

**General Meeting**

Monday, August 15, 2022  
12:00 p.m.

**Zoom:** <https://miracosta-edu.zoom.us/j/96011199685>

**Meeting ID:** 960 1119 9685

**Or Dial:** 16699006833

**AGENDA**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVE TELECONFERENCING FOR MEETINGS PURSUANT TO AB 361
4. APPROVALS
  - A. June 6, 2022, Special Meeting Minutes
5. 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.
6. CHANGES IN AGENDA ORDER
7. CONSET ITEMS
  - A. Review and Approval of the AEP Annual Plan
  - B. Consortium Fiscal Administration Declaration (CFAD) Amendment
  - C. 2022-2023 General Meeting Calendar
8. ACTION ITEMS
  - A. Accept Board Member for San Diego Workforce Partnership
9. ADJOURNMENT



## Coastal North County Adult Education Consortium (CNCAEC)

### **AUTHORIZING TELECONFERENCING FOR MEETINGS PURSUANT TO AB 361**

#### **BACKGROUND**

On March 4, 2020, Governor Gavin Newsom declared a State of Emergency to enable state and local agencies to more effectively respond to the threat of COVID-19. ON March 17, 2020, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Brown Act pertaining to teleconferenced meetings. On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which extended the provisions of Executive Order N-29-20's authorization for holding virtual meetings, with an expiration date of September 30, 2021. On September 16, 2021, Governor Newsom signed AB 361 (Rivas) as urgency legislation effective immediately, which provides that legislative bodies may continue to meet remotely during a declared State of Emergency subject to certain conditions.

#### **STATUS**

In an effort to safeguard the health of our students, employees, and community members and to provide greater access to the Coastal North County Adult Education Consortium (CNCAEC) general meetings, the board is presented with a resolution authorizing teleconferencing for meetings, declaring emergency conditions exist throughout the district campuses and facilities as a result of the continued State of Emergency under Government Code section 54943. The board has been provided regular updates on this matter.



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### TELECONFERENCING REQUIREMENTS DURING A PROCLAIMED STATE OF EMERGENCY

**WHEREAS**, the Ralph M. Brown Act requires that all meetings of a legislative body of a local agency be open and public and that any person may attend and participate in such meetings;

**WHEREAS**, the Brown Act allows for legislative bodies to hold meetings by teleconference but imposes specific requirements for doing so;

**WHEREAS**, on March 17, 2020, in order to address the need for public meetings during the present public health emergency, Governor Newsom issued Executive Order No. N-29-20, suspending the Act's teleconferencing requirements; and

**WHEREAS**, on June 11, 2021, Governor Newsom issued Executive Order No. N-8-21, continuing the suspension of the Brown Act's teleconferencing requirements through September 30, 2021; and

**WHEREAS**, these Executive Orders allowed legislative bodies to meet virtually as long as certain notice and accessibility requirements were met; and

**WHEREAS**, the State Legislature amended the Brown Act through Assembly Bill No. 361 (AB361) on September 16, 2021; and

**WHEREAS**, AB 361 amended the Brown Act so that a local agency may use teleconferencing without complying with the regular teleconferencing requirements of the Act, where the legislative body holds a meeting during a proclaimed state of emergency and makes certain findings; and

**WHEREAS**, Government Code section 54953 requires that the legislative body make additional findings every 30 days in order to continue such teleconferencing.

**NOW, THEREFORE**, the legislative body of the CNCAEC hereby finds, determines, declares, orders, and resolves as follows:

1. That the foregoing recitals are true and correct and incorporates them by this reference.
2. The CNCAEC Board finds, by a majority vote, the following:
  - a. That there exists a proclaimed state of emergency; AND either:
  - b. The Board is meeting for the purpose of determining one of the following, or more than 30 days have passed since the Board met and determined one of the following, and the Board now re-determines one of the following:



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- i. As a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
  - ii. State or local officials have imposed or recommended measures to promote social distancing; OR
- OR
- c. This Board has made the determination set forth in subdivision (b), above within the last 30 days and now makes the following determination:
    - i. The Board has reconsidered the circumstances of the state of emergency; AND
    - ii. Any of the following circumstances exist:
      - 1. The state of emergency continues to directly impact the ability of the members to meet safely in person.
      - 2. State or local officials continue to impose or recommend measures to promote social distancing.

