

Steering Committee Meeting Agenda - August 21, 2020 - 12:30-3:30pm

<https://cccconfer.zoom.us/j/96305574657> /Dial in: +1 669 900 6833 (US Toll) ID: 963 0557 4657

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	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	Carrie Casto	Christine Berdiansky	Phil Crawford San José City College
Silicon Valley Adult Education	Alecia Myers-Kelley	Norma Martinez	West Valley Mission CCD	Valerie Jensen	Jackie Escajeda	
San José Evergreen CCD	Kishan Vujjeni <i>CC Co-Chair</i>		West Valley Mission CCD	Eric Grabiell	Brad Weisberg	
San José Evergreen CCD	Vacant		Executive Director Bob Harper	Co-Director Ilse Pollet		

12:30	1) Call to Order		Co-Chair	ACTION
12:31	2) Approval of August 21 Meeting Agenda		All	ACTION
12:35	3) Approval of July 31 Steering Committee Meeting Minutes		All	ACTION
12:40	4) Public Comments		All	INFORMATION
12:45	5) Consultation Council Report		David, Phil	INFORMATION
12:55	6) Annual Plan Implementation a) Annual Plan Project Leads b) Project Updates		Ilse	INFORMATION
1:50	7) Report on Consortium-wide Functions a) Charter Language b) Budget Report • CEM • CACE • SCAE • Examples of repurposed funds: ESAE FWG support, ESAE data position, pilot projects c) Co-Chairs & Director Roles and Responsibilities		Co-Chairs	INFORMATION/ DISCUSSION
2:50	8) WEX Program Update		Giuliana	INFORMATION

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2:55	9) CAEP Summit	Ilse	INFORMATION
3:00	10) Future Agenda Items	All	INFORMATION
3:15	11) Announcements and Member Reports – 1 minute each	All	INFORMATION
3:25	12) Agenda Development a) AWD discussion/Consortium plan for learning disabilities. Presentation on legal responsibilities for students with IEPs/504s b) Childcare – invite community partners c) Credit requirements for Adult Schools (ready by Fall 2020) d) SB554 e) TOPs program f) CAEP funds to serve corrections population	All	INFORMATION
3:30	13) Adjournment	Co-Chair	ACTION

CALENDAR 2020

2021

July 7	Steering Committee, 11-11:30am (Approve Revised CFAD)	Jan. 8	Steering Committee, 12:30-3:30pm
July 30	Community Partner Meeting, 11am-1pm	Jan. 28	Transition Specialists meeting, 2-4pm
July 31	Steering Committee, 12-1:30pm (Approve Annual Plan)	Jan. 31	Student Data due in TOPSPro Q2
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Aug. 1	Student Data due in TOPSPro Q4 FINAL	Feb. 5	Steering Committee + Data Session, 11a-3:30pm
Aug. 15	Annual Plan for 2020-21 due in NOVA	Feb. 5	Consultation Council, 10-11am
Aug. 21	Steering Committee, 12:30-3:30pm	Feb. 25	Transition Specialists meeting, 2-4pm
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Sept. 1	18/19, 19/20 Member Exp Rept due in NOVA Q4	Feb. 28	Prelim allocations for 21/22 & 22/23
Sept. 1	19/20 exp by program area due in NOVA	-----	
Sept. 18	Steering Committee+ Data Session, 11am-3:30pm	Mar. 1	18/19, 19/20, 20/21 Exp Rept due in NOVA
Sept. 18	Consultation Council, 10-11am	Mar. 1	Close out 18/19 Member Funds due in NOVA
Sept. 24	Transition Specialists meeting, 2-4pm	Mar. 5	Faculty Work Group meeting, 1-4pm
Sept. 30	18/19, 19/20 Exp Rept certified by Consortia in NOVA Q4	Mar. 25	Transition Specialists meeting, 2-4pm
Sept. 30	20/21 Member Prog Yr Budget & Work Plan due in NOVA	Mar. 26	Steering Committee, 12:30-3:30pm
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Oct. 9	Faculty Work Group meeting, 1-4pm	Mar. 31	Close out 18/19 funds in NOVA certified
Oct. 16	Steering Committee, 12:30-3:30pm	-----	
Oct. 29	Transition Specialists meeting, 2-4pm	Apr. 23	Steering Committee, 12:30-3:30pm
Oct. 30	20/21 Member prog yr budget & Work Plan certified in NOVA	Apr. 29	Transition Specialists meeting, 2-4pm
Oct. 31	Student Data due in TOPSPro Q1	Apr. 30	Student Data due in TOPSPro Q3
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Nov. 20	Steering Committee + Data Session, 11am-3:30pm	May 2	CFADS for 22/22 due in NOVA
Nov. 20	Consultation Council, 10-11am	May 7	Faculty Work Group meeting/PD
Nov. 19	Transition Specialists meeting, 2-4pm	May 21	Steering Committee + Data Session, 11a-3:30pm
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Dec. 1	19/20 Instr hrs & Exp by prog area due in NOVA & certified	May 27	Transition Specialists meeting, 2-4pm
Dec. 1	18/19, 19/20, 20/21 Member exp rept due in NOVA Q1	-----	
Dec. 4	Faculty Work Group meeting, 1-4pm	June 1	19/20, 20/21 Exp Rept due in NOVA Q3
Dec. 11	Steering Committee, 12:30-3:30pm	June 18	Steering Committee, 12:30-3:30pm
Dec. 17	Transition Specialists meeting, 2-4pm	June 30	19/20, 20/21 Exp Rept certified in NOVA Q3
Dec. 31	18/19, 19/20, 20/21 Member exp rept certified in NOVA Q1		

*Community Partner meetings TBD; *Possible additional Steering Committee meeting dates: 9/4, 10/30, 11/6