



AEBC
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CALIFORNIA WORKFORCE

Coastal North County Adult Education Consortium (CNCAEC)

General Meeting
Monday, March 16, 2020
12:00 p.m.

MiraCosta College – Community Learning Center – Community Room
1831 Mission Avenue, Oceanside, CA 92058

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. APPROVE MEETING MINUTES
 - A. December 16, 2019 General Meeting Minutes
4. PUBLIC COMMENTS: Members of the audience may address the CNCAEC on any item listed on the agenda during this time. Comments will be limited to three (3) minutes per person for a total of thirty (30) minutes of public comment. Members of the CNCAEC are not required to respond directly to comments made at this time.
5. CHANGES IN AGENDA ORDER
6. PRESENTATION
 - A. Faculty Workgroups updates
7. CONSENT ITEMS
 - A. Consortium Fiscal Administration Declaration (CFAD)
8. ACTION ITEMS
 - A. Bylaws amendment
9. ADJOURNMENT

**Coastal North County Adult Education Consortium (CNCAEC)
General Meeting
Monday, December 16, 2019 – 12:00 p.m.**

DRAFT Minutes

MiraCosta College – Community Learning Center – Room 119
1831 Mission Avenue, Oceanside, CA 92058

	Agenda Topic	Discussion	Outcome
1	Call to Order	Dr. Kate Alder called the meeting to order at 12:02 p.m.	
2	Roll Call	Dr. Kate Alder, Vicki Gravlin, MaryLynn McCorkle	Absent: Manuel Zapata and Sara Fox
3	Approve Meeting Minutes	A. September 16, 2019 General Meeting Minutes	Vicki Gravlin moved to approve minutes. MaryLynn McCorkle seconded.
4	Public Comments	No public comments.	
5	Changes in Agenda	No changes	
6	Presentation	<p>A. Student Data</p> <p>Dr. Cheryl Harris, Research Analyst, shared an update on enrollment and outcomes for the past two program years.</p> <p>MaryLynn McCorkle commented on “Duplicated Student Headcount” – distinction is within the “Unduplicated counts” – individual students. Kate supplied a simpler definition.</p> <p>Vicki Gravlin mentioned decrease in enrollment of 10% for OUSD.</p> <p>Dr. Kate Alder: Discussion on the last slide (Pictures of monuments sign and Student Services building) Measure MM Bond –Spring ground breaking. Once Student Services building is complete (Projected Spring 2021) renovations will commence on buildings A &B and building C will be demolished</p>	
7	Action Items	<p>A. Vice-Chair Election</p> <p>B. Bylaws amendment</p> <p>Dr. Kate Alder stated that CNCAEC currently meets quarterly, seems excessive. Proposed meeting three times a year: March (Approve CFAD), four months later, July (Budgets), November (Data/Questions).</p> <p>Next Meeting: March 2020, Date TBD, at March 2020 meeting will calendar for remainder of 2020/2021 Academic Year.</p>	<p>A. Dr. Kate Alder nominated Vicki Gravlin. Seconded by MaryLynn McCorkle</p> <p>B. Dr. Alder moves to meet three instead of four times a year. Seconded by Vicki Gravlin.</p> <p>C. Dr. Alder will follow up on voting electronically under special circumstances.</p>

		Special meetings can be scheduled if needed. Remote meetings are possible but only if remote space is also opened to the public. A Board Member asked if it was possible for them to vote electronically under special circumstances.	
8	Adjournment	Dr. Alder adjourned meeting at 12:28 p.m.	

DRAFT

FACULTY WORKGROUPS UPDATES



ADULT CONTINUING EDUCATION

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 Gain new job skills



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For more information contact
 Community Learning Center
 miracosta.edu/continuinged
 760.795.8736



FREE Classes start **5 times** per year

MiraCosta College offers classes at the Community Learning Center in Oceanside and at community locations throughout north county all of which provide a supportive, challenging, accessible environment that respects diversity.