**Special Meeting**  
**Monday, June 6, 2022 12:30 p.m.**

**Draft-Minutes**

MiraCosta College - Zoom: <https://miracosta-edu.zoom.us/j/93437014873>

Meeting ID: 960 934 3701 4873

	<b>Agenda Topic</b>	<b>Discussion</b>	<b>Outcome</b>
1	<b>Call to Order</b>	Meeting called to order at 12:32 p.m. by John Makevich	
2	<b>Roll Call</b>	John Makevich, Vicki Gravlin, MaryLynn McCorkle, Sara Fox, and Manuel Zapata	
3	<b>APPROVE TELECONFERENCING FOR MEETINGS PURSUANT TO AB 361</b>	A. Resolution to continue the CNCAEC meetings remotely.	John Makevich motioned for approval. John Makevich moved for approval. Marylynn McCorkle seconded. The board approved unanimously.
4	<b>Approve Meeting Minutes</b>	A. April 4, 2022, General Meeting Minutes No questions, comments, or corrections.	John Makevich motioned for approval. Sara Fox moved for approval. Marylynn McCorkle seconded. The board approved unanimously.
5	<b>Public Comments</b>	No public comments.	
6	<b>Changes in Agenda</b>	No changes in agenda.	
7	<b>Consent Items</b>	A. CAEP Three-Year Plan 2022-2025 Beatriz Aguilar provided an overview of plan. Comments came back from the board and edits have been made. James Hayes presented and reviewed the NOVA submission for the three-year plan.	John Makevich motioned for approval of Three-Year Plan. Manuel Zapata moved for approval. Sara Fox seconded. The board approved unanimously.
8	<b>Adjournment</b>	Meeting adjourned at 1:18 p.m. by John Makevich	John Makevich moved to adjourn.



# Coastal North County Adult Education Consortium (CNCAEC) Annual Plan 2022-23

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## Section 1: Plans & Goals

### Executive Summary

The **Coastal North County Adult Education Consortium (CNCAEC)** was established in 2014. Through the Consortium, K-12 school districts with MiraCosta Community College District (MCCD) collaborate to serve the educational needs of adults in our region. The CNCAEC members are MCCD, Oceanside Unified School District (OUSD), and San Dieguito Union High School District (SDUHSD). The CNCAEC Board includes partner representation from the San Diego Workforce Partnership (SDWP) and the Alliance for Regional Solutions (Alliance). While the MiraCosta Community College District serves the communities of Oceanside, Carlsbad, Encinitas, Solana Beach, Del Mar, Rancho Santa Fe, and Carmel Valley, all programs offered by the college (credit and noncredit) are open to the public, regardless of the city of residence.

The **Coastal North County Adult Education Consortium (CNCAEC)** continues its endeavor to increase and improve adult education opportunities for residents of the North San Diego County region. During 2022-23, we feel that planned allocations are consistent with our current three-year adult education plan, as all strategies and activities align directly with our three-year plan and directly address our regional needs.

The CNCAEC 2022-2025 Three-Year Plan identified the following strategies to address CAEP's Three Priority Objectives:

#### Address Educational Needs

- Develop ideas for additional college and career preparatory skills courses and certificates
- Identify and define methods for more effectively promoting learning gains and advancement through educational pathways
- Engage in robust marketing and outreach by amplifying our efforts toward student recruitment through a comprehensive marketing design
- Improve communication with students and collaboration with stakeholders to increase student success

#### Improve Integration of Services & Transitions

- Better integrate district-wide support services for students
- Build on our success of defining ESL pathways maps by creating versions for our other adult education programs

#### Improve Effectiveness of Services

- Expand effective use of data for program improvement
- Improve physical and technological resources for students
- Increase faculty professional development opportunities and develop accountability tools to evaluate professional development activities

For 2022-2023, the CNCAEC will concentrate on implementing digital credentials for students, creating student educational maps in all four of our academic areas, developing an online professional development tracking system, more effectively using data for program improvement through professional development, increasing faculty professional development opportunities and participation and developing a comprehensive marketing design for the adult education program to expand awareness, increase enrollments, and improve student retention.

