CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING
Tuesday, February 18, 2025, 1:30 p.m.

Monrovia Community Adult School – Room 33
920 S. Mountain Ave., Monrovia 91016

Zoom Meeting Information

https://us02web.zoom.us/j/83010642861?pwd=KOHbUBAW0Wbas7hPAc3k0K6TTp1J6X.1

Meeting ID: 830 1064 2861

AGENDA

1.0 CONVENE REGULAR EXECUTIVE BOARD OPEN SESSION MEETING (1:30)

1.1 Meeting called to order by Chair Felipe Delvasto at _____

1.2 Pledge of Allegiance

1.3 Roll call:

Anthony Contreras, Representative	————	John Russell, Regional Director	————
Felipe Delvasto, Representative	————	Mari Bordona, Proxy	————
Flint Fertig, Representative	————		
Ivon McCraven, Proxy	————		
Kevin Morris, Representative	————		
Valentina Shibata, Representative	————		

2.0 ORDER OF BUSINESS

Representative discussion/presentation of agenda items which could be moved up on the agenda.

2.1.1 Approve the minutes of the January 21, 2025 Regular Executive Board Open Session Meeting.

Motion by _____, seconded by _____ Vote _____

Representative Contreras __ Representative Delvasto __ Representative Fertig __
Representative McCraven __ Representative Morris __ Representative Shibata __

3.0 COMMUNICATIONS

Representatives will not provide reports for this Special Executive Board Meeting.

3.1 Representative reports:

Azusa _____	Duarte _____
Citrus _____	Glendora _____
Claremont _____	Monrovia _____

3.2 Regional Director report.

3.3 Public comment for items not on the agenda.

3.3.1 Public comments for items on the Open Session Agenda.

4.0 CCAEC STATUS UPDATE ON COMPLETING THREE-YEAR PLAN

Program Director will discuss processes to complete the CCAEC Three-Year Plan.

5.0 BOARD INFORMATION ITEM CCAEC WINTER CONFERENCE PD SCHEDULE

Program Director will review agenda and breakout sessions for CCAEC Winter Conference being held on February 21, 2025 at Citrus College.

6.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Documents to Support Agenda Items

February 18, 2025 Agenda

Agenda Item 2.1.1

January 21, 2025 Minutes

CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

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Meeting ID: 830 1064 2861

Unapproved Minutes

1.0 CONVENE REGULAR EXECUTIVE BOARD OPEN SESSION MEETING (1:30 p.m.)

1.1 Meeting called to order by Chair Felipe Delvasto at 1:36.

1.2 Pledge of Allegiance

1.3 Roll call:

Anthony Contreras, Representative	(Virtually)	John Russell, Program Director	(Virtually)
Felipe Delvasto, Representative	(Virtually)	Mari Bordona, AUSD	(Virtually)
Flint Fertig, Representative	(Virtually)		
Ivon McCraven, Proxy	(Virtually)		
Kevin Morris, Representative	(Virtually)		
Valentina Shibata, Representative	(Virtually)		

2.0 ORDER OF BUSINESS

Representative discussion/presentation of agenda items which could be moved up on the agenda

None at this time.

2.1   Approve the minutes of the December 17, 2024 Regular Executive Board Open Session Meeting.

Act # 25-01 Motion by Mr. Fertig, seconded by Ms. Shibata **Vote to Approve 6-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y

Representative McCraven Y Representative Morris Y Representative Shibata Y

Minutes approved without revision.

3.0   COMMUNICATIONS

3.1   Representative reports:

Azusa: Dr. Contreras reported that Azusa was finishing up medical classes for CNA and Medical Coding and Billing. He advised that CNA students took the NHA test for licenses and 11 students passed. He reported that new Medical Assisting and Pharmacy Tech cohorts were starting with two new teachers and all classes had double digit students.

Citrus: Ms. McCraven reported that the Citrus College was in the middle of the Winter Session and enrollment was good. The Spring Session would start Wednesday, February 19, 2025. She reported that Noncredit administration had met with the Dean of Admissions and the Director of the Business Department to create an MOU that establishes policies and procedures for K-12 adult ed school students to take advantage of SB554 which allows these students to take up to 11 credit courses for no cost. The adult ed schools could co-enroll students and the college credit courses could also earn high school credit. Ms. McCraven advised that the Citrus Transition Specialist, Thania Lucero, would serve as the point of contact for K-12 adult schools.

