Barstow Area Consortium for Adult Education
Board **MINUTES**

Wednesday, September 10, 2025 (8:30 a.m. – 10:30 a.m.)
(¤Materials in Board Packet)
In-Person at Barstow Community College – Administration Bldg. Conference Room A-11
2700 Barstow Rd., Barstow, CA 92311

Website: https://www.barstow.edu/bacae

PLEASE NOTE: Agenda related documents distributed to the BACAE Board for the Board Meeting may be viewed in the President's Office at Barstow Community College, 2700 Barstow Rd, Barstow, CA 92311. Individuals who require special accommodation, including but not limited to an American sign language interpreter, accessible seating, or documentation in accessible formats, should contact the BACAE Coordinator at erivera@barstow.edu at least two days before the meeting date.

Call to Order*: 8:37AM*

Attending:	Voting Member	Voting Member	Attendee
Baker Valley	☒ Milan Stijepovic	☐ Mike Esposito	☐
Barstow CC	☒ Eva Bagg	☐ Jennifer Rodden	☐
	☒ Laura Alvarado		
Barstow AS	☐ Scott Godfrey	☒ Douglas Beaton	☒ Michelle Colleoc
	☐ Deanna Swearingen		
Silver Valley	☒ Jeff Youskievicz	☐ Brice Scott	☐
Consortium Staff	☒ Elena Rivera	☒ Jacqueline Diaz	☐
Guests	☐	☐	☐

1. ¤Approval of Minutes – August 13, 2025
    Motioned to approve by *E. Bagg; 2ⁿᵈ J. Youskievicz*   *Motion Passed Unanimously*

2. Public Comment – Public comment will be allowed on any topic relevant to the BACAE. Pursuant to BACAE Policy, comments are limited to 3 minutes per person. Please begin your comment by stating your name.

3. Closed Session – None Requested

4. Guest Speakers – None

5. Consortium Director's Report

    5.1   Director's Updates
    Fourth Quarter Financial Reporting:
    - *Significant time was devoted to supporting district members in meeting the Q4 financial report deadline.*
    - *All reports were submitted on time in NOVA, moving the consortium off the "target list" for excessive carryover.*

- *This is a notable achievement as many consortia statewide did not meet the deadline and may face reallocation of funds.*

Legislative Context:
- *CAEP provides an annual report to the Legislature demonstrating prudent use of funds and student outcomes across the seven program areas.*
- *With federal cuts and potential state budget reductions, accurate data and spending are critical to maintaining funding levels.*
- *CAEP TAP called to congratulate the consortium on its timely reporting.*

Board Outreach:
- *CAEP TAP encouraged proactive communication with member district boards.*
- *Suggestion – schedule spring presentations at each district board meeting highlighting consortium accomplishments.*

5.2   CAEP Upcoming Deadlines & Other Dates –
Allocation Amendment:
- *August allocation adjustments have been approved and entered into NOVA; all fiscal reports now reflect correct numbers.*

Member Expense Reports:
- *Certified in NOVA for Q4.*
- *Amendments allowed until September 30; contact Director to "uncertify" if changes are needed.*

Member Program Budget & Work Plan:
- *Must be submitted and certified by October 30.*
- *Rising employee benefit costs are impacting budgets; careful planning is needed to avoid overspending or negative balances.*
- *Director offered on-site or Zoom support for newer staff (e.g., Baker, Dr. Esposito) to review fiscal guide and plan allocations.*

Student Data Reporting:
- *Q1 Due by September 30th to CAEP via Wizard*
- *Jackie is available for assistance with TOPSpro, CASAS, etc., in person or via Zoom.*

  - Aug. 15: Annual Plan for 2025-2026 due in NOVA - COMPLETED
  - Sept 1: 23/24 and 24/25 Member Expense Report due in NOVA (Q4) - COMPLETED
  - Sept. 1: 25/26 Certification of Allocation Amendment due in NOVA - COMPLETED
  - Sept. 30: 23/24 and 24/25 Member Expense Report certified by Consortia in NOVA (Q4)
  - **Sept. 30: 25/26 Member Program Year Budget and Work Plan due in NOVA**
  - Sept. 30: End of Q1
  - Oct 30: 25/26 Member Program Year Budget and Work Plan certified by Consortia in NOVA
  - Oct 31: Student data due in TOPSPro (Q1)
  - Oct 31: Employment and Earnings Follow-up Survey
  - Nov 14: Written Expenditure Plan (WEP)* Only for consortia who have exceeded 20% carryover.
  - Dec 1: 25/26 Member Expense Report Due in NOVA (Q1)
  - Dec 1: July 1, 2024 to June 30, 2025 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium

