

Steering Committee Meeting Minutes - August 16, 2019 - 12:30-3:30pm

San José City College, 600 S. Bascom Ave., San José, CA 95128, Room T-415

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 AS <i>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		
12:00	Working Lunch			All		
12:30	1) Call to Order <i>Co-Chair Kishan Vujjeni called the meeting to order at 12:35pm.</i>			Co-Chair		ACTION
12:32	2) Approval of August 16 Meeting Agenda <i>Add informational item: Regulations on Public Charge, Jaime Alvarado. M/S/C (Williams/Mac Donald) To approve the amended August 16 meeting agenda.</i>			All		ACTION
12:35	3) Approval of August 2 Steering Committee Meeting Minutes <i>Add: Milpitas Adult School, Greg Barnes, voted remotely on item 6, approval of the Annual Plan. M/S/C (Barnes/Williams) To approve the amended August 2 Steering Committee Meeting minutes.</i>			All		ACTION
12:45	4) Public Comments <i>No public Comments.</i>			All		INFORMATION
12:50	5) Consultation Council Report <i>No report at this time.</i>			David, Phil		INFORMATION
1:00	6) Chromebooks Update <i>The decision was made to purchase chrome books and carts with the remaining data funds. Carts have come in, but not all chrome books to date. This will not reflect on CACE's inventory. Usha will email when they are ready; someone from each school can go pick up. Rationale in</i>			Usha		INFORMATION

	reporting on data funds expenditure is schools are using chrome books to capture data – for closeout of funds.		
1:10	<p>7) Census 2020: EL Civics COAAP + Enumerator Recruitment</p> <p>Leslie shared a draft of the Census 2020 COAAP questions. There are four tasks listed for varying levels of students. Each school that decides to do this COAAP will develop their own curriculum. Any adult school is welcome to borrow the curriculum. East Side is planning to use it.</p> <p>Recruitment effort is underway to hire enumerators for the census. These people will go door to door to encourage census response from those who have not responded online. Looking to hire 17,000. Bilingual preferred, U.S. citizen. SJ census office requested to meet with the SC or at the schools. Peter feels it may be more effective if the presentation is made to students closer to the time. Usha would like to keep the staff aware, ongoing. Greg would like to have them at MAE. Traci will email a presentation shared at the East Side board meeting.</p>	Leslie, Ilse	INFORMATION
1:25	<p>8) Back to School Newsletter</p> <p>Please send Ilse links, student success stories, job opportunities, anything you want to share about your school for the newsletter by 8/3. She will include an update on the Annual Plan.</p>	Ilse	INFORMATION
1:40	<p>9) Faculty Work Group Meeting – Reschedule from 9/27-10/11/19</p> <p>The scheduled September 27 Faculty Work Group (FWG) meeting conflicts with the CAEP Consortium Directors’ Event in Sacramento. The recommendation is to reschedule the FWG meeting to October 11, in place of, or in combination with, the Steering Committee meeting.</p> <p>M/S/C (Williams/Mac Donald) To approve the date change for the Faculty Work Group meeting from September 27 to October 11, 2019.</p>	Co-Chairs	ACTION
1:50	<p>10) Project 7A: Professional Development</p> <p>Leslie shared a handout on professional development topics based on survey results. Her question to the group is- where should we go from here? Talk with work group chairs about their priorities. Traci- starting point, honor top five priorities from survey. Giuliana- target social, emotional health of students. Bob- some PDs are targeted to certain groups. Two consortium-wide PD events –HCD. IET should rise in priority. Jaime- in Touchpoint study – an area of interest was building trust with students. Peter- suggested the topic, how to recognize adults with learning disabilities. What’s the plan to roll out the PD? Should each group can schedule what they want? Traci feels everyone can benefit. The more they all understand how they connect to the data the result will be overall improvement. How do we define effectiveness? Possibly one day consortium-wide will turn into a conference with multiple topics. Add other consortium- wide events during the year. Brenda- match the 3YRP topics to the top topics/results and add into the consortium-wide PD. Kathy- teachers need to know instructional strategies. Usha- each school can take on one topic to offer workshops so the load is divided. Leslie is the point of contact, putting it together. Jaime suggests the PD conference be in the fall so practical follow up can take place. This year will focus on data collection, so the future will focus on specific groups, i.e. adults with</p>	Leslie	DISCUSSION

	<p>undiagnosed learning disabilities. Teachers need to understand what their strengths are.</p> <p>Summary: Spring consortium-wide conference. Multiple workshops throughout the year. Group topics: IET, HCD, AWD, Data (CAEP reporting requirements, how to count service hours), Immigrant Integration. ALLIES ESL Provider Network will continue and can be co-organized by our consortium. There will be a meeting in the fall, in partnership with the San Mateo consortium. SCAE is doing college writing. Natalie is building a phonics basics course. SCAE will host AWD workshops and will partner with Mae and Greg. West Valley is available to host.</p> <p>There will be a data study session in September, the new directions from the CAEP office will be reviewed. We haven't presented data in an HCD perspective yet. Will discuss this further on September 6.</p>		
<p>2:30</p>	<p>11) Project 5: Community Partnerships – Next Steps</p> <p>Ilse shared on this. One of the items is to continue and expand the pilot at CACE and to replicate it. Also, develop consortium-wide strategic partnerships. Jaime shared the pilot will look different at each site and will be tailored to the site. They will define specific support systems needed along with how staff will be assigned. In discussing the site(s) of expanding the Community Connections pilot, East Side and Milpitas expressed interest. The main idea is: how can referrals to the right community partners assist students to stay in school and increase persistence rates? Successful completion will result in short term accomplishment of students' goals and will reflect in data. Community Resource Teacher's role is to break down barriers and connect student with outside resources. Working to put in place a protocol to gather data around referrals made based on needs assessed and connection with the community partner. CommunityPro will play a larger role in the next pilot.</p> <p>12) Regulations and Public Charge - item added-Jaime</p> <p>The Trump administration's new regulations on Public Charge - If someone is allowed to live in this country they need to demonstrate they will not become dependent upon public services. Now a regulation has been approved that expands the definition of public charge so that more people will be adversely affected if they choose to receive federally funded benefits. People trying to get permanent citizenship or legal status may be penalized for using public services.</p> <p>Last Friday they gave a presentation at CACE ensuring staff it's ok to enroll in SNAP, etc. The ruling came down on the Tuesday following. Now they need to explain some will be affected and some won't.</p> <p>We can bring IRC -International Rescue Committee to present and clarify for each school on how this effects students. Have Q&A with students on their perception. Maybe through student government.</p> <p>ILRC -Immigrant Legal Resource Center -Ilse will send link and will ask CAEP for more information. WIOA funded-defined as public benefits? We need to increase our ability to understand and explain.</p>	<p>Co-Chairs, Ilse, Bob</p>	<p>DISCUSSION</p>
<p>3:00</p>	<p>13) Announcements/Member Reports – 2-minute limit</p> <p>a) Reminder: Sept. 1: 17/18 & 18/19 member expense report due in NOVA</p>	<p>All</p>	<p>INFORMATION</p>

	<p>b) Reminder: Sept. 1: 7/1/2018-6/30/2019 expenses by program area due (estimates only) in NOVA</p> <p>c) Reminder: Submission of CACE pilot as promising practice for data fund close-out</p> <p>d) Project 3F (parents): Request to bring information to 9/6 meeting (Christine)</p> <ul style="list-style-type: none"> • Christine handed out a survey and Ilse will send out a google link. <p>e) Sept. 30 member program year budgets and work plans are due</p> <p>f) Those part of WIOA coalition – online training coming up on uploading documents to the tool. Usha will forward emails. First webinar is Tuesday, 8/20.</p> <p>Kishan- Annual plan has been submitted and approved. Transition Resource Center and SparkPoint are moving to the Student Center.</p> <p>Mae- Monday, 8/19, 10am-2pm, WVC networking lunch. Invites sent by Ryan Flanigan. Building relationship around community and SBCE.</p> <p>Rob- Mission starts school on 8/26. They are building a new building to replace the temporary buildings.</p> <p>Traci- school started on Tuesday 8/13. They are piloting a new ESL schedule on M/W, T/Th. The intent is to add flexibility and additional offerings. Added a new management position for Adult Ed supervisor to oversee IET and CTE.</p> <p>Brenda- Adding (ESL) classes on Saturdays and evening classes. Family Resource Center next door is a valuable asset – they have been recruiting from there.</p> <p>Christine- Have a computer class, Digital Literacy in the evenings. They are closely looking at the ESL program with Ilse.</p> <p>Giuliana- tested 150 students this week. Demographics are changing. They have a waiting list for level 1 and are recruiting for ABE/ASE teachers. ESL program specialist is getting more hours during the day. They had a good staff meeting at Ayers site – goal is to continue working on communication in their own schools. They are focusing on safety during construction of skate park next to the adult school. Congressman Adam Schiff will be in the Milpitas area on August 28.</p> <p>Usha- Campbell is starting an accounting/bookkeeping certificate program. The goal is to make it into an IET program. There will be a curriculum specialist will be embedded into the class. They will offer a business entrepreneurship noncredit class with 3 modules and MS office specialist and office skills as IET model in the morning. This is a full class. MS office class in the evening is full. Open computer lab on Fridays for all students. ESL numbers in upper levels are low. They are working on a reconfiguration of how they offer classes. They might experiment with weekly, stand-alone math and language arts modules.</p> <p>Peter – He has a new boss. The Principal of CTE, Alecia Meyers Kelly was promoted to Director. They have new staff, new ASE and new ESL curriculum specialists and a new Transition Specialist. Solid daytime enrollment. There were nine high school graduates from the summer session. Looking to fill CalWORKs lead position.</p>		
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<p>3:15</p>	<p>Bob- The regional plan and annual plan are on the website. Work plans will be posted soon. Alternate members of the Steering Committee are vacant. Is there an alternate for WVC?</p> <p>14) Agenda Development</p> <ul style="list-style-type: none"> a) Review Data Work plan /connect it to professional development – Sept. 6 b) Regulations on Public Charge – Sept. 6 c) Survey results/parents - Christine d) Census presentation e) WIOA II Coalition f) Consultation Council member confirmation g) Faculty Work Groups member confirmation h) Project 6 report i) Childcare – invite community partners 	<p>All</p>	<p>INFORMATION</p>
<p>3:30</p>	<p>15) Adjournment (Williams/Gamble) The meeting adjourned at 3:10pm.</p>	<p>Co-Chair</p>	<p>ACTION</p>