Adult High School
 Designed for any adult student who wishes to earn a high school diploma, prepare for a GED/HiSet exam, or who desires a review of basic English, math and/or academic skills in preparation for higher education, career education, or job improvement.

Adults with Disabilities
 Designed for adults with intellectual disabilities focusing on life, social, and workplace skills.

English as a Second Language (ESL)
 Designed for students who want to improve their English skills in order to advance their careers and fulfill personal goals. Citizenship classes are offered for those that are preparing for that step.

Short-Term Vocational
 Designed to provide students with business office technology skills and other workforce preparation skills leading to improved employability and job placement opportunities.


COMMUNITY LOCATIONS

Carlsbad City Library Learning Center Carmel Valley Library Carmel Valley Middle School Encinitas Library La Colonia Community Center Libby Elementary School Life at Liberty	Mirba Bishop Recreation Center MiraCosta Community Learning Center MiraCosta San Elijo Campus North Coastal Career Center Oceanside Public Library San Diego Auto Academy
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Online classes also available.
 Contact 760.795.8736 for more information.

MiraCosta College
 Community Learning Center
 1831 Mission Avenue
 Oceanside, CA 92058

TODAY'S THE DAY

FREE ADULT CLASSES

- > Learn English and prepare for Citizenship
- > Earn a High School Diploma or equivalent
- > Gain new Job Skills
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Enroll now!
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 or text @clcfree to 81010

MIRA COSTA COLLEGE CONTINUING EDUCATION

Community Learning Center • miracosta.edu/continuinged

Marketing

- 170k schedules and postcards mailed
- Bus ads are now running
- Event banners
- CLC Photos
 >miracostacollege.smugmug.com/CLC-All-Classes-2019/
- More to come!



ADULT HIGH SCHOOL (AHS)



Goal #1: Stabilize, then increase enrollment by **improving student retention/persistence**, conducting targeted inreach/outreach, and branding **and marketing of Adult High School.**

Flyers and brochures

Goal #2: Create program maps that demonstrate educational pathway options for students and support students in designing individual education plans aligned with the maps.

- 2 year academic map for **day** students
- 4 year academic map for night students

Goal #3: Data Informed Program Improvements

No shows

Professional Development Tracking Survey

ADULTS WITH DISABILITIES (AWD)



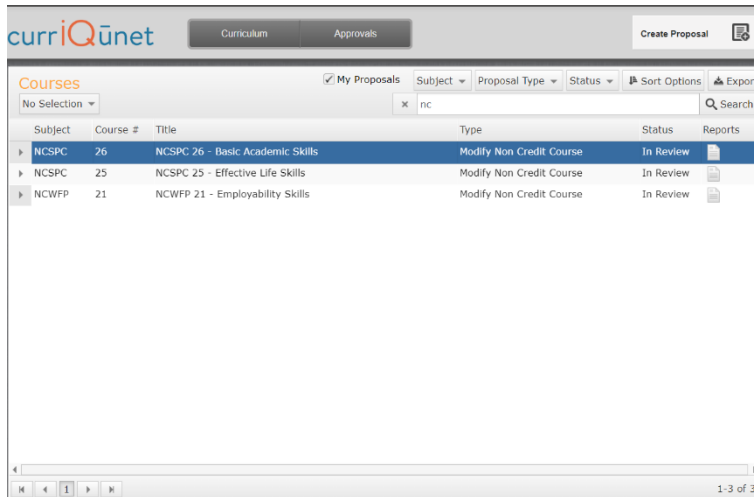
2019-2020 Implementation Plans

- AWD Faculty Discussions:
 - Curriculum & assessments
- Pathway/Ed map
 - Research NC/credit programs
 - Reviewed labor market data (suitable bright outlook jobs)
- Update all curriculum
 - Launched in Curricunet
- Basic Computer Skills Certificate – Chancellor approved
- Update AWD website

ENGLISH AS A SECOND LANGUAGE (ESL)



