# San Luis Obispo County Adult Education Consortium Minutes

**Thursday, September 10, 2026 |9:00AM-11:00AM|**

San Luis Coastal Adult School, H-1

## Consortium Description:

The San Luis Obispo County Adult Education Consortium is a county-wide consortium with responsibility for assessing, developing, and improving adult education programs and services as outlined in the California Adult Education Program (CAEP). The consortium includes members from Templeton Unified School District, San Luis Coastal Unified School District, Lucia Mar Unified School District, and Cuesta College.

## Consortium Members & Committee

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| ✔ | Wes Martin, Cuesta College - Continuing Education Director, Workgroup Member | | Amy Kayser, Chair, Student Development and Success |
| ✔ | Cheryl London, Templeton USD - Coordinator of Adult Education, Workgroup Member | | Dawn Boulanger, Workforce Development Board, Director |
| | Leslie O'Conner, San Luis Coastal USD - Teacher, Workgroup Member | ✔ | Diana Marin, Workforce Development Board Program Manager |
| ✔ | Kristin Anderson, Lucia Mar USD – Adult Education Administrator, Workgroup Member | | Jasmin Lopez, Cuesta College, Bilingual Student Success Coach |
| ✔ | Jose Real Galaviz, Cuesta College - Coordinator of Continuing Education | | Crystal Urbano, Cuesta College, Bilingual Student Success Coach |
| ✔ | James Hayes, Sage Business & Education, LLC - Consultant | ✔ | Janet Gould, San Luis Coastal USD - Teacher, Workgroup Member |

**Manager Meetings – 9:00 – 11:00**

| Date | Host Agency |
|---|---|
| September 10 | SLO Coastal |
| ~~October 8~~<br>Oct 13 1-3PM | Lucia Mar |
| November 12 | Cuesta |
| December 10 | SLO Coastal |
| January 14 | Templeton North County Campus |
| February 11 | Lucia Mar |
| March 11 | Cuesta |
| April 8 | Templeton |
| May 13 | SLO Coastal |
| June 10 | Lucia Mar |
| July 8 | Cuesta |

**Executive Meetings, 1:30-2:30**

| Date | Host Agency | Meeting Format (live/virtual) |
|---|---|---|
| October 22 | Lucia Mar | |
| January 28 | Templeton North County Campus | |
| April 22 | Cuesta | |
| August 5 | SLO Coastal | |
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| TOPICS: | | | | NOTES: |
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| **Approval of Agenda** | All | 9:00AM | Action | Agenda adjusted to move draft Progress Tracker to the top of the agenda in order to facilitate James' availability. Agenda approved as amended. |
| **Consortium Minutes & Approval** | All | 9:05 | Review / Action | Minutes for review and approval Minutes from the August meeting were unanimously approved. |
| **Public Comment** | Open | 9:06 | Info | No public present |
| **Programming and Flyers**<br>Share out by consortium members | All | 9:10 | Info | Lucia Mar and Cuesta provided hard copies of flyers. SLCUSD provided links to Adult School Flyers/Registration Website SLCUSD: Culinary - online registration ESL & HSD; Jose created a shared drive where all consortium members can upload their flyers so we all have easy access to all flyers. |
| **CTE Courses - EKG, Hospitality, AG Mechanics** | LuciaMar | 9:25 | Review | Kristin shared 3 CTE programs that are being developed and will be brought to the executive meeting in October for approval. The EKG program is ready to begin following approval. Both Hospitality and Ag Mechanics are being finalized, but expected to be offered this school year. Hospitality will have a tourism/wine industry focus. Ag Mechanics will be welding. Kristin will bring back a write-up of each course to the next meeting in October. |

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| **Discussion on Consortium data**<br>● Please bring Q-1 numbers of enrollment and participation.<br>● Work session to update current data reporting form | All | 9:50 | Discussion | Consortium members reviewed current numbers for the quarter and discussed how the current data form may be revised. Wes suggested that each program lists the number of students who've completed 1 hour, 12+ hours and then the persistence percentage. Wes will revise our data spreadsheet to reflect this suggestion and send it out to members prior to our next meeting. It was also suggested that a key be added to the document that identifies what is in each column. Each consortium member is asked to bring the program hours page printout from Tops Pro to the October meeting to be used in the continued discussion on how best to display and report our data in a meaningful way. |
| **Review/discuss draft Process Tracker and determine next steps** | All | 10:20 | Discussion | This was moved to the top of the agenda, following public comment. James shared the Progress Tracker and corresponding Project One Sheets. The purpose of these documents is to monitor the progress the consortium is making on our three year plan and to support accountability. These sheets will be used throughout the term of the 3-year plan. Following James' explanation, the consortium worked together to identify a responsible person for each item as well as committee members for each. Consortium members are asked to look at the Project One Sheets for each project they are responsible for and to start adding information to the sheet. At the next meeting we will review the Project One Sheets. |

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| **Create Agenda for next meeting** | All | 10:50 | Discussion | ● Workgroup agreed to change the next meeting to October 13th from 1:00-3:00 due to a conflict with the 10/8 date. Host agency remains Lucia Mar<br>● Process Tracker review/update - 45 min<br>● Data Sheet review/discussion/take action on revisions - 40 min<br>● Bylaw review: Wes will provide the revised copy of the bylaws to the workgroup prior to the meeting to review. Following discussion at the next meeting, they will go to the Executive Meeting for approval - 15 min<br>● Proposed CTE courses: Lucia Mar - 5 min<br>● Agenda building - Executive meeting and next Working Group meeting - 15 min |
| **Adjournment** | All | 11:00 | | The meeting was adjourned at 10:56 |

Resources are available on the SLOCAEC webpage