

## Steering Committee Meeting Agenda - April 24, 2019 - 11:00am-2:00pm

East Side Adult Education, 1901 Cunningham Ave, San José, CA 95122

**Purpose:** As the South Bay Consortium Steering Committee members represent individual districts and as a region plan, develop, recommend and implement adult educational programs aligned with AB104 legislation.

### Guiding Principles

- Focus on the needs of adult education students first • Embrace collaboration and partnership to have a positive collective impact on our region
- Work with transparency and inclusion with all stakeholders • Seek other community partnerships and connections to leverage resources and achieve better outcomes • Explore expansion and innovation in adult education services in the region • Commit to ideas, decisions and practices that anticipate the future needs for adult learners in our region

### Meeting Norms

- Meetings start on time • Members come prepared • Decision making is by consensus • Presume good intentions • Focus on issues, not people • Impact on students most important • One person speak at a time • All members are given opportunity to be heard

SBCAE District	Member	Alternate	SBCAE District	Member	Alternate	Faculty
Campbell Adult & Community Education (CACE)	Usha Narayanan <i>AS Co-Chair</i>	Leslie Johnson-Tatsuta	East Side Adult Education	Traci Williams	Kathy Frye	David Grant Santa Clara Adult Education
Milpitas Adult Education	Greg Barnes	Giuliana Brahim	Santa Clara Adult Education	Brenda Carrillo	Christine Berdiansky	Phil Crawford San José City College
Silicon Valley Adult Education	Peter Mac Donald	Norma Martinez	West Valley Mission CCD	Valerie Jensen	Rob Gamble	
San José Evergreen CCD	Kishan Vujjeni <i>CC Co-Chair</i>		West Valley Mission CCD	Mae Conroy		
San José Evergreen CCD	William Watson		Executive Director Bob Harper	Ilse Pollet	Richard Uribe	Guests:
	Working Lunch				All	
11:00	1) Call to Order			Co-Chair		ACTION
11:05	2) Approval of Meeting Agenda			All		ACTION
11:10	3) Approval of April 5 Steering Committee Meeting Minutes			All		ACTION
11:20	4) Public Comments/Announcements – 2-minute limit a) RSVP for May 10 Professional Development Day			All		INFORMATION
11:45	5) Consultation Council Report			David, Phil		INFORMATION
11:55	6) Approval of 2019-20 Allocation - CFAD			Co-Chairs, Bob		ACTION
12:30	7) Review of 3YRP Draft a) Prioritizing Goals & Strategies b) Preparing for the Community Partner Meeting			Co-Chairs, Bob		INFORMATION
1:30	8) Consortium Participation in AWD Media Circular			Mae		ACTION
1:40	9) Bill on Teacher Credentialing Update			Bob & Others		INFORMATION
1:50	10) Agenda Development a) TS discussion b) Promote CT portal rollout			All		INFORMATION

2:00	<p>c) AWD discussion – how does it line up w/3yrp? What is Natalie’s direction? (Request for data-numbers of AWD students served)</p> <p>d) Former foster youth and foster youth. WVC is hiring a director of student needs. Closes on 4/8.</p> <p>e) Child care – invite community partners</p> <p>11) Adjournment</p>	Co-Chair	ACTION
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**CALENDAR 2019**

Jan. 18 Steering Committee  
 Jan. 22 Student Leadership Training  
 Jan. 28-31 Student Focus Groups III  
 Jan. 31 Transition Specialists at MAE  
 Jan. 31 Student data due in TOPSPro Q2  
 Jan. 31 Data & Accountability due (old system)  
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 Feb. 8 Steering Committee \*ESAE-Independence  
 Feb. 8 Consultation Council with SC - Reviewing 2<sup>nd</sup> draft 3YRP  
 Feb. 14 Transition Specialists (open)  
 Feb. 15 Budget - 17-18 data by program area due  
 Feb. 25 Data & Accountability narrative  
 Feb. 28 Prelim 29-20/20-21 allocations  
 Feb. 28 Transition Specialists at SCAE  
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 March 1 Steering Committee  
 March 1 NOVA Q2 Expense Rept due  
 March 12 Community Focus Group 10am, SJCC  
 March 14 Transition Specialists CACE, 5pm  
 March 15 Consultation Council/Steering Committee-Study Session 11a-3:30p  
 March 22 TOPs/Pre-Apprenticeship Overview- SJCC, 12-2pm  
 March 28 Transition Specialists at Mission  
 March 29 Faculty Work Group / 3YRP  
 March 29 Enhancing Your Students’ Reading Skills, SCAE  
 March 31 NOVA Q2 Expense Rept Certified

April 2 Student Leader Focus Group AM/PM  
 April 5 Steering Committee – SCAE  
 April 5 Enhancing Your Students’ Reading Skills, SCAE  
 April 8-9 Adult Ed Week/CCAIE Legislative Day, Sacramento  
 April 24 Public Governance/Steering Committee, ESAE  
 April 25 Transition Specialists (open) at SJCC, T112  
 April 30 Student data due in TOPSPro Q3  
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 May 2 CFADs for 19-20 due  
 May 3 Community Focus Groups, 12-2:30pm, SJCC  
 May 9 Transition Specialists (open) at SJCC  
 May 10 Professional Development Day, Hayes Mansion  
 May 23 Transition Specialists at SJCC  
 May 24 Public Governance/Steering Committee – Final Approval of 3YRP  
 May (or June) 3Y Strategic Plan /Eval rept due from Consortia  
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 June 1 17/18 Member expense rept due in NOVA (Q3)  
 June 7 3YRP due to state  
 June 14 Steering Committee  
 June 17 Budget Revisions due  
 June 28 Steering Committee  
 June 30 1/18 & 18/19 member exp rept certified in NOVA (Q3)  
 June 30 End of Q4