5.3   Member Program Update: Barstow Adult School – **BUSD**

- *105 students currently enrolled in HSD program.*
- *1 graduate to date.*
- *149 students registered to CASAS test.*
- *Online and in-person instruction offered.*
- *CASAS testing every Tuesday (3:45–6:45 p.m.); post-testing on Wednesdays only.*
- *Three Math and two English teachers.*
- *Senior Office Assistant (evenings), bilingual, assisting with BCC transition tasks.*
- *Transition to BCC:*
- *Staff will be trained to help students apply to BCC and obtain B#.*
- *Follow-up planned to create education plans and transition students.*
- *Continued referrals of GED and ESL students to BCC.*

5.4   Member Program Update: Barstow Community College - **BCC**

- *42 GED students currently enrolled in the BCC cohort.*
- *13 GED students currently enrolled at Probation/CSI-MAP cohort.*
- *BCC AE will no longer be providing the TABE test for Ft. Irwin classes as data will be submitted via MIS.*
- *11 students are enrolled in the CTE Customer Service Certificate classes at Probation/CSI-MAP*
- *Director and Transitional Counselor are working closely to ensure all students obtain a B# and have an Educational Plan*

5.5   Member Program Update: **Baker Valley USD**

- *AE program is going to focus on ESL and HSD*
- *Principal is out on leave of absence for the next quarter*
- *Will work with the BACAE Director to ensure all deadlines are met*

5.6   Member Program Update: **Silver Valley USD**

- *The focus is on CASAS testing to ensure data is submitted for each student*
- *GED Testing schedule continues to include Saturdays & Sundays when needed*
- *Will work with the BACAE Director to ensure all deadlines are met*

5.7   BCC Fiscal Agent Report: By T. Walker – *All warrants have been sent to District Members*

5.8   Website, Marketing & Social Media Update: By A. Paniagua – *The publication of the Barstow Area Community Resource Guide with a QR code has increased the number of visits to the BACAE website.*

6. Discussion Items

6.1   BACAE Survey – *District Members will review and discuss at next BACAE board meeting.*

7. Action Items

    7.1   None

8. Announcements

    8.1   2025-2026 BACAE Board Meeting Dates & Location
           Meetings to be held on the 2nd Wednesday of each month, 8:30 to 10:30am

October 8, 2025
November 12, 2025
December 10, 2025
January 14, 2026
February 11, 2026
March 11, 2026
April 8, 2026
May 13, 2026
June 10, 2026

    8.2   2025-2026 – BACAE Working Group Meetings

November 21, 2025
December 19, 2025
January 30, 2026
February 27, 2026
March 27, 2026
April 24, 2026
May 29, 2026
June 26, 2026

    8.3   Conferences/Webinars

    -    2025 CAEP Directors' Event – September 23, 2025 – Anaheim, CA
    -    2025 CAEP Summit – September 24-26, 2025 – Location: Anaheim Marriott, 700 W. Convention
         Way, Anaheim, CA 92802
         Register at https://caladulted.org/
    -    2025 CCAE – November 20-22, 2025 – Riviera Resort & Spa Palm Springs, 1600 N. Indian Canyon Dr.,
         Palm Springs, CA 92262
         Register at https://www.ccaestate.org/southern.html

9. Adjournment*:*   Motion to approve by J. Youskievicz; 2nd M. Stijepovic

![CALIFORNIA ADULT EDUCATION PROGRAM logo]

October 2, 2025

To: Adult Education Consortium Directors and Members

From: California Adult Education Program (CAEP) State Leadership

Subject: Fiscal Year 2025–26 Program and Accountability Requirements for Student Outcome Data Collection and Submission

This memorandum is to advise local recipients of the California Adult Education Program (CAEP) funds of accountability requirements in the 2025–26 Program Year. This letter and the supporting documents outlining data collection and reporting are located in the Student Data Collection and Reporting section of the adult education website (www.caladulted.org) and will provide further clarification and details on program accountability requirements. Due dates for data deliverables can be accessed in the CAEP Due Dates section. Failure to comply with any requirements or deliverable deadlines will be cause for withholding Adult Education Program apportionment payments until requirements are met and performance is considered satisfactory.

Data Accountability Requirements
Consortia receiving Adult Education Program funding from the California Department of Education (CDE) and the California Community College Chancellor's Office (CCCCO) for the 2025–26 program year must submit the required student data. The CDE and CCCCO require all Adult Education Program agencies to use the following systems to track adult learner progress in the seven authorized program areas and report achievements from the seven-outcome areas designated by Education Code Section 84913.

- K-12 agencies, County Offices of Education (COE), and Joint Powers Authority (JPA) are required to use TOPSpro® Enterprise to collect and report adult learner demographics, services, instructional hours, barriers, and program outcome information.

