



Sonoma County Adult Education Consortium Oversight Committee Minutes

DATE: January 12, 2022

CALL TO ORDER: Chair Lisa Saxon called the meeting to order at 1:32 pm

ROLL CALL: Secretary Joan Barrie did a verbal roll call via Zoom. Members who were present at the meeting were: Lisa Saxon, Nancy Emanuele, Georgia Ioakimedes, and Liz Liscum. Jamie Longnecker was absent Also in attendance were: Director of the SCAEC Marlyn Garcia, Secretary for the SCAEC Joan Barrie, Wendy Garcia, Outreach Specialist, and new member Matt Dunkle.

WELCOME TO NEW MEMBER MATT DUNKLE

Chair Saxon welcomed Matt Dunkle as the new member to the SCAEC Oversight Committee representing Santa Rosa City Schools. He takes the place of Tim Zaldanado who is no longer able to serve in this capacity.

APPROVAL OF MINUTES OF MEETING HELD ON December 8, 2021

Of the members present, there was not a quorum of those who were present at the meeting held on December 8, 2021, Therefore, this item was tabled until the next regularly scheduled meeting.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

No members of the public were present and therefore, there were no public comments.

PROFESSIONAL DEVELOPMENT

Director Garcia stated that the committee members had made an agreement earlier in the year to participate in some kind of training around the subject of equity. Lisa Saxon had shared a link to a YouTube video of Jeff Duncan-Andrade, PhD speaking on the subject of "Equality or Equity: Which One Will We Feed?" [Jeff Duncan-Andrade: Equality or Equity - Which One Will We Feed? - YouTube](#). It was decided that members would watch the video on their own and then discuss it at a later meeting.



DISCUSSION OF UPCOMING STAKEHOLDERS' MEETING

It had been decided that the Stakeholders' Meeting would take place on February 9, 2022 from 1:30 – 3:30, in place of the regularly scheduled Oversight Committee Meeting, since it was already on the committee members' calendars.

To prepare for the meeting, a survey had been sent out to students enrolled in SRJC, Petaluma Adult School and SCOE classes for ESL, Adult Education,(CTE) and High School Equivalency programs. The purpose was to gain insight into areas where the Consortium is doing well and areas that need improvement. A total of 258 responses were received. Wendy Garcia, Outreach Specialist presented a PowerPoint presentation that summarized and briefly reviewed the results. The majority of the students have been taking ESL, GED prep and computer skills classes. The survey showed that the majority of the students who filled out the survey were very satisfied with the classes. Classes that they are interested in taking continues to be ESL, short-term career education, GED prep., High School diploma, along with citizenship and parent education. The time of day that most students prefer is the evening. Most also prefer taking classes online, but some do want to take classes in person. Many students would also like to transition to taking credit classes as well. However, some of the barriers that prevent them from taking credit classes are: financial, language barriers, undocumented status, and the need for childcare. Most have found that the registration process to enroll in classes is fairly easy, and the notice about new classes is good. They generally learn about the classes through word of mouth and Facebook.

Chair Saxon commented that she felt this survey and the results were much better than the previous one that was done a few years ago because it was more relevant and better informs the Consortium about where we are and the direction we need to go to meet the needs of the students. She also asked about the response rate. The survey was sent to about 1,200 students across all of the programs, and we received 258, which gives us about a 22% response rate. She also recommended that instructors actually build in time during class to fill out the survey to get more responses. Regarding holding classes in different geographic locations in the County, she asked if cities/towns in the west and north parts of the county were listed. They were, but the majority of those responding did not choose these locations. The majority selected Santa Rosa and Petaluma. She asked that the PowerPoint presentation be attached to the minutes when they are sent out.

Nancy Emanuele asked if the survey could be sent out again so that more responses could be received. It was agreed that the student survey would be sent out again. Lisa suggested that it be posted on Facebook with a link that students could just click on to go to the survey.

Wendy Garcia then reviewed the results of the community partner/stakeholders survey. Unfortunately, the survey had just gone out the day before this meeting so only 9 responses had come in so far. Most of the responses in terms of their experience in working with the Consortium were positive.



Chair Saxon suggested that going forward in doing surveys, we might want to explore using Survey Monkey because it has some very good tools built in that summarizes the results into charts, etc.

Director Garcia then shared a draft agenda for the Stakeholders' meeting. She proposed that to begin the meeting we should do a brief description of the Consortium, the services that are provided, and who the members are. She will create a PowerPoint presentation for this introduction. Next on the agenda will be reviewing the results of the two surveys by using the two PowerPoint presentations that Wendy used today. Lisa suggested that in her introduction, Marlyn should include an explanation as to the purpose of the Stakeholders' meeting. She also recommended analyzing the results of the surveys and pinpointing the specific areas that need improvement to drive the discussion in the break-out rooms, rather than leaving it completely open-ended. Other members agreed with this approach.

There was then discussion around the composition of the break-out rooms, such as whether students should be all together in one group or mixed together with other stakeholders, and also how many rooms there should be. It was decided that we would put a few students together in each room so that they would feel more comfortable participating. The number of rooms would ultimately be decided by how many people are planning to attend. Lisa suggested that it is important to designate the roles in each room such as: notetaker, facilitator, and timekeeper so that people know what their task is ahead of time. Nancy also suggested that there be pre-established "guiding questions" based on the survey results that participants have access to so that they can be thinking about their responses before entering the break-out rooms. Lisa suggested creating links to a Google doc for each room so that they could enter in the notes right into the document. She also said that in her experience, modeling an example of what the group will be doing in their discussion before they actually enter the break-out rooms has been very helpful.

There was some discussion around the structure of the agenda and finalizing the details of the meeting before February 9th. It was decided that a Stakeholders' planning meeting will be held on January 26th at 1:30 to iron out the agenda and guiding questions.

ADJOURN

Chair Saxon adjourned the meeting at 2:31 P. M.