Citrus College District Consortium Regional Plan Status Meeting Meeting Minutes – August 20, 2014

Time: 3:30 P.M. – 5:00 P.M. Locale: Citrus College – TE 114

Facilitator: John Russell, Monrovia Community Adult School

Attendees: Felipe Delvasto, Claremont Adult School; Veronika Delvaux, Azusa Adult

School; Flint Fertig, Monrovia Community Adult School; Rebecca Summers, Glendora USD; Sue Kaiser, Monrovia USD; Mary Ketza, Azusa Adult School;

Jim Lancaster, Citrus College; Kevin Morris, Duarte USD; Debbie

Vanschoelandt, Citrus College; Jonathon Willert, Glendora Adult School; George

Wright, Azusa Adult School

Agenda Items

Item No. Description Action Item

Item 1.0 Call to order:

1.1 Attendees as noted above introduced themselves.

- 1.2 All present accepted that the regional draft plan accurately portrayed previous meeting minutes and that there was no further need to present minutes from previous meetings.
- 1.3 Agenda was adjusted to add 5.1 Budget discussions.

Item 2.0 AB86 Regional Plan Status and Process Overview

- 2.1 All representatives present calendared status meetings: meetings were set for 9/5 (Azusa), 9/19 (Citrus College), 10/3 (Azusa) and 10/17 (Monrovia).
- 2.2 Members agreed that all would attend status meetings or accept consortium decisions if they missed the meeting. There was also discussion as to the relative importance of getting CSEA representatives at the consortium status meeting as well getting partners better involved in the process.
- 2.3 Members discussed the draft report. Reps discussed the difficulty in gathering data where no data element dictionary existed. Members discussed the disparate data collections systems. Rebecca at Glendora posited the possibility of using AB86 funds to purchase a data gathering system such as ASAP. Members agreed to pursue that idea at a later status meeting.
- 2.4 Reps discussed strategy to better flush out Objective #2 and #4.
 - 2.4.1 Jim Lancaster explained why pulling Industry Tables in EMSI is better than starting with Occupation Tables. This is due to the fact that Industry Tables have competitive effect and location quotient data that are more

John R. will calendar all agreed upon dates and invite all member representatives

Members need to create action item from 2.2

relevant than just Occupation Tables. Industry Tables identify which industries are growing and that those are the industries on which the consortium should focus and for which should provide training.

- 2.4.2 Demonstrate program viability Jim discussed the process by which 28 Career Tech Deans for Community College system articulates new programs. Deans need to prove economic viability and prove no destructive competition.
- 2.4.3 To better address Objective #2, members decided to have a data day at Citrus. Invite forthcoming.
- 2.5 Reps received CoE guidelines for Objective 3, and will discuss further at next status meeting
- 2.6 Reps received CoE guidelines for Objective 5 and will discuss further at next status meeting
- 2.7 Reps discussed that K-12 Adult School teachers needed to start Professional Development to address Objective 6 and 7

Jim L. will email John R. with options for data day – John will calendar invite

Monrovia will coordinate consortium-wide PD calendar Monrovia will calendar invite admin meeting to create uniform practices

Item 3.0 Implementing Uniform Practices Going Forward (for K-12)

3.1 – 3.6 K-12 Adult School members agreed that K-12 administrators needed to meet to begin the process of creating a uniform approach to entry assessment and data collection, curriculum and outcome assessment. K-12 representatives agreed that they should meet without Citrus as these issues are not germane to Citrus' consortium involvement.

Item 4.0 Common Professional Development

- 4.1 K-12 members agreed that consortium wide professional development needed to start immediately.
- 4.2 Jim L. advised that much of the Citrus faculty should be able to participate in articulation meetings during the Citrus Winter Break.

Monrovia will coordinate consortium-wide PD calendar

Item 5.0 Budget Discussions

- 5.1 It was discussed the importance of utilizing consortium funds as they were originally earmarked per initial agreements.
- 5.2 Jim L. brought up the desire to use a common brochure. Members would need to bring classes offered and schedules during which those classes run. This led to the discussion that members should see Master Schedules to get a better idea of what everyone offers and when they offer it.

Members need to bring Master Schedules to next status meeting.

Meeting adjourned at 5:00