

Meeting Minutes

North Coast Adult Education Consortium

College of the Redwoods, SS 104, 7351 Tompkins Hill Road, Eureka

February 7th, 2020, 1:00 PM – 4:00 PM

Members Present: Margaret Talcott; via Zoom: Jack Bareilles, Brad Albee; via Phone: Delia Garcia

Also Present: Edith Ramirez; via Zoom: Blaine Smith

Call Meeting to Order

Margaret Talcott called the meeting to order at 1:03 PM.

- Additions/Adjustment to Agenda – There was no adjustment to the Agenda.
 - Public Comment – There were no public comments.
- Approve Consent Agenda – Jack Bareilles motioned, Brad Albee seconded. Motion approved.

Instructional Equipment for College of the Redwoods

- Margaret Talcott asked for approval from the Consortium to purchase new computers. Jack Bareilles asked for prices for these new computers. Blaine Smith explained the reason for the Consortium's involvement with the purchase of new equipment. Jack Bareilles made a motion for College of the Redwoods, Adult Education obtain quote for computers and come back to the Consortium for final approval prior to purchase. It was seconded by Brad Albee. Motion Approved.

Next Steps with Community Pro Suites

- Margaret Talcott will be meeting with Beth Lehrer next week. The contract with Community Pro Suites will expire on June 30. Margaret Talcott asked the Consortium for feedback. Brad Albee will provide his input in email. There was no other feedback. Margaret Talcott will continue to work with Beth Lehrer to get the program up and running.

Earned Credit Equivalents

- Blaine Smith submitted a draft document outlining the earned credit equivalents to the Consortium. Blaine Smith asked for feedback. He stated that other adult education programs have benefited from similar earned credit equivalent programs. Margaret Talcott mentioned the Consortium has Cyber High as a credit recovery option, but there is a fee associated with it. Earned credit equivalencies would be another way to increase student access.

Review Annual Plan & Updates

- Regional Need #1:

- Margaret Talcott reported that the Fire Academy graduated 24 students. The students received 10 different certifications as part of the program. This Spring, College of the Redwoods, Adult Education is also offering two work series programs in Eureka and Fortuna.
- Regional Need #2:
 - Rob Parker has been working on getting more CTE classes in Crescent City.
 - Brad Albee reported that Eureka Adult School is offering CNA classes.
 - Margaret Talcott reported that College of the Redwoods, Adult Education has begun conversations at the College to develop stronger pathways between non-credit and Career Education.
 - Jack Bareilles reported there are approximately 65 students who will be 18 years old by the end of April at Northern Humboldt Union High School District. Discussion ensued around the Consortium covering the cost of CTE certificates. Jack Bareilles will continue to explore this option.
- Regional Need#3:
 - Blaine Smith is drafting an articulation agreement, using earned credit equivalents.

Gaps in Service

- Strategy#1:
 - Margaret Talcott reported that College of the Redwoods, Adult Education is offering bus passes and parking permits to students.
 - Brad Albee reported that Eureka Adult School has 6 bikes on site for students.
- Strategy#2:
 - Margaret Talcott shared that College of the Redwoods, Adult Education is building a relationship with the Gene Lucas Center.

Seamless Transitions

- Strategy#1:
 - Margaret Talcott stated that every member is turning their Data Integrity Report on time. The next step is to share the data with faculty and use the data to drive instruction.
- Strategy#2:
 - College of the Redwoods, Adult Education is working with Probation to establish a regular time for their advisor to assist students at Probation.

Student Acceleration

- Strategy#1:
 - The work around earned credit equivalencies is a strategy to increase student acceleration.
- Strategy#2:

- College of the Redwoods, Adult Education is offering a boot camp class for High School Equivalency in March.

Professional Development

- Strategy#1:
 - CAEP 2020 Summit: TBA.
 - CASAS Summer Institute: June 23-June 25, 2020.
 - EL Civics Conference: February 28, 2020 (Orange) or March 13, 2020 (San Jose).
- Strategy#2:
 - Blaine Smith has been the Consortium's consultant, and has provided professional development opportunities.

Leveraging Resources

- Strategy#1:
 - Resources are being leveraged through the Consortium's exploration of CE certifications with Northern Humboldt Union High School District.

Review Upcoming Report Due Dates

- CAEP Allocations: February 28, 2020.
- Member Expenses Report (Q2) in NOVA: March 1, 2020.
- Student Data Integrity Report (Q3): April 30, 2020.
- CFADs: May 2, 2020.

Closing Remarks and Public Comment

There were no public comments.

Margaret Talcott adjourned the meeting at 1:38 PM.