form (purple handout)</p> <ul style="list-style-type: none"> a. Stephanie introduced an intake form for the purpose of opening up the discussion of populating the Student Data and Outcome Report which is due soon. b. Student SSN is required by the state for the purposes of tracking employments. c. Felicia said LBSA can share student data information but LBSA does not collect SSN. Stephanie said that students cannot be tracked with student ID numbers. Pacific Gateway requests similar information. <p>4. Content/subject matter grouping</p>	<p>collection. The questions are what data needs to be collected and how it will be collected.</p> <p>4. There are five major content areas:</p> <ul style="list-style-type: none"> a. Elementary & Basic Skills (ESL) b. Classes for Immigrants (Citizenship) c. Adults w/Disabilities d. Short-term CTE (apprenticeship) e. Older Adults (working w/primary & secondary students and returning to work over 50).
<p>Next Steps</p>	<p>1. Review Implementation Charts in Final Plan</p> <ul style="list-style-type: none"> • Timelines Mollie clarified that the current funding is for 2015-16 and new funding will be provided for 2016-17. • Completions • To Do • Revisions <p>Stephanie is reviewing the charts in the final plan to determine what is completed.</p> <p>2. Summer meeting schedule</p>	<p>1. Stephanie will send the Adult Education Consortium Final Plan to the group</p> <p>2. Summer Meeting Schedule</p> <ul style="list-style-type: none"> • May 27, 2016 at 9:00 AM: Strategic Planning Meeting with Felicia Anderson, Annie Chean, Stephanie Lewis, Karen Rothstein, Erick Serrato, and Mollie Smith. Location: Pacific Gateway.

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	<p>LBSA teachers will not be involved in any meetings between June 17th and August as they will be off contract.</p> <p>Mollie requested that individuals who cannot attend meeting send a representative in their place or provide written input.</p>	<ul style="list-style-type: none"> • June 14, 2016 from 8:00 AM – 12:00 PM: First larger group meeting, location TBD • June 28, 2016 from 8:00 – 12:00 PM: Second larger group meeting, location TBD
Meeting Adjourned		