  - Agencies are required to survey quarterly adult learners for whom a Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) is not available for data matching. For further information regarding the follow-up survey, please see detailed guidelines on the California Employment and Earnings Follow-Up,contact CASAS by phone at 1-800-255-1036 or by email at caep@casas.org.

  - K-12/COE/JPA agencies are also required to report information on all classes related to the CAEP reporting areas and should record a course code for all classes in Career and Technical Education (CTE). Non-WIOA agencies have access to the CTE course codes on the front page of the California Adult Education Online Application and Reporting site under "For more information: California – Course Approvals."

- California Community College Districts (CCDs) are required to use the Chancellor's Office Management Information System (MIS) to enter their adult learner/noncredit student demographics, instructional hours, barriers, and program outcome information.

  Note: CCDs that receive WIOA, Title II funding for services under the Adult Education and Family Literacy Act (AEFLA) are required to use both TOPSpro Enterprise and MIS systems.
  - These CCDs must collect and report all adult learner demographics, barriers, and program outcomes for all adult learners enrolled in their WIOA, Title II funded programs using TOPSpro Enterprise.
    - They must also collect and report CASAS assessment results using TOPSpro Enterprise.
  - In addition, these CCDs must enter all adult learner demographics, barriers, and program outcomes into their MIS system.

Data Accountability Training
The CAEP State Leadership has contracted with the Sacramento County Office of Education (SCOE) and North Orange Continuing Education (NOCE) to create the CAEP Technical Assistance Project (TAP), which offers online and in-person trainings regarding a variety of topics, including meeting Adult Education Program accountability requirements, implementing approved assessments, and using the two data collection systems. The CAEP State Leadership strongly encourages local agencies to attend all available online and in-person accountability trainings, and to adopt a team approach for trainings and continuous improvement in managing student data outcomes. Positive student learning outcomes drive future funding opportunities in California's delivery system. More details regarding training sessions are available on the [Events] page of the CAEP website. Look for updates in the CAEP weekly newsletter.

Technical Assistance Contact Information
For questions related to the CAEP or fiscal information and/or technical assistance on professional development topics, please contact the CAEP (TAP) by phone at 1-888-827-2324 or by email at [tap@caladulted.org.](mailto:tap@caladulted.org)

Sincerely,

Gary W. Adams
Dean
Adult Education Program Office
California Community Colleges Chancellor's Office

Carolyn Zachry, Ed.D.
State Director/Education Administrator
Adult Education Program Office
California Department of Education

Enclosure: 2025–26 CAEP Data Collection, Reporting, and Due Dates for Data Deliverables

2025–26 CAEP Data Collection, Reporting, and Due Dates for Data Deliverables

Due Dates for CAEP Data Submission Using TOPSpro® Enterprise

1. Submit quarterly and end-of-year data in TOPSpro® Enterprise. Complete all data entry and review to identify any potential problems on or before the submission due date. All data submissions must be received on or before the due date.

2. Agencies using Third-Party Attendance Software must export data from their system and import into TOPSpro® Enterprise. Please see the instructions regarding exchanging data with TOPSpro® Enterprise posted on the Comprehensive Adult Student Assessment Systems (CASAS) website at 3rd Party Import/Export Wizard.

3. Agencies will submit their quarterly TOPSpro® Enterprise data and CAEP Data Integrity Report (DIR) using the Quarterly Data Submission Wizard (QDS). Agencies will also complete sending the Employment and Earnings Survey to appropriate exit populations.

Data Submission	Due Date	Submit Electronically
First Quarter Data, TOPSpro® Enterprise	October 31, 2025	Enter all information into TOPSpro® Enterprise for this quarter on or before this date.
First Quarter CAEP Data Integrity Report	October 31, 2025	Complete the Quarterly Data Submission Wizard in TOPSpro® Enterprise – refer to the help document.
Employment and Earnings Follow-up Survey	October 31, 2025	Complete sending Employment and Earnings Survey to exit populations. The following tasks should be completed during Quarter 1 (July through September): • Run the "Core Performance Wizard" under Tools in TOPSpro® Enterprise • Send Employment and Earnings Survey to appropriate exit population
Second Quarter Data, TOPSpro® Enterprise	January 31, 2026	Enter all information into TOPSpro® Enterprise for this quarter on or before this date
Second Quarter CAEP Data Integrity Report	January 31, 2026	Complete the Quarterly Data Submission Wizard in TOPSpro® Enterprise – refer to the help document.
Employment and Earnings Follow-up Survey	January 31, 2026	Complete sending Employment and Earnings Survey to exit populations. The following tasks should be completed during Quarter 2 (October through December):

