**South Bay Consortium for Adult Education**

**Steering Committee Meeting Agenda**  
**April 27, 2018 • 12:00 – 3:30 pm**  
**San José City College Technology Building**  
**600 S. Bascom Ave., Room T112, San Jose, CA 95128**

**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 | Burr Guthrie | East Side Adult Education | Richard Uribe, AS Co-Chair | Kathy Frye | David Grant  
Milpitas Adult Education | Greg Barnes | Giuliana Brahim | Santa Clara Adult Education | Brenda Carrillo | Christine Berdiansky | Phil Crawford  
Silicon Valley Adult Education | Gloria Curd | Norma Martinez | Mission College | Brian Miller | Rob Gamble  
San José Evergreen CCD | Kishan Vujjeni, CC Co-Chair | | West Valley College | Mae Conroy |  
San José Evergreen CCD | William Watson | Lynette Gray | | |  
**Guests:** | |  

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<th>Time</th>
<th>Activity</th>
<th>Co-Chair</th>
<th>Faculty</th>
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<tr>
<td>12:00</td>
<td>Working lunch</td>
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| 12:30 | 1) Call to Order | Co-Chair | ACTION  
| 12:35 | 2) Approval of Agenda | All | ACTION  
| 12:40 | 3) Announcements | All | INFORMATION  
| 12:55 | 4) Approval of March 16 Steering Committee Meeting Minutes | All | ACTION  
| 1:00 | 5) Human Centered Design (HCD): May 11 PD Day, SVAE  
| | a) Need head count by 5/1  
| | b) Select HCD Team to be Trained | Bob, Kishan, Rich | INFORMATION  
| 1:30 | 6) Revised Calendar – Retreat, June 12 | Bob, Rich, Kishan | ACTION  
| 1:45 | 7) Proposed Timeline and Plan Activities for 3-Year Plan | Bob | ACTION  
| 2:05 | 8) Marketing Update  
| | a) CTE Portal Progress/Career Pathway Design  
| | b) Concepts for Next Media Campaign | Full Capacity Marketing | INFORMATION  

https://global.gotomeeting.com/join/168194589

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<th>Time</th>
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<tr>
<td>2:35</td>
<td>9) Data Sharing and Services Agreements (DSSAs)</td>
<td>Bob</td>
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<td>2:50</td>
<td>10) HISET Test Fee</td>
<td>David, Bob</td>
<td>INFORMATION</td>
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<td>a) Quantity Estimate Needed for Purchase for 2018-19</td>
<td>Co-Chair</td>
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<td>3:30</td>
<td>11) Adjournment</td>
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**CALENDAR 2018**

- **April 27**: Steering Committee
- **May 3-5**: CCAE State Conference, Fresno
- **May 10**: Transition Specialists
- **May 11**: PD Day, SVAE
- **TBD**: Consultation Council
- **May 18**: Faculty Work Groups
- **May 21**: Public Governance Meeting
- **May 24**: Transition Specialists
- **May 25**: Steering Committee
- **June 7**: Transition Specialists
- **June 8**: Steering Committee
- **June 20-21**: Steering Committee Retreat? Needs to be changed
- **June 21**: Transition Specialists (Retreat?)
- **June 22**: Steering Committee
- **June 22**: Public Governance/Partner Meeting?