



## San Luis Obispo County Adult Education Consortium Agenda

Executive Committee Meeting  
**Monday, June 23, 2:00-3:00pm**  
 Cuesta SLO Campus, Room 3409

### 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.

### Executive Committee Members

X	Mia Ruiz, Cuesta College - Dean, Student Success & Support Programs, Voting Member
X	Dan Neff, SLCUSD - Director of Second Learning & Achievement, Voting Member
X	Ashley McCall, Lucia Mar USD - Director 21st Century Learning, Voting Member
X	Justin Hale, Templeton - Principal, Alternative Ed, Voting Member
X	Hillery Dixon, Lucia Mar USD - Assistant Superintendent Curriculum and Instruction
X	Wes Martin, Cuesta College - Director, Continuing Ed & Community Programs, Working Group
X	Jose Real Galaviz, Cuesta College - Coordinator Continuing Ed, Working Group
	Amy Kayser, Cuesta College - Chair, Student Development & Success (ESL), Working Group
X	Jennifer Bowen, Lucia Mar USD - Principal, Adult Education, Working Group
	Kristin Anderson, Lucia Mar USD - Coordinator CTE, Working Group
	Leslie O'Connor, San Luis Coastal USD - Lead Teacher/Administrator Adult Ed, Working Group
	Dan Block, San Luis Coastal USD - Lead Teacher/Administrator Adult Ed, Working Group
X	Cheryl London, Templeton USD - Lead Teacher/Administrator Adult Ed, Working Group



AGENDA ITEMS	WHO	TIME	INTENT	CAEP Goal Objective
<b>Approval of Agenda</b> <ul style="list-style-type: none"> <li>Mia motioned to approve. Dan 2nds agenda approval. 2 additional in favor</li> </ul>	All	2:00	Action	
<b>Consortium Minutes &amp; Approval</b> <ul style="list-style-type: none"> <li>Mia motions to approve. Ashley seconds motion. 2 additional in favor</li> </ul>	All	2:05	Review / Action	<a href="#">Minutes from 4.10.25</a>

**Program Reports & Course Approval Procedures**

- Goal to ensure there are course approval procedures for all sites. All sites will share course approval process.
- San Luis Coastal (Dan)- Instructors will fill out google form to show interest of course to be approved. Reviewed by Adult Ed. team and director. After that gets sent down to Assistant superintendent for approval.
  - Jen asked about what students come out with from SLO Coastal culinary program. Dan responds with students coming out with a Food Handler's Certificate
- Lucia Mar (Ashley) - Mirroring secondary ed process. Instructors fill out form and is approved by Governing Board. Adult Ed is now a school on Aeries, which makes the process much easier. All courses were taken to board when moved to Aeries. If students do not finish on time in high school, it allows the transition back and forth to be much easier.

All

2:10

Discussion

- Cuesta College (Wes) - Shared total number of students only. Happy with Vocational Ed growth. It is including Ranch Education and Commercial Truck Driving Program. It will have growth in ESL and GED as well. Dip in AWD due to no summer enrollments. Planning on adding an AWD course in SLO. (Mia) After there is a proposed course, it follows the same process as all other subjects at Cuesta. Once outline is submitted it goes to Curriculum Committee. After reviewing they will approve or send back to edits. Once there is board approval it will go on the following year in the Fall and Spring curriculum. Takes about a year.
  - Courses are pass, no pass, or satisfactory pass.
  - Courses lead to certificate.
- Hillery asked about the opportunity to dual enroll adult students to receive Cuesta credits
- Around 50 graduates in the past year. In graduation ceremony, they allow students to speak during their award ceremony, and are a combination of different programs embedded into one.
- With all these graduates, it is important we can transition these students into the Cuesta campus.
  - For Templeton, they follow the same process for all secondary school courses when getting approval.



### Bylaw Amendment Review for Approval

- Brought from last executive meeting.
  - Looking for approval of sentence added to bylaw, listed below:
    - If during voting an amendment is requested, a follow-up vote can be conducted via email.
  - Mia motions to approve amendment
  - Ashley seconds to approve
  - No objections

All

2:30

Review /  
Action

[Bylaw Revision](#) (edit highlighted)

### Annual Plan Draft Review for Approval

- Sent out earlier this month.
  - Three objectives for upcoming year
    - Address Ed. Needs - Expand CTE Pathways by launching two short term programs based on employer input. Focusing on promoting these programs and growing our CTE programs
      - Expansion of AWD program (responsibility of Cuesta)
    - Improving integration of services - Transitions to College and Career
      - Creating a tracking system and building processes of communication between sites to more seamlessly support students when transitioning.
    - Improving effectiveness of services - Working on HSD and GED programs to do lots of fact finding
      - Looking at course lengths and program structure to finetune program. Goal is to get students through the program as quickly as possible.
      - Surveying alumni and instructors to find benefits and issues with program.

All

2:35

Discussion

[Annual Plan](#)



<ul style="list-style-type: none"> <li>• Consortium wide tracking system from time to enrollment to receiving GED.</li> <li>• Looking for approval to submit. <ul style="list-style-type: none"> <li>○ Dan makes motion to approve plan</li> <li>○ Mia seconds motion</li> <li>○ All approve, 3-0</li> </ul> </li> </ul>				
<p><b>Program Proposal Form Review and Feedback</b></p> <ul style="list-style-type: none"> <li>• This would be used by any consortium members trying to bring in a new program/course</li> <li>• Goal is to ensure it is sustainable</li> <li>• Ashley asked if the form would be completed before or after board approval. <ul style="list-style-type: none"> <li>○ Confirmed that this process should occur first, before it goes to board for approval.</li> </ul> </li> <li>• Ashley suggested to Include signature of approvers with date of approval of consortium.</li> <li>• Motioning to approve with amendment including date of approval. <ul style="list-style-type: none"> <li>○ Dan motioned to approve</li> <li>○ Ashley 2nd motion to approve</li> <li>○ Action approved 3-0</li> </ul> </li> </ul>	All	2:45	Review / Action	<a href="#">Program Proposal Form</a>



<b>'25-'26 Calendar of Meetings</b> <ul style="list-style-type: none"> <li>Wanted to propose dates based on upcoming deadlines throughout the academic year. <ul style="list-style-type: none"> <li>Suggestions to change 4th meeting date to Thursday, August 6th, 2026</li> </ul> </li> <li>Mia makes motion with amended date change of fourth meeting</li> <li>Dan seconds motion</li> <li>All in favor, 3-0</li> </ul>	All	2:55	Review / Action	<a href="#">Calendar</a>
<b>Adjournment</b>	All	3:00		

**Next Executive Meeting:** Thursday October 23rd, 2025  
**Next Manager Meeting:**

Resources are available on the [SLOCAEC](#) webpage