CNCAEC members are committed to ensuring learners throughout our region have access to equitable Adult Education programs, enabling all students to improve their opportunities for better jobs and lives. MCCD respectfully serves our diverse community of lifelong learners by providing a holistic selection of learning opportunities, enabling and empowering learners to live successfully today and in the future. MCCD offers tuition-free noncredit courses and programs in the following four academic areas:

- Adult High School
- English as a Second Language and Citizenship
- Adults with Disabilities
- Short-Term Vocational & Workforce Preparation

## Regional Planning Overview

By focusing on continually aligning to our region's needs, the CNCAEC will be able to implement our three-year plan through our strong partnerships with education, workforce, and community partners, thereby serving the diverse needs of the Coastal North San Diego County community. To accomplish this, the CNCAEC will implement the following strategies from our three-year plan for 2022-2023.

### Strategies to Address Educational Needs

- Engage in robust marketing and outreach by amplifying our efforts toward student recruitment through a comprehensive marketing design
- Identify and define methods for more effectively promoting learning gains and advancement through educational pathways

#### Progress Indicators:

1. By May 2023, a comprehensive marketing and outreach plan will have been completed.
2. By June 2023, a digital credentialing platform will have been integrated into Canvas LMS with a pilot group.

### Strategies to Improve Integration of Services & Transitions

- Create educational maps for our adult education programs

#### Progress Indicators:

1. By June 2023, multiple educational maps are established for each of the four program areas and are used to promote program opportunities to prospective students.

### Strategies to Improve Effectiveness of Services

- Expand effective use of data for program improvement
- Increase faculty professional development opportunities and develop accountability tools to evaluate professional development activities

#### Progress Indicators:

1. By March 2023, multiple staff members will have been trained on examining data from both MIS and TOPSPro and utilizing this data to form hypotheses about future program goals
2. By June 2023, we will see a 10% increase in adult education-related PD opportunities participation

# Meeting Regional Needs

## Regional Need #1

### Description of Gaps in Service or Regional Needs

According to data provided by the 2021 CAEP Fact Sheet, there are slightly more than 320,478 adult residents in the CNCAEC service area. Among those adults are 32,843 individuals without a high school diploma, 31,196 living near or in poverty, and nearly 20,000 with limited English. Adults with disabilities account for just under 32,000 students and include anyone over the age of 18 with any self-care difficulty, hearing difficulty, vision difficulty, independent living difficulty, ambulatory difficulty, a veteran service-connected disability, and/or cognitive disability (US Census).

Furthermore, up to 25 percent of adults in our area are in need of educational opportunities in order to prepare for college or new jobs/careers. MiraCosta College is the only comprehensive adult education provider in coastal north San Diego County, and so it is crucial that we expand our presence and our accessibility in the region in order to meet the high demand for adult education. In particular, we aim to refine and expand our programming pertaining to:

- English language acquisition
- Adult high school diploma or high school equivalency
- Job and career training courses and programs
- Workforce skills preparation
- Educational opportunities for an aging population
- Engagement of adults with disabilities

### Description of How the Gaps Were Identified

As part of the latest 3-year planning process, the CNCAEC identified needs in the region we serve as well as areas for improvement within MiraCosta College to better meet those needs. The regional data continue to demonstrate a substantial need for high school diploma preparation, English language acquisition, job skills training for entry-level employment, and instructional programs for adults with intellectual or developmental disabilities. These are the instructional areas where the CNCAEC, through its only education provider – MiraCosta College, has been concentrating its efforts since the inception of adult education consortia in 2015.

In addition to reviewing data provided by the CAEP office, the CNCAEC continues to engage in rigorous dialogues with adult education practitioners at MiraCosta College and representatives from the region's K-12 districts, workforce development board, and NGOs whose missions are aligned with the goals of AB86. These planning meetings resulted in the development of three specific goals that will expand awareness of educational opportunities through more effective marketing, provide clearly defined pathways for individuals to attain their educational goals, and ensure the rigor and relevance of the educational opportunities through curriculum development informed by our stakeholders. Furthermore, we have surveyed current and potential noncredit students via phone calls and electronic surveys to identify the extent of technological and support needs.