Claremont: Mr. Delvasto reported that the Claremont was starting a new CNA cohort with double digit enrollment. He wanted to give credit to the Claremont Team for really working with marketing to fill classes mentioning Candice Perez had been really helpful. He noted that the San Bernardino AJCCs had been functioning better to get San Bernardino County residents funded for classes. Mr. Delvasto also noted ESL and ASE classes had good enrollment currently.

Duarte: Mr. Morris reported that Duarte was facing some challenges with faculty, saying that a teacher departed, so he had moved Scott Hilton to take over the HSD program. Mr. Morris reported there were new HSD students enrolled in the program and they were coming to pre-test next week.

Glendora: Ms. Shibata reported that Glendora continuing to advertise with banners and staff reaching out to potential students in an effort to grow enrollment.

Monrovia: Mr. Fertig reported that MCAS was holding a Job Fair on 2/5/25 and the school had confirmed over 45 companies will be in attendance and the school was expecting over 450 job seekers to attend. He also noted that day and evening classes had very good enrollment as well

3.2   Program Director report.

Mr. Russell reported that the wildfires had really devasted the community and he knew of many colleagues and friends that had lost family homes. He asked CCAEC institutions to find ways to provide help for students who lost everything.

3.3   Public comment for items not on the agenda.

None at this time.

3.3.1   Public comments for items on the Open Session Agenda.

None at this time.

4.0   CCAEC DATA STATUS REPORT ON THREE YEAR PLAN METRICS

Program Director reviewed CCAEC Annual Plan goals and member institution 2024-25 Q1 and Q2 data against metrics from the Plan goals.

5.0   BOARD INFORMATION ITEM CCAEC WINTER CONFERENCE

Program Director reviewed agenda and breakout sessions for CCAEC Winter Conference being held on February 21, 2025 at Citrus College.

6.0   ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Meeting was adjourned by Chair Delvasto at 2:26 p.m.

Documents to Support Agenda Items

February 18, 2025 Agenda

Agenda Item 5.0

February 21, 2025

PD Agenda

Citrus College Adult Education Consortium – Winter Conference
February 21, 7:30 a.m. – 3:00 p.m.

Time	Agenda Item	Notes
7:30 a.m.	**Join us for continental breakfast!**	
8:00 a.m.	**Welcome** – *John Russell, CCAEC Program Director* • Welcome to the CCAEC Conference **Welcome to Citrus College** – *Dr. Greg Schulz, President* • Welcome to Citrus College **Keynote Address** – *Jay Wright, CASAS Consultant* • "Consortia Using Data to Address Gaps in State CAEP Programs"	
8:45 a.m.	**Review CCAEC 2024-5 Annual Plan Goals by Member Analyze CCAEC Fall 2024 Annual Data Review**Review CCAEC ADR using data protocols	
9:00 a.m.	**Review Data by Member School and Program (and Level)** • Compare Annual Plan goals to current data	
9:30 a.m. to 10:55 a.m.	**Break out session 1** • Schedule under separate cover.	
11:00 a.m. to 11:55 a.m.	**Break out session 2** • Schedule under separate cover.	
12:00 p.m. to 12:55 p.m.	**Use lunch as an opportunity to continue conference conversations**	
1:00 p.m. to 2:25 p.m.	**Break out session 3** • Schedule under separate cover.	
2:30 p.m. to 2:55 p.m.	**Reconvene for takeaways (please complete the survey!!)**	

CCAEC February 21, 2025 Winter Conference Session Schedule

Welcome and Conference Overview – 8:00a.m. to 8:30a.m

Welcome to the Conference / Welcome to Citrus College

Room ??

Conference overview from John Russell and a welcome to Citrus College from the Citrus College President, Dr. Gregory Schulz.

Keynote Address

Room ??

Jay Wright on the importance of consortia using data to set goals.

Plenary Session 1 – 8:40a.m. to 9:25a.m

Analyzing CCAEC Data to Measure Progress on Reaching Annual Plan Goals

Room ??

- Review CCAEC 2024-5 Annual Plan Goals by Member
  - Each school to review SMART goals in the 2024-25 Annual Plan
- Analyze CCAEC Fall 22024 Annual Data Review and 2024-25 data to date
  - Review data, Annual Plan SMART goals, and current data
  - Review EFL Gains by instructor
  - Review graduation / HiSET completion by instructor
  - Review CTE completion and employment by instructor
  - Compare to Annual Plan goals

Breakout Session 2 – 9:30a.m. to 10:55a.m.