Implementation Plans 2019-2020



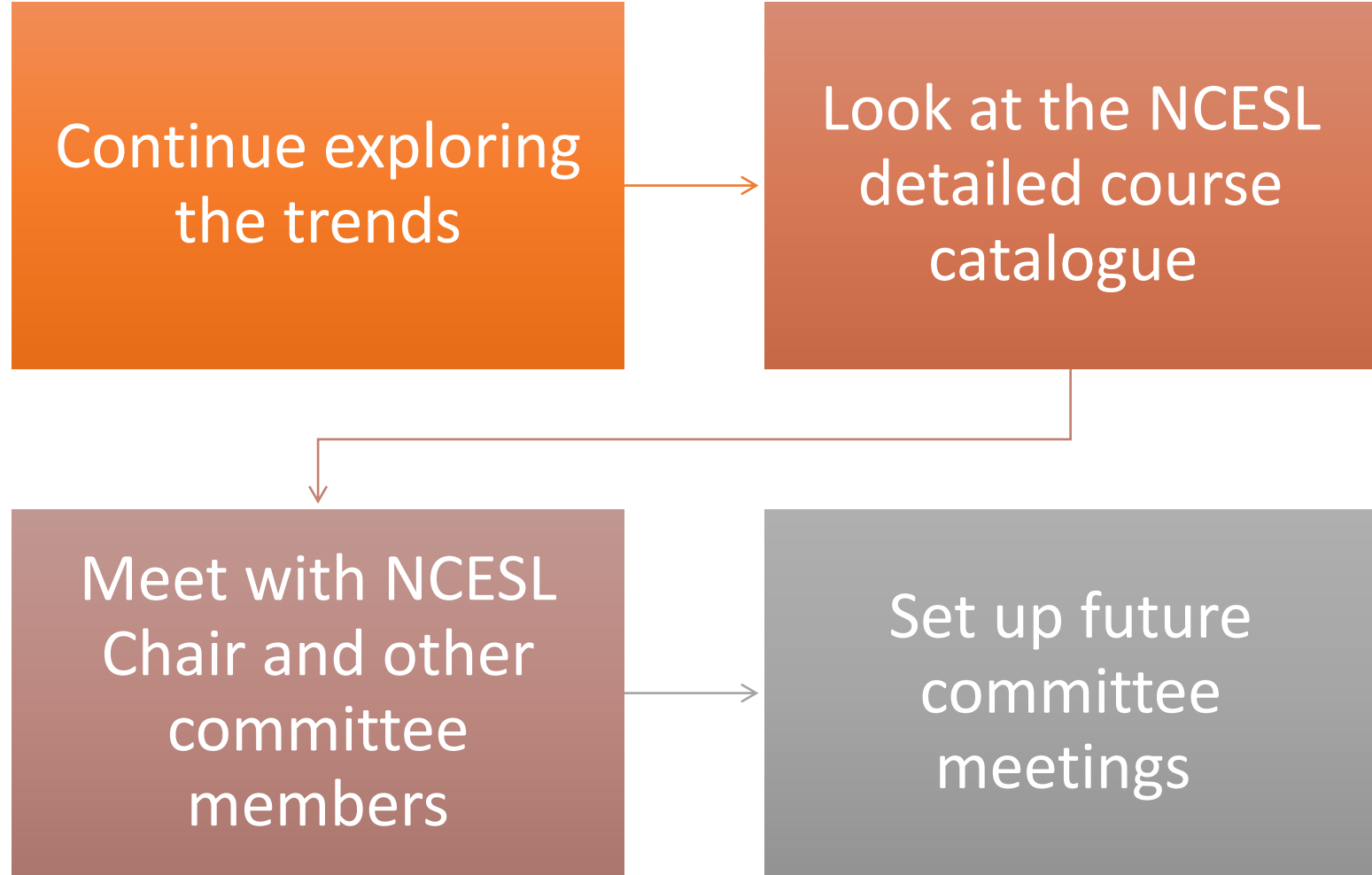
The screenshot shows the curriQūnet interface with a table of courses. The table has columns for Subject, Course #, Title, Type, Status, and Reports. Three courses are listed, all with a status of 'In Review'.

