Workgroup Leads
- **Ute Maschke**, Director of Continuing Education, Palomar College
- **Heather Peterson**, Director II, Medical CTE, Grossmont Adult Education
- **Joe Stark**, Director of Apprenticeship, Regional Consortium

Participants
- **Steve Bailey,** Director II, Career Technical Education, Grossmont Adult Education
- **Heidi Bergener**, K12 Pathway Coordinator, San Diego County Office of Education, Southwestern Community College District
- **Stephanie Bradley**, Project Specialist, Regional Consortium
- **Marisa Castellano**, WestEd
- **Margie de Ruyter**, College and Career Readiness Coordinator, San Diego County Office of Education
- **Pam Garramone**, Assistant Principal, Career, Technical & Adult Education, Poway Adult School
- **Greg Hill Jr.,** WestEd
- **Jay Marquand,** Director of Adult Education, Sweetwater Union High School District
- **Crystal Robinson,** Director of Continuing Education, Southwestern College
- **David Taylor,** Enrollment Success Specialist, Southwestern College

1. Adult Education & NonCredit Workgroup Goals
   a. 23-24 Goals reflection discussion: What did we accomplish, and what lessons can we learn from areas where we didn't fully reach our goals?
      i. 23-24 Goals
         1. Continue horizontal alignment until all Occupational Training Programs (OTPs) are complete
         2. Follow with vertical alignment between Adult Education/Noncredit and credit community college courses and programs
         3. Promote sharing of best practices in alignment and transition
      ii. Comments
         1. Reminder that the Data Repository is never done. It is a living document that needs to be continually updated.
         2. Recommend creating a standardized form, here's the steps that you'll want to take to work with your consortium or partners to ensure vertical alignment.
   b. Proposed 24-25 Goals:
      i. Create & implement an Adult Education & NC Program Recommendation Process
      ii. Maintain the Data Repository and develop a user-friendly dashboard for internal use.
   c. ACTION: Once approved, Website will be updated to reflect 24-25 goals.

2. Achieving our 24-25 Goals

   a. Prompt: How might we achieve these goals? What do you see as the challenges? What solutions can you share?

- Create & implement an Adult Education & NC Program Recommendation Process
  - Padlet [Responses](#) to challenges & solutions
  - Agreed upon by the group to move forward.
- Maintain the Data Repository and develop a user-friendly dashboard for internal use
  - Padlet [Responses](#) to challenges & solutions
  - The group suggested exploring options for the most suitable type of dashboard and recommended an external dashboard for sharing with partners.
    - IDEA: Maintain the data repository for internal use and develop a user friendly, dashboard
    - ACTION: Add exploration to future meeting on who the audience is for the dashboard
    - Schedule time during meeting to update the Data Repository
      - Next Program Finder update is September

3. Adult Education & NC Program Recommendation Process

   a. Prompt: What steps should we take to establish a program recommendation process and address the identified challenges over the next 8 meetings to ensure success? How can we best structure these 8 meetings?
      i. [Responses](#)
         1. September/October meeting
            a. Review Data Repository - Is it up to date? Review the steps of going through it.
            b. Share best practices of the Adult Ed Consortiums
            c. Review the CE Deans' Programs Recommendation Process
               i. How does this work with the Data Repository
            d. Explore in more depth what the dashboard looks like and who the audience is.
         2. November/Feb meetings
            a. Begin to develop the process by adding programs
         3. March meeting
            a. Develop a prototype for the recommendation process and begin piloting
         4. April meeting
            a. Review pilot. What works, what does not. What needs to be changed in the recommendation process protocol?
            b. Second Pilot
         5. May meeting
            a. Evaluate the full process

4. Roundtable
    a. Apprenticeship
        i. Professional Development Workshop: The Basics of Pre-Apprenticeship
            1. Resources & Recording
        ii. Fresh Success Webinars - Register Now
    b. San Diego Airport employment opportunities can be found at San Diego County Regional Airport Authority - Current Openings (workable.com)
    c. SuperRegion next Meeting: September 18 @ 2pm
    d. CAEP - Introduction to Asset Mapping for Adult Education Planning and Continuous Improvement Webinar Recording

8/20/24:

- Slide Deck
- Additional Resources
- Recording

Next meeting September 17, 1:00-2:30pm (zoom)