

Monterey Peninsula Adult Education Consortium
AGENDA - Regular Meeting
January 10th, 2020 - 2:00-3:30
Location: Monterey Adult School Room 1

Steering Committee Members: Alan Crawford (Co-chair; Monterey Adult School), Jon Knolle (Co-chair; Monterey Peninsula College), Barbara Martinez (Pacific Grove Adult Education), Tom Parry (Carmel Adult School), Serina Eichelberger (Monterey Adult School), Christian Smith (Monterey Peninsula College), Eric Saavedra (Pacific Grove Adult School)

Item	Topic	Lead	Time (mins)	Desired Outcome	Follow-up after the meeting (Your personal notes)
1.	Welcome & Introductions <ul style="list-style-type: none"> ● Review Agenda ● Review Norms 	Alan	5 min		
2.	Upcoming Reports <ul style="list-style-type: none"> ● Jan 31: Student data due in TOPSPro (Q2) ● Feb 28: Preliminary allocations for 2020-21 and 2021-22 released by this date 	Christian	10 min	Review upcoming CAEP deadlines and reports	
3.	Calendar	All	10 min	Calendar out Meeting dates for the rest of the academic year.	
4.	Review Three Year Plan Follow up	Alan Crawford	30 min	Share a list of areas each site is working on or needs to work on for each plan area; conversation about tracking and sharing progress at future meetings.	

5.	Consortium Consultant Follow Up	Alan	10 min	Updates on Consultant discussing and a vote on the need for an outside consultant support role for the consortium.	
6.	Agency Updates <ul style="list-style-type: none"> • MPC • CAS • PGAS • MAS 	All	15 min	Consortium receives information on current updates for each agency	
7.	Future Professional Development	All	time permitting	Share opportunities	
8.					
9.					
10.					

IMPORTANT DATES TO TRACK

Date due:	Deadline for: