

2022_10_05 MAEP Meeting Minutes

In attendance: Rebecca Nowlen, Jaemi Naish, Victoria Martin, Alice Enochs, Tonya Hersch, Daniel Solis, Jen Russel, Air Gallegos, Daphne Cummings,

Call to Order: 1:04 PM

1. Public Comment: No Comment

2. College of Marin Guest Presenters: Tonya Hersch

- Mathematic Skill Gap discussion for Marin County students entering College of Marin
 - AB 705 scaled down remedial offerings; AB 1705- eliminated all non-transfer classes
 - How to bridge the math gap? Intermediate algebra not offered. STEM students need it to get into trigonometry.
 - Can MAEP help bridge this gap?
 - Any field that requires basic math (construction, culinary, healthcare, etc.) is affected
 - COM looking for a place to refer students
 - Different high schools have 2 vs. 3 year math requirements: three year requirement in high schools can also help bridge this gap. However, three year math requirements may adversely affect graduation rates.
 - Can we justify intermediate algebra as CTE prep?
 - How do we make it attractive so students will enroll?
 - MAEP will continue discussion of this issue and remain in conversation regarding long-term solutions
- ESL Tech for Life workshops:
 - How many- 5-10?
 - Held at COM. Presently unplanned
 - MAEP will confirm dates and get back to COM
 - Classes being held in English with Spanish support
 - How do we keep from competing for resources?
 - Can we blend classes?
 - Look for another vender?
 - Tech for Life looking for more employees / assistance.

3. Items for Discussion and/or Action

a. Approve minutes of September 7, 2022 meeting

- Victoria Moves, Jen seconds. Motion passes

b. Jaemi: MAEP Outreach & Program Analyst position update

- Rebecca Nowlen new MAEP Outreach & Program Analyst:
rnowlen@tamadulted.org

- c. Jen: Additional support for MAEP data analysis
- Can one member hire and other members subsidize a data analysis support person?
 - We need to figure out what data is required, what data is needed. Perhaps an MOU?
 - Perhaps Isabel can help support.
 - Can we contract with Kathy to come back and support after her six months are up? Jaemi will follow up.
 - We can table until additional members present at November meeting.
- d. Katheryn: **Big Cat Advertising contract and update**
- e. Katheryn: 22-23 Annual Plan is submitted and approved
- f. Katheryn: Member Program Area Report, 2021-22 due 9/30, CAEP Guidelines linked in agenda
- End of month Q4 actuals due on TOPS
- g. What supports needed to complete CAEP deliverables and reporting?
- Members need help learning TOPS Enterprise
 - All entities outside of COM need to use TOPS
 - If a contractor is used, either contractor or member needs to complete TOPS reporting.
 - Jaemi and Rebecca will put together a toolkit to support members with getting into, exploring, and reporting on TOPS
 - Perhaps members can all be trained together, perhaps virtually
 - Budget plan due end of October. Info in NOVA
 - Discussion will continue at November meeting
- h. Member/Partner Updates and Handouts
- COM - no report
 - MCOE - no report
 - NUSD - Jen
 - Offering construction internships beginning 1/23/2023. Students need to have passed GED or be very close. Experiencing a teacher shortage. Will look into retired elementary teachers to bridge the gap if possible. Still offering two virtual night time classes
 - SRCS - Victoria
 - just getting started. Wondering if there is a need to expand. REmindd about workforce development
 - SUSD-Alice-
 - Food handling classes in Point Reyes under way. Has been working on getting internet to families via Starlink
 - TUHSD - Jaemi

- Literacy support a dire need in this area. Teacher shortages an issue. Around 400 enrolled in three locations. Intro to healthcare class with CPR for providers training has begun. Home health care aid class beginning mid October. Important to work with employers. FPM and WASC visits coming this month.
- Canal Alliance - Air
 - Received CPCU grant and working to deliver digital literacy support. Helping with COVID 19 response. COVID and virtual enrollment has cut ESL and citizenship services in half. Partnering with COM to offer more ESL classes. Removal of rental assistance and moratoriums of rent control has required a great deal of Alliance resources. Isela from Davidson Middle School has volunteered to come offer literacy in Spanish. There are locations that have available space but not enough teachers. Housing classes in schools where parents are already coming, ie. middle schools, etc., is effective for families
 -
- i. Jaemi: Student Data collection and reporting requirements and training
 - All members who use CAEP funding for state approved programs.
 - Tabled for coming months. In the meantime, members please familiarize yourselves with the trainings below
 - CASAS Training Portal: <http://training.casas.org/> TOPSPRO
 - Enterprise Training: <https://www.caadulthoodtraining.org/>
 - CAEP Regional Meetings: <https://www.caadulthoodtraining.org/>
 - OTAN Tech Training: <https://otan.us/training/online-workshops/>

November meeting:

- Possible guest presenter
- Short meeting followed by optional session for members to get support on.
- Program year budget and work plan

Please edit addresses on agenda:

- Novato Adult School: 720 Diablo
- MCOE: 1111 Galinas

Meeting adjourned at 2:06 PM