

GATEWAYSCV ADULT EDUCATION CONSORTIUM

BOARD MEETING MINUTES

William S. Hart Union High School District - Office Board Room
21380 Centre Point Parkway
Santa Clarita, California 91350

12:00 p.m. to 2:00 p.m. Friday

April 21, 2017

1.1 Call to Order	Meeting called to order at 12:06pm.
1.2 Flag Salute	Amanda Girdlestone led the salute.
1.3 Welcome to Guests/Recognition of Staff Representative(s)	General welcome to all guests. Special welcome to Amanda Girdlestone, a Golden Oak Adult School student who is graduating this semester.
1.4 Approval of November 4, 2016 Board Minutes	Move: J. Buckley; Second: M. Kuhlman
1.5 Approval of Agenda	Move: M. Kuhlman; Second: J. Buckley
1.6 Recognition/Information	N/A
2 Consent Calendar Approval	Discussion: J. Makevich discussed changes to CFAD per M. Doyle and J. Hoffman. Changes made during meeting, and CFAD will be signed at conclusion of meeting. Move: J. Buckley; Second: M. Kuhlman
3.1 Update on new data collection and reporting processes (TOPSPro)	J. Makevich discussed the fact that community colleges are now required to use TOPSPro for data tracking. COC just implemented TOPSPro and has a data submission deadline of April 30, 2017, which will be met. In addition, COC will have to begin using federally-approved progress tests (i.e. CASAS or BEST) in its ABE and ASE courses. Initial pilot of tests will be in summer 2017.
3.2 Calendar of 2017-18 board meetings	The following 2017-18 meeting dates were approved: Friday, August 18, 2017 (COC; Canyons Hall 211) Friday, November 3, 2017 (Hart District Offices) Friday, April 20, 2018 (COC; Canyons Hall 211) Move: J. Buckley; Second: M. Kuhlman
4.1 Programming and Planning	J. Hoffman gave a student spotlight presentation with Amanda Girdlestone, a Golden Oak Adult School student. They

visited the State Capitol during Adult Education Week and met with Dante Acosta and Scott Wilk. Amanda Girdlestone reflected on her experience as a Golden Oak student, as well as the trip to Sacramento during which Scott Wilk gave them a tour of the legislative chambers and put her name on the digital sign.

J. Hoffman also discussed the selection of a new logo for Golden Oak (in process). Growth of about 350% from last year; new orientations, about 10 students per week; a new HISET program. Increase in ESL sessions from 2 to 3. Teachers are reaching out to student for retention purposes. New programs in project management, pharmacy tech, and medical assistant, as well as new citizenship program.

J. Hoffman announced their graduation; June 8, 6:30pm, La Mesa JHS MPR.

J. Hoffman requested donations for a student scholarship.

M. Kuhlman expressed his appreciation for the work of Golden Oak.

L. Pavik gave a presentation about student services for noncredit students, showing a promotional video that highlights students and programs. Important to understand the needs of the community, being multilingual.

L. Pavik indicated that there were 452 advisement appointments, 407 assessments, and 750 students who attended in-class orientations. She reminded the group that their funding is based on the number of services that students receive.

L. Pavik distributed flyers about their services, assessments, and programs.

L. Pavik reminded the group that registration and advisement are both on campus and delivered to community members and businesses. AMS Fulfillment is completing a 2B cohort, new partner in RAH Industries.

	<p>L. Pavik and D. Stewart indicated that summer is the largest offering ever for a summer session for noncredit: 4 GED, 4 computer applications and web technologies, 7 ESL, and 2 VESL courses.</p> <p>L. Pavik extended an invitation to the COC celebration/graduation on June 13 in the University Center lobby.</p>
5.1 Curriculum and Assessment	J. Makevich discussed the new courses and programs in the curriculum development process. He also discussed the new assessment processes mentioned earlier (i.e. CASAS) and that progress will be measured at the end of each course. This is similar to process already in place at Golden Oak.
5.2 Facility Updates	<p>J. Hoffman indicated that things will move forward with construction of restrooms for site across from district offices (approved in consent calendar).</p> <p>J. Makevich and D. Stewart discussed that COC has looked for sites that can serve the district as a whole, but has not yet found a site that would fit within price range and be an ideal location. The college will continue to look to solve space issues, and that may or may not involve noncredit.</p>
5.3 Professional Development	J. Makevich discussed PD event in January. It was a big success, and faculty are interested in more similar events. We will likely do an increased number of small events and perhaps one large event per year. There was a discussion of equity issues and consideration of empathy to close the opportunity gap for students.
5.4 Adults with disabilities	J. Makevich indicated that the group has met twice and is just getting started looking at ways that the consortium can respond to the needs of the SCV. Nothing has been specifically planned yet, but discussions will continue in the 2017-18 academic year.
Adjournment	Meeting adjourned at 1:37pm.

The next regular business meeting has been scheduled for, Friday, August 18, 2017 at College of the Canyons, in Canyons Hall 211.