Subject	Course #	Title	Type	Status	Reports
NCSPC	26	NCSPC 26 - Basic Academic Skills	Modify Non Credit Course	In Review	
NCSPC	25	NCSPC 25 - Effective Life Skills	Modify Non Credit Course	In Review	
NCWFP	21	NCWFP 21 - Employability Skills	Modify Non Credit Course	In Review	

ESL Faculty Discussions:

- **Academic Support Services Schedule:** Consistent, staggered schedule for classroom visits
- **Academic Support Services Off-Sites:** Tutor Center visited + worked with off-site students
- **Off-Site Technology:** Hot spots, small, portable projectors purchased, lap tops
- **Dashboard:** Data on incoming enrollment

Next Steps





SHORT-TERM VOCATIONAL



Implementation Plans 2019-2020



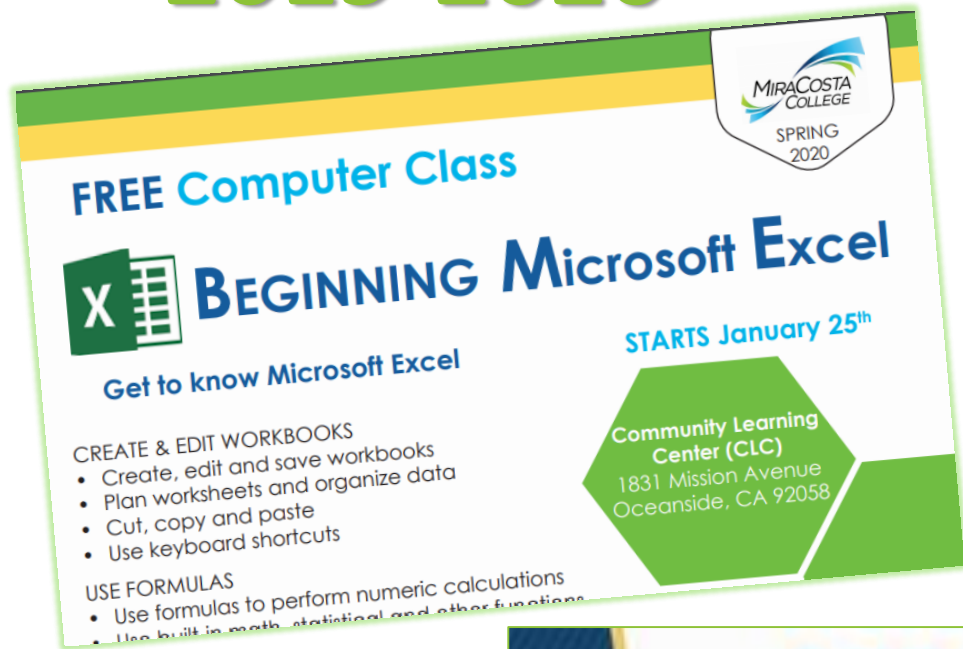
Hosted Business Advisory

- ✓ Employer's needs
- ✓ Grouped classes to create certificates

Planned stackable certificates

- ✓ Front office clerk
- ✓ Clerical Assistant
- ✓ Administrative Aide
- ✓ Data Entry Clerk

Implementation Plans 2019-2020



- **Marketing**
 - ✓ Updated flyers to market classes
 - ✓ New consistent format
 - ✓ Assessable through the Portal
- **New certificates**
 - ✓ Microsoft Word
 - ✓ Microsoft Excel
 - ✓ Typing Certificate approved

