



VCAEC Regular Meeting April 3, 2020

Virtual Meeting

Meeting from 1:00-3:00pm

Participants:

Facilitator: Greg Hill Jr., WestEd

Recorder: Kathy Walker, WestEd

Member Representatives: Laurel Arnold (p), Michele Arso (p), Shayna Ledesma, Admin. Delegate SIMI (na), Becky Beckett (p), Larry Buckley (a), Holly Correa, Admin Delegate VCCCD (p) Stefan Cvijanovich (p), Robin Gillette (p), Kathy Greaves (p), Alan Penner (p), Mike Sanders (Chairperson) (p), Carolyn Vang-Walker (Acting Chair in absence of Chair) (p)

GUEST: Tom Chan, Fillmore

MINUTES - 4/3/2020 (approved 5/8/2020)

Meeting Called to order at 1:08 PM by Greg Hill Jr. with permission from Mike Sanders

OPENING PROCEDURES

- Welcome to zoom meeting

PUBLIC COMMENTS

- No public comments

CONSENT AGENDA

- Approval of Revised Minutes, 1/24/2020
- Approval of Minutes, 3/6/2020

Motion 1

Motion to approve the Consent Agenda made by Mike Sanders and seconded by Michele Arso.

All present - Yes; opposed - no; Motion approved
Robin not present for this vote - joined at 1:14PM

ANNOUNCEMENTS & UPDATES

- CAEP Funding

DISCUSSION

- **Letter to State Legislators.** Reviewed draft letter to state legislators regarding CAEP funding delays. Members discussed appropriate tone and provided edits. Common themes in the discussion included the lack of transparency around delays and overall administration. There was general consensus that staff changeover at the state level is not an adequate justification for failing to disseminate funds in a timely manner. Remedies discussed included requesting an investigation of causes and adjusting distribution schedules. GH will finalize and share with members for approval.

GH/KW to check on status of CASAS summer institute

Greg to finalize letter to legislators and share to members for final approval.

- **CFAD Approval & Submission.** Reviewed CFAD allocations with members. Amounts reflect adjustments to VCCCD and SPUSD, as well as estimated COLA. Should budget changes at the state level impact COLA, allocations will revert to base funding amounts where applicable. Approval of the CFAD will be made through NOVA. If members have questions or concerns they need to send those to Kathy and Greg.
- **Job Develop Assignments.** Discussion of job developer assignments. DM is available to provide support to agencies virtually while the stay-at-home order is in effect. Opportunities discussed included having DM compile a list of resources for members; conduct wellness checks with students; share info for food pantries etc. Holly will coordinate with DM to reach out to site leads and identify needs and assignments.
- **Program Administration Challenges / Responses.** Discussed challenges faced by students and faculty re: the provision of instructional services. All schools are complying with stay-at-home order, and many are looking to transition to distance / online learning. Members noted difficulties related to administering CASAS tests and students' access to technology and wireless internet. Some mentioned using Canvas and Microsoft Teams for program delivery. Many noted the unique difficulty providing CTE courses remotely, especially where labs are required.

Members also discussed opportunities and supportive resources. OTAN resources on online learning were noted, as was Burlington English. Some brainstorming was conducted around ways to collectively support staff. Ideas included surveying / convening faculty members around effective strategies, providing training in online instruction for all ESL faculty, and resource sharing. LA mentioned VCOE developed a template for how to deliver distance learning instruction and will share with members. GH and KW offered to look at Slack and Microsoft Teams for use as communication tools.

- **Consortium Data Review: Questions and Data Sources.** Brief discussion of questions to drive data review. Originally wanted to map needs to data sources, but may need to adjust based on current circumstances. Will pick-up the topic at future meetings.
- **Revisiting Work Readiness Committee.** Postponed.

Motion 2

A motion was made to adjourn the meeting by Mike Sanders and seconded by Carolyn Vang-Walker

All present - Yes; opposed - none; Meeting adjourned. 3:10 pm

Note: Stefan Cvijanovich left meeting at 2:30 pm | Robin Gillette left meeting at 2:15 pm

Next meeting will be held on May 8th.

- ☐ Holly will coordinate with DM regarding providing virtual support to agencies
- ☐ LA will share distance learning template
- ☐ GH/KW will explore Slack and Microsoft Teams for possible consortium use