San Luis Obispo County Adult Education Consortium Agenda

Thursday, May 1st |9:00AM-11:00AM|

Cuesta College Main 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.

Consortium Members & Committee

X	Dan Block, San Luis Coastal USD
X	Cheryl London, Templeton USD - Coordinator of Adult Education, Workgroup Member
X	Wes Martin, Cuesta College - Continuing Education Director, Workgroup Member
	Jennifer Bowen, Lucia Mar USD - Principal of Adult Education, Workgroup Member
	Leslie O'Conner, San Luis Coastal USD - Teacher, Workgroup Member
X	Amy Kayser, Cuesta College - Division Chair, Student Dev. & Success, ESL Instructor
X	Jose Real Galaviz, Cuesta College - Coordinator of Continuing Ed

AGENDA ITEMS	WHO	TIME	INTENT	CAEP Goal Objective
Approval of Agenda *Agenda was approved 9:08AM*	All	9:00	Action	
Consortium Minutes & Approval *No edits needed. Approved 9:11AM*	All	9:05	Review / Action	

CAEP Agenda: Thursday, 5/1/2025

Sharing printed information for programs ● CTE, HSE, etc. *Cuesta shared a Commercial Truck Driving flyer. Shared information on its enrollment. ESL South County Flyer. Shared College APP which provides targeted advertising. Amy spoke regarding the transition grant and received double what asked for. Planning began on how to outreach to all GED students in the area. Propose to add item to agenda to next month 9:40AM*	All	9:10	Discussion	
Follow up on exec. meeting items ● Adult Education Program Proposal Form *Wes created a draft for a Program Proposal Form to use when starting new programs to formulate and learn how each program is created. The proposal form will be used to plan out and propose new programs and all of the items that involve it.* ● Identifying metrics for success *Using CASAS testing is what k-12 use for metrics, where Cuesta has to use additional metrics for programs that do not CASAS test. Metrics for CTE vs ESL & GED may be different. Amy suggests for ESL & Ged to include transitions data as well, pre-(enrollment) & post-, gains. Cheryl also suggested metrics to show transitioning ESL from off-sites to Cuesta main campus ESL courses. For GED how many graduates as well. Cheryl wants to know where the data is to find whether students earned more than they should. For CTE, enrollments, completion of program, follow up on interview & job placements. Having conversations for this on the regular basis but reporting quarterly was advised as best practice 10:18AM.*	All	9:20	Discussion / Action	

CAEP Agenda: Thursday, 5/1/2025

Revise Bylaws ● Including clause to allow exec committee to vote on follow up items via email *Add revision to bylaws to bring to next exec meeting. Added clause including information where email voting is provided if follow up is needed. Edits are highlighted on file. 10:25AM*	All	9:45	Discussion / Action	

Member Expense Report
   ● Due in NOVA June 1st
   ● Approved by Consortia by June 30th
No update or discussion, just reminder. 10:30
	All	10:10	Discussion / Action	

3 Year Plan Final Review *Submission not yet available. Completed but just waiting submission. Cheryl confirmed annual plan now asks if goal is met. Wes confirmed each member needs to approve. 10:33AM*	All	10:35		

Next Manager Meeting Agenda Items
   ● 1-Year Plan
   ● Adult Education Program Proposal Form
   ● Agenda for Exec Meeting
   ● Metrics for Success
      ○ Drafting document for it
   ● Share flyers of programs
   ● Plan calendar year document
 	
1 year plan will be the priority. Group will work independently on shared drive for one year plan so that it is ready for review by Executive Team.
	All	10:55	Discussion	

Adjournment *Adjourned at 10:53AM.*	All	11:00		

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San Luis Obispo County Consortium
Adult Education
Cuesta College - Lucia Mar - San Luis Coastal - Templeton

Next Executive Meeting: June 26th 2025 |1:30 - 2:30 PM, In-Person, (Cuesta to Host)
Next Manager Meeting: June 12th, 2025 | 9:00-11:00AM (Hosted by LMUSD)
Resources are available on the SLOCAEC webpage

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