### Description of How Effectiveness Will Be Measured

Progress will be measured with quantitative enrollment data, progress, transition, and completion for students in the CNCAEC region. These areas will be directly impacted by improved marketing, clear academic maps, and robust course offerings. In addition, a new digital marketing campaign will be monitored to determine the increase in interest in adult education programs. Finally, we will continue to monitor the retention of students receiving technological and wrap-around services to measure effectiveness.



## Section 2: Address Educational Needs 2022-23 Strategies

### Strategy #1 - Increase Marketing and Outreach

#### Activity that Applies to this Strategy

Amplify our efforts toward student recruitment through a comprehensive marketing design

#### Metrics that Apply to this Activity/Strategy

- English Language Learner
- Adults who Became Participants
- Number of Adults Served

#### Strategy Description

CNCAEC plans on engaging robust marketing and outreach by amplifying our efforts toward student recruitment through a comprehensive marketing design. We are in the process of rolling out a marketing and outreach plan that seeks to increase the awareness of AE programs for internal and external partners. This comprehensive plan will provide inclusive and equitable materials for the populations represented in our service area. This effort will be led by MiraCosta College's Noncredit and Adult Education Programs but in partnership with our Public Information Office, our Outreach Department, and an outside marketing consulting firm. With their support, we seek to define our brand better in order to expand awareness, increase enrollment, and improve student retention/persistence.

As a result of this activity, we will provide innovative approaches for presenting our academic programs to the community and local entities, including an expansion of outreach opportunities within the local area. Further, we will be able to track analytics for our digital marketing efforts. Overall, having a comprehensive marketing and outreach plan better defines our integration with other departments on campus and other agencies in the community. By tracking analytics for web translation and visits to our ESL marketing materials, we will also be able to measure and improve how effectively our programs are targeted to the English language learner.

By the end of 2022/23, we will have a completed comprehensive plan and will have begun collecting supplemental information from students regarding the effectiveness of our marketing techniques.

### Strategy #2 - Implementation of Digital Credentials

#### Activity that Applies to this Strategy

Amplify our efforts toward student recruitment through a comprehensive marketing design

#### Metrics that Apply to this Activity/Strategy

- English Language Learner
- Adults who Became Participants
- Number of Adults Served

## **Strategy Description**

CNCAEC will begin to implement digital credentials awarded to students through our Canvas learning management system (LMS), which will more effectively promote student learning gains and advancement through educational pathways, and thereby increase recruitment, enrollment, and retention. Through digital credentials, students will receive intermediate recognition through their educational pathway, which has been proven to increase retention. Furthermore, digital credentials can be used to recruit students who are more interested in receiving short-term specific knowledge to help themselves in their careers rather than pursue a degree in the long term. We will promote digital credentials as part of our comprehensive marketing design.

By the end of 2022/23, our digital credentialing platform will have been established, integrated with Canvas LMS, and have a pilot group of students and faculty members actively involved.

## **Section 3: Improve Integration of Services & Transitions**

### **2022-23 Strategies**

#### **Strategy #1 - Student Educational Maps**

##### **Activity that Applies to this Strategy**

Create Educational Maps

##### **Metrics that Apply to this Activity/Strategy**

- English Language Learner
- Adults who Became Participants
- Number of Adults Served

##### **Strategy Description**

CNCAEC will build on our success of defining ESL Pathway Maps by creating additional Educational Maps for our other adult education programs. Students will use individualized education maps that outline pathways to education and career.

By the end of 2022/23, each department will have developed educational maps that demonstrate typical educational pathways through their programs. Multiple educational maps will be established for each of the four program areas. Education maps will be used to promote program opportunities to prospective students.