Implementation Progress FALL 2019

curriQūnet Curriculum Approvals Create Proposal

Courses My Proposals Subject Proposal Type Status Sort Options Export

Non-Credit Course x Keyword Search: Search

Subject	Course #	Title	Type	Status	Reports
▶ NCBOT	11	NCBOT 11 - Advanced Keyboarding	New Non Credit Course	CURRENT	
▶ NCBOT	25	NCBOT 25 - Basic Office Skills	New Non Credit Course	CURRENT	
▶ NCBOT	10	NCBOT 10 - Beginning Keyboarding	New Non Credit Course	CURRENT	
▶ NCBOT	35	NCBOT 35 - Management Office Skills	New Non Credit Course	CURRENT	
▶ NCBOT	30	NCBOT 30 - Office Systems and Procedures	New Non Credit Course	CURRENT	
▶ NCBOT	12	NCBOT 12 - Ten Key	New Non Credit Course	CURRENT	
▶ NCBOT	20	NCBOT 20 - Word Processing	New Non Credit Course	CURRENT	

• Course Changes

- ✓ BOT becomes NCBOT Fall 2020
 - ✓ Curricunet updated for NCBOT
 - ✓ Reviewing BOT course outlines
 - ✓ Selected NCBOT classes for Fall

• Student Surveys

- ✓ Current STVOC
- ✓ Current BOT



Thank you

Any Questions?



Coastal North County Adult Education Consortium (CNCAEC)

Consortium Fiscal Administration Declaration (CFAD)
Coastal North County Adult Education Consortium
2020-21 Fiscal Year

Consortium Information

Consortium Name:

32 Coastal North County Adult Education Consortium (CNCAEC)

Consortium Short Name:

32 Coastal North

Address:

1 Barnard Drive, Oceanside, CA 92056

Website:

miracosta.edu/instruction/ab86

Funding Channel:

Fiscal Agent

CAEP Funds 2020-21:

\$1,247,782

CAEP Funds 2019-20:

\$1,222,210

AEBG Funds 2018-19:

\$1,178,933

AEBG Funds 2017-18:

\$1,132,500

AEBG Funds 2016-17:

\$1,132,500



Coastal North County Adult Education Consortium (CNCAEC)

Member Agencies and Certifiers:

MiraCosta Community College District	Tim Flood Freddy Ramirez
San Dieguito Union High School District	Manuel Zapata
Alliance for Regional Solutions	MaryLynn McCorkle
Oceanside Unified School District	Vicki Gravlin
San Diego Workforce Partnership	Sara Fox

Member Allocations:

Member Agency	2020-21 Allocation	2019-20 Allocation	2018-19 Allocation	2017-18 Allocation
MiraCosta Community College District	\$1,247,782	\$1,222,210	\$1,178,933	\$1,132,500
Oceanside Unified School District	\$0	\$0	\$0	\$0
San Dieguito Union High School District	\$0	\$0	\$0	\$0
Alliance for Regional Solutions	\$0	\$0		
San Diego Workforce Partnership	\$0	\$0		



February 26, 2020

To: Adult Education Consortium Directors and Members

From: The California Adult Education Program Office (CAEP)

Subject: 2020-21 Preliminary California Adult Education Program Allocations Now Available

As required by February 28th, the CAEP Office is releasing the [2020-21 Preliminary Allocations](#) for each consortium which includes an additional \$12.3M COLA for fiscal year 2020-2021. The COLA re-benches the total annual statewide CAEP allocation for future years to \$550,897,000. The CAEP consortia and their members are required to submit their Consortium Fiscal Administration Declaration (CFAD) via the NOVA system by May 2, 2020. The CAEP Office uses the information from the CFAD process to determine the payment schedules for the disbursement of these funds. There will be no extensions granted for the May 2nd due date.

All CAEP members are eligible for the COLA. The COLA will be based on the member's allocation percentage from the prior year's CFAD. Please see [education code 84914](#) governing an increase or decrease of CAEP funding from the prior year. Consortia cannot vote to exclude or prevent a member from receiving a COLA (provided that the member received funding in the prior year). However, after the CFAD is submitted, consortia can use the allocation amendment process in NOVA to move CAEP funds based on consortia agreed upon by-laws.

On March 6, 2020, (12 p.m. to 1:30 p.m.), TAP will host a CAEP Fiscal Update webinar to walk through NOVA fiscal processes like 17-18 close out of funds, reporting expenditures, submitting your CFAD, and discuss allocations, COLAs, and more. To register, [click here](#).