		• Run the "Core Performance Wizard" under Tools in TOPSpro® Enterprise • Send Employment and Earnings Survey to appropriate exit population
Third Quarter Data, TOPSpro® Enterprise	April 30, 2026	Enter all information into TOPSpro® Enterprise for this quarter on or before this date
Third Quarter CAEP Data Integrity Report	April 30, 2026	Complete the Quarterly Data Submission Wizard in TOPSpro® Enterprise – refer to the help document.
Third Quarter Employment and Earnings Follow-up Survey	April 30, 2026	Complete sending Employment and Earnings Survey to exit populations. The following tasks should be completed during Quarter 3 (January through March): • Run the "Core Performance Wizard" under Tools in TOPSpro® Enterprise • Send Employment and Earnings Survey to appropriate exit population
End-of-Year Data, TOPSpro® Enterprise	July 15, 2026	Enter all information into TOPSpro® Enterprise for this quarter on or before this date
Fourth Quarter Data Integrity Report	July 15, 2026	Complete the Quarterly Data Submission Wizard in TOPSpro® Enterprise – refer to the help document.
Employment and Earnings Follow-up Survey	July 15, 2026	Complete sending Employment and Earnings Survey to exit populations. The following tasks should be completed during Quarter 4 (April through June): • Run the "Core Performance Wizard" under Tools in TOPSpro® Enterprise • Send Employment and Earnings Survey to appropriate exit population

Critical TOPSpro® Enterprise Reports
The TOPSpro® Enterprise reports listed below are designed to guide you in the process of submitting complete and accurate data.

1. CAEP Data Integrity Report
   On the Reports menu, go to **State Reports – California – CAEP Data Integrity.**

This report provides comprehensive information on key items associated with data collection requirements, data completeness, and program performance indicators.

2. CAEP Summary Report
On the Reports menu, go to **State Reports – California – CAEP Tables.** The CAEP Summary Report provides enrollment and outcome data for all CAEP program areas.

If you have any questions regarding these quarterly requirements or data submission process, please e-mail caep@casas.org. If you need help using TOPSpro® Enterprise, please contact CASAS Technical Support, by phone at 1-800-255-1036 or by e-mail at techsupport@casas.org.

MIS Reporting Parameters

The Chancellor's Office released guidance regarding the reporting of noncredit attendance hours for the California Adult Education Program in MIS through the SX05 Enrollment-Attendance-Hour data element. The memorandum provides clarification and guidance on how institutions should capture and report student-level attendance hours for students in noncredit distance education (DE) courses. Through the Chancellor's Office Management Information System (MIS), institutions can report student-level attendance hours for all instruction regardless of modality through MIS data element SX05 Enrollment Attendance-Hours. SX05 Enrollment-Attendance-Hours is an MIS data element that is used in the DataVista reporting dashboard to track student enrollment and outcomes, which are reported annually to the legislature.

Institutions must accurately capture and report all relevant student data through their local MIS submission processes. Institutional MIS data that is relevant to the California Adult Education Program should be submitted as part of the institution's regular data uploads to the Chancellor's Office—no separate submission is required for adult education students. An outline of due dates for MIS reporting may be accessed in the MIS Data Submission Timeline 2025-26.

Regardless of whether institutions report data through TOPSpro® Enterprise for WIOA Title II, they are responsible for tracking all relevant student data elements and reporting them into their MIS system.

Enrollment, demographics, barriers, and most student outcomes for noncredit adult education students are primarily reported through the Chancellor's Office MIS system, which is crucial for populating DataVista. Incomplete data for the California Adult Education Program student population through the MIS system could lead to underreporting in these data reporting dashboards and in end-of-year legislative reports.

Please refer to the resources listed below for additional details on Adult Education Program data and accountability requirements, which are available in the Student Data Collection and Reporting section of the California Adult Education website:

Adult Education Data Collection Reporting and Due Dates for TE (see enclosure)
DataVista Adult Education Resources
Launchboard to DataVista Mapping
DataVista Metric Definition Dictionary (MDD) User Guide

[DataVista Metric Definition Dictionary – CAEP Adult Learners](#)
[DataVista Coding Guide for CAEP Adult Learners](#)
[DataVista Frequently Asked Questions (FAQ)](#)
[Measuring Our Success: Data and Accountability](#)
[Memorandum: Reporting of Noncredit Attendance Hours for CAEP in MIS through SX05 Enrollment-Attendance Hour](#)
Reporting Student Attendance Hours for CCC Noncredit Programs (SX05) (May 24, 2024 [Questions and Answers (Q&A)](#), [Slides](#) and [Recording](#))