



**Minutes of the Ventura County Adult Education Consortium**  
**Regular Meeting**  
*Friday, October 5, 2018 1:00 PM*  
Ventura Adult and Continuing Education

**PARTICIPANTS**

**Member Representatives:** M. Arso (P), S. Ledesma, Admin Delegate for M. Arso (A) B. Beckett (P), S. Cvijanovich (A), R. Gillette (P), K. Greaves (P), T. Morse (P), M. Sanders (P), C. Vang-Walker ( P ), M. Winters (P), A. Wright (A)  
Guests: Ned Branch, District Director, Blanchard/Santa Paula Library District; Holly Correa, VCCCD

*Facilitator:* Greg Hill Jr., Wested  
*Recorder:* Kathy Walker, WestEd

**MINUTES**

Meeting was called to order at 1:07 PM by Greg Hill Jr.

**DISCUSSION**

- **Work Readiness Curriculum Workgroup.** Discussion of activities by Alix Wright, Tiffany Morse, Becky Beckett and Kathy Greaves. Committee met and identified possible curriculum options, including those currently being used at VCAEC agencies. Work Readiness has been in Oxnard since 2011; using it with Oxnard City Corp. Discussed benefits of using pre-packaged curriculum vs custom development. Pre-packaged noted as often missing computer literacy component. Likewise, also discussed online vs. textbook approach and coordinating with local area employers on certification. There is a value-add to having certifications map to national standards, but local recognition is essential. Additionally, working group expressed desire for scaffolded approach for different learning levels. Members will try to get log-on permission for Workkeys and Amatrol, VCCCD and Work Readiness, Oxnard. Once a curriculum has been decided by consortium, the group will see what is missing and add additional supplemental material.
- **Data Workshop.** WIOA / AEP training event held at VACE. Well-attended, positive responses. Key takeaway is agency data staff would like more opportunities to communicate face to face, and particularly, among the smaller agencies. VCAEC will work to coordinate opportunities for smaller group discussions.
- **AEP Field Team & Director's Conference.** Discussion and share-out of Field-Team activities and Director's Conference events. Emphasis is being placed on utilizing regional community and economic data to inform 3 year plans. Regional F2F data "unlocked" workshops planned to assist in this effort.
- **Three-year Planning Approach.** Discussion of guidelines and possible approaches to developing three-year plans. Guidelines are still in review by state, but will be released soon. Plans will require at a minimum the following:
  - Regional scan and Internal assessment of capacity & impact

KW will send out doodle and description of Launchboard data team

- Community needs assessment
- Implementation plan
- Plans to develop pilots

Options considered included holding large meetings centrally located within VC (Fillmore, VACE, Moorpark); a board retreat, among others. Consensus among group is that there is a need to look at their local / regional data together. Noted also the importance of clarifying needs, purpose, and outcomes before scheduling large convenings. Likewise, leveraging existing events and collaborating with other community partners who may be undertaking similar planning activities were also identified as ways to minimize meeting fatigue and yield benefits from economies of scale. Ensuring student voice and advisory board input, as well as possibly targeted outreach to superintendents (or other stakeholders) were discussed as possible features of the planning process.

Meeting adjourned at 3:06 PM