If you have any questions regarding this information, please contact the CAEP Technical Assistance Project at tap@caladulthood.org.

Sincerely,

Carolyn Zachry, Ed.D
California Department of Education
Adult Education Program Office

Javier Romero
California Community Colleges Chancellor's Office
Adult Education Program Office



CAEP Consortium	COLA 20/21	20/21 Allocation w/ COLA	21/22 Allocation w/ COLA
01 Allan Hancock Community College Consortium	\$38,780	\$1,732,226	\$1,732,226
02 Antelope Valley Regional Adult Education Consortium	\$93,823	\$4,190,931	\$4,190,931
03 Barstow Area Consortium for Adult Education	\$21,221	\$947,900	\$947,900
04 Butte-Glenn Adult Education Consortium	\$51,254	\$2,289,459	\$2,289,459
05 Greater Opportunity Through Adult Learning (Santa Cruz)	\$80,144	\$3,579,912	\$3,579,912
06 Partnership for Adult Academic and Career Education (SE Los Angeles)	\$342,965	\$15,319,749	\$15,319,749
07 Chabot-Las Positas/Mid-Alameda County Consortium	\$216,171	\$9,656,038	\$9,656,038
08 West End Corridor/ Chaffey Regional AE Consortium	\$168,555	\$7,529,110	\$7,529,110
09 Citrus College Adult Education Consortium	\$101,063	\$4,514,345	\$4,514,345
10 Coast Adult Education Consortium	\$174,476	\$7,793,606	\$7,793,606
11 Tri City Adult Education Consortium	\$143,773	\$6,422,111	\$6,422,111
12 Contra Costa Adult Education Consortium	\$346,943	\$15,497,433	\$15,497,433
13 Morongo Basin AEBG Consortium (Copper Mountain)	\$19,067	\$851,704	\$851,704
14 Desert Regional Consortium	\$75,560	\$3,375,143	\$3,375,143
15 South Bay Adult Education Consortium (El Camino)	\$239,777	\$10,710,493	\$10,710,493
16 OnRamp to Employment, Plumas County Adult Education (Feather River)	\$19,067	\$851,704	\$851,704
17 Foothill De Anza/ NSCCSTC	\$199,758	\$8,922,910	\$8,922,910
18 Gavilan Regional Adult Career and Education Services	\$33,756	\$1,507,819	\$1,507,819
19 Glendale Community College District Regional Consortium	\$25,054	\$1,119,111	\$1,119,111
20 San Diego East Region Adult Education (Grossmont-Cuyamaca)	\$194,039	\$8,667,452	\$8,667,452
21 Salinas Valley Adult Education Consortium	\$86,088	\$3,845,415	\$3,845,415
22 Imperial County Adult Education Consortium	\$45,550	\$2,034,636	\$2,034,636
23 Kern AEBG Consortium	\$397,766	\$17,767,603	\$17,767,603
24 Lake Tahoe Adult Education Consortium	\$20,974	\$936,875	\$936,875
25 Lassen County AB86 Consortium	\$22,023	\$983,745	\$983,745

26 Long Beach Adult Education	\$56,006	\$2,501,690	\$2,501,690
27 Los Angeles Regional Adult Education Consortium	\$3,006,118	\$134,278,879	\$134,278,879
28 Capital Adult Education Regional Consortium	\$274,495	\$12,261,268	\$12,261,268
29 Marin County Adult Education Block Grant Consortium	\$34,466	\$1,539,559	\$1,539,559
30 Mendocino-Lake Consortium	\$35,956	\$1,606,105	\$1,606,105
31 Gateway Adult Education Network (Merced)	\$77,381	\$3,456,486	\$3,456,486
32 Coastal North County Adult Education Consortium (MiraCosta)	\$27,934	\$1,247,782	\$1,247,782
33 Monterey Peninsula Consortium	\$59,459	\$2,655,966	\$2,655,966
34 Mt. San Antonio Regional Consortium for Adult Education	\$817,920	\$36,535,269	\$36,535,269
35 Southwest Riverside County Adult Education Regional Consortium	\$113,349	\$5,063,146	\$5,063,146
36 Napa Valley Adult Education Consortium	\$66,604	\$2,975,122	\$2,975,122
37 North Orange County Regional Consortium for Adult Education (NOCRC)	\$90,127	\$4,025,849	\$4,025,849
38 Southern Alameda County Consortium (Ohlone)	\$97,018	\$4,333,642	\$4,333,642
39 Palo Verde Consortium	\$19,067	\$851,704	\$851,704
40 Education to Career Network of North San Diego County (Palomar/Vista)	\$183,907	\$8,214,835	\$8,214,835
41 Pasadena Area Consortium	\$43,711	\$1,952,523	\$1,952,523
42 Northern Alameda Consortium for Adult Education	\$187,820	\$8,389,645	\$8,389,645
43 Rancho Santiago Adult Education Consortium	\$108,608	\$4,851,343	\$4,851,343
44 North Coast Adult Education Consortium (Redwoods)	\$26,154	\$1,168,239	\$1,168,239
45 Rio Hondo Region Adult Education Consortium	\$337,047	\$15,055,389	\$15,055,389
46 About Students Regional Consortium (Riverside)	\$193,669	\$8,650,888	\$8,650,888
47 Inland Adult Education Consortium (San Bernardino)	\$245,710	\$10,975,514	\$10,975,514
48 San Diego Adult Education Regional Consortium	\$109,642	\$4,897,553	\$4,897,553
49 San Francisco Adult Education Consortium	\$90,402	\$4,038,140	\$4,038,140
50 Delta Sierra Regional Alliance (San Joaquin)	\$195,854	\$8,748,512	\$8,748,512
51 South Bay Consortium for Adult Education (San Jose)	\$408,426	\$18,243,801	\$18,243,801
52 San Luis Obispo County Adult Education Consortium	\$32,805	\$1,465,340	\$1,465,340
53 ACCEL San Mateo County	\$224,788	\$10,040,964	\$10,040,964

54 Santa Barbara AEBG Consortium	\$19,067	\$851,704	\$851,704
55 Santa Clarita Valley Adult Education Consortium	\$30,270	\$1,352,107	\$1,352,107
56 Santa Monica Regional Consortium for Adult Education	\$26,569	\$1,186,811	\$1,186,811
57 Sequoias Adult Education Consortium (SAEC)	\$225,190	\$10,058,892	\$10,058,892
58 Shasta-Tehama-Trinity Adult Education Consortium	\$26,163	\$1,168,668	\$1,168,668
59 Sierra Joint Consortium	\$78,604	\$3,511,125	\$3,511,125
60 Solano Adult Education Consortium	\$92,108	\$4,114,332	\$4,114,332
61 Sonoma County Adult Education Consortium	\$59,426	\$2,654,472	\$2,654,472
62 South Orange County Regional Consortium (SOCRC)	\$112,950	\$5,045,303	\$5,045,303
63 South Bay Adult Education Consortium (Southwestern)	\$338,638	\$15,126,458	\$15,126,458
64 State Center Adult Education Consortium	\$352,298	\$15,736,649	\$15,736,649
65 Ventura County Adult Education Consortium	\$354,970	\$15,855,992	\$15,855,992
66 Victor Valley Adult Education Regional Consortium	\$51,042	\$2,279,959	\$2,279,959
67 West Hills College Consortium	\$26,104	\$1,166,006	\$1,166,006
68 West Kern Consortium	\$19,067	\$851,704	\$851,704
69 Yosemite (Stanislaus Mother Lode) Consortium	\$102,280	\$4,568,709	\$4,568,709
70 North Central Adult Education Consortium (Yuba)	\$73,942	\$3,302,901	\$3,302,901
71 Adult Education Pathways (Siskiyou)	\$22,222	\$992,625	\$992,625
Total	\$12,333,000	\$550,897,000	\$550,897,000