Accessing Academic Vocabulary for CASAS Success: Levels 1-3	**Accessing Academic Vocabulary for CASAS Success: Levels 4-6**	**Online Tools for Successful Strategies in Independent Study**	**Improving Employment Outcomes for CTE Students: A Roundtable Discussion**
Room ED 101	*Room ED 102*	*Room ED 104*	Room ED TBA
Samar AbiSaab	***Carol Burrill***	***Debbie Jensen***	**Diana Escutia de Jesus**
Vocabulary is one of the keys to success on the CASAS reading assessments. In this hands-on workshop, teachers will work in teams to identify and create a list of vocabulary and synonyms for each CASAS level 1-3, using the Reading STEPS Competency Blueprint categories as a guide. Teachers will walk away with a vocabulary list they can use with students to prepare them for CASAS success. Bring your laptop computer or Chromebooks will be provided.	Vocabulary is one of the keys to success on the CASAS reading assessments. In this hands-on workshop, teachers will work in teams to identify and create a list of vocabulary and synonyms for each CASAS level 4-6, using the Reading STEPS Competency Blueprint categories as a guide. Teachers will walk away with a vocabulary list they can use with students to prepare them for CASAS success. Bring your laptop computer or Chromebooks will be provided.	Independent study programs offer flexibility to students but they also offer unique challenges. We will look at those challenges and strategies to address them both at the teacher end and the student end. We will look at the advantages offered by online tools including Flexi, an online tutor able to answer any question anytime, anywhere, and on any device almost guaranteeing successful learning outcomes.	CCAEC members put a premium on getting CTE students trained and employed. This session will start with a brief presentation on successful strategies for placing students and then become a roundtable discussion among CTE teachers as to ways employment outcomes can be improved.

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Breakout Session 3 – 11:00a.m. to 11:55p.m.

Improve Your Students' Soft Skills and Job Readiness with CASAS eWORKs

Room ED 101

Paul Kratzer

As we engage with businesses and employers, we find that their primary desire is to have job applicants and employees with good soft skills. This lively, interactive session will introduce you to the CASAS eWORKs program, which enables you to assess and develop these important skills in your students. We will also learn about business engagement and how we can determine what soft skills local businesses are looking for.

Teaching Writing and Integrating AI into the Process

Room ED 104

Debbie Jensen

Writing is an open invitation for students to use AI to write their essays for them. What is a writing instructor to do? In this session, you will explore ways to avoid cheating, teach critical thinking, develop literacy skills, and involve students in the assessment process. Finally, maybe most importantly, you will learn ways to prepare students to use AI productively.

Literacy and Vocabulary Acquisition Strategies to Help Improve CTE Student Reading Comprehension

Room TBA / Zoom

Yecsenia Castro

CTE students can struggle with understanding the technical texts and vocabulary to be academically successful in their CTE program. This session will provide CTE teachers some concrete strategies to help students better access complex text and technical vocabulary.

Burlington English Session

Description to come

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Breakout Session 4 – 1:00a.m. to 2:25p.m.

Getting Started with Generative Artificial Intelligence for Instruction

ED 101 and Zoom Link:

https://scoe.zoom.us/j/88220087099?pwd=jeaX6KQaDkN2o9sbXpZGcbNu2iD2fO.1

Kristi Reyes

Explore the possibilities for using generative artificial intelligence (AI) for instructional purposes in this interactive workshop. Through demonstrations and hands-on practice, participants will learn how to leverage large language models (LLMs) for ideation, lesson planning, and generating engaging class activities. The session will also introduce strategies for guiding students in the ethical and responsible use of generative AI for relevant life goals: enhance their education, develop digital skills, and build AI literacy. By the end of this workshop, participants will have a greater understanding of the potential for integrating AI-powered in their teaching while fostering critical thinking and digital empowerment among their students.

Engaging Adult Learners with Nearpod: Interactive Strategies for Adult Education Classrooms

ED 102

Christina Hyatt

This session will explore how Nearpod can make lessons more interactive and engaging for adult learners. Attendees will learn how to use Nearpod's features to boost participation, check for understanding, and make learning more dynamic. The session will include a live demo, practical strategies, and tips for applying Nearpod in Adult Education classrooms.

Burlington English Session

Description to come

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