## **Section 4: Improve Effectiveness of Services**

### **2022-23 Strategies**

#### **Strategy #1 - Develop Professional Development Accountability Tools**

##### **Activity that Applies to this Strategy**

Develop accountability tools to evaluate professional development activities

**Metrics that Apply to this Activity/Strategy**

- English Language Learner
- Adults who Became Participants
- Number of Adults Served

**Strategy Description**

Currently, all faculty participate in professional development activities as part of their contract with the college. However, many of these activities may not be related to adult education. Our goal is to develop an organizational/tracking structure for adult education-related professional development and to curate the available opportunities for faculty.

By the end of 2022/23, MiraCosta College will have developed an online tracking system and have created a working group of faculty to assess learning opportunities.

**Strategy #2 - Effectively Use Data for Program Improvement****Activity that Applies to this Strategy**

Develop accountability tools to evaluate professional development activities

**Metrics that Apply to this Activity/Strategy**

- English Language Learner
- Adults who Became Participants
- Number of Adults Served

**Strategy Description**

To use more effectively use data for program improvement, CNCAEC will provide professional development opportunities for faculty that are focused on examining data from both MIS and TOPSPro, and then how best to utilize data to form hypotheses about future program goals. By the end of 2022/23, these opportunities will have been created, made available, promoted to, and attended by our staff.

**Strategy #3 - Increase Faculty Professional Development Opportunities****Activity that Applies to this Strategy**

Develop accountability tools to evaluate professional development activities

**Metrics that Apply to this Activity/Strategy**

- English Language Learner
- Adults who Became Participants
- Number of Adults Served

**Strategy Description**

By creating a more organized and curated collection of adult education professional development opportunities, our courses and programs will be more effective at delivering instruction and services tailored to the adult learner. By creating a working group of faculty to assess learning opportunities and utilizing a professional development online tracking system, we expect an increase in the number of adult education-related professional development opportunities, thus increasing the number of faculty participating by 10%.

## Section 5: Fiscal Management

### Overview

MiraCosta College is the only education provider in the CNCAEC based on MOUs with the three-member high school districts. Therefore 100% of the funds are allocated to MiraCosta College. Our planned allocations and budget planning process are in alignment with our 3-year plan, and therefore our strategies and activities planned for this year are as well.

### Approach to Incorporating Remaining Carry-over Funds

Our 2022-23 Annual Plan provides a framework for the strategies and activities we will pursue this year and are consistent with our 2022-25 Three-Year Plan. As such, all remaining funds from previous years will carry over to support continued and related work in the current year's plan while maintaining no more than a 27% carryover budget. CNCAEC's goal is to improve our carryover rate by 2% each year.



## Coastal North County Adult Education Consortium (CNCAEC)

### Consortium Fiscal Administration Declaration (CFAD)

Allocation Amendment

Coastal North County Adult Education Consortium

2022-23 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/cncaec](http://miracosta.edu/cncaec)

**Funding Channel:**

Fiscal Agent

**CAEP Funds 2022-23:**

\$1,352,515

**CAEP Funds 2021-22:**

\$1,269,252

**CAEP Funds 2020-21:**

\$1,219,848

**CAEP Funds 2019-20:**

\$1,219,848

**AEBG Funds 2018-19:**

\$1,181,336

**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	John Makevich
San Dieguito Union High School District	Manuel Zapata
Alliance for Regional Solutions	MaryLynn McCorkle
Oceanside Unified School District	Vicki Gravlin
San Diego Workforce Partnership	Frank Pancucci

### **Member Allocations:**

Member Agency	2022-23 Allocation	2021-22 Allocation	2020-21 Allocation	2019-20 Allocation	2018-19 Allocation	2017-18 Allocation
MiraCosta Community College District	\$1,352,515	\$1,269,252	\$1,219,848	\$1,219,848	\$1,181,336	\$1,132,500
Oceanside Unified School District	\$0	\$0	\$0	\$0	\$0	\$0
San Dieguito Union High School District	\$0	\$0	\$0	\$0	\$0	\$0
Alliance for Regional Solutions	\$0	\$0	\$0	\$0		
San Diego Workforce Partnership	\$0	\$0	\$0	\$0		

## **2022-23 General Meeting Calendar**

Monday, August 15, 2022 – 12:00 pm

Monday, December 19, 2022 – 12:00 pm

Monday, April 17, 2023 – 12:00 pm