

## Steering Committee Meeting Agenda - December 11, 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	Aaron Tolbert	Valerie Jensen	
San José Evergreen CCD	Kishan Vujjeni <i>CC Co-Chair</i>		West Valley Mission CCD	Eric Grabiell	Brad Weisberg	
San José Evergreen CCD	Lena Tran	Robbie Kunkel		SBCAE Director Ilse Pollet		
12:30	1) Call to Order				Co-Chair	<b>ACTION</b>
12:32	2) Approval of December 11 Meeting Agenda				All	<b>ACTION</b>
12:35	3) Approval of November 20 Steering Committee Meeting Minutes				All	<b>ACTION</b>
12:40	4) Public Comments				All	INFORMATION
12:45	5) Consultation Council Report				David, Phil	INFORMATION
12:50	6) Faculty Work Group New Member Acknowledgements				Co-chairs	INFORMATION
12:55	7) Program Alignment				All	DISCUSSION
	a) Student Journey Map Visual					
	b) Bridge Programs: Status Updates from Members					
	c) (Pre) Apprenticeship					
	d) Health Pathways					
	e) Entrepreneurship					
1:50	8) SB 554 Dual Enrollment				Eric	INFORMATION
2:05	9) Organizational Structure Update: Consortium-wide Functions/Job Descriptions				Co-Chairs	INFORMATION /DISCUSSION

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2:30	10) Pathways for Foster Youth	Mae, Eric	INFORMATION
2:40	11) Community Pro Update	All	INFORMATION
2:50	12) Announcements and Member Reports – 1 minute each a) CAEP Due Dates Reminder -Kishan <ul style="list-style-type: none"> <li>• Dec 31: 18/19, 19/20 &amp; 20/21 Member Expense Report certified by Consortia in NOVA (Q1)</li> <li>• Dec 31: End of Q2</li> <li>• Jan 31: Student Data due in TOPSPro (Q2)</li> </ul> b) New CAEP Professional Development Guidance c) Adult Education Office Racial Equity Initiative: survey to be completed by 12/14 d) Holiday Social	All	INFORMATION
3:05	13) 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) CAEP funds to serve corrections population	Co-Chairs	INFORMATION
3:30	14) Adjournment		<b>ACTION</b>

**CALENDAR 2020**

July 7	Steering Committee, 11-11:30am (Approve Revised CFAD)
July 30	Community Partner Meeting, 11am-1pm
July 31	Steering Committee, 12-1:30pm (Approve Annual Plan)
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Aug. 1	Student Data due in TOPSPro Q4 FINAL
Aug. 15	Annual Plan for 2020-21 due in NOVA
Aug. 21	Steering Committee, 12:30-3:30pm
Aug. 27	Community Connections Partner Meeting 11am-1pm
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Sep. 1	18/19, 19/20 Member Exp Rept due in NOVA Q4
Sep. 1	19/20 exp by program area due in NOVA
Sep. 17	Community Connections Partner Meeting 11am-1pm
Sep. 18	Steering Committee+ Data Session, 11am-3:30pm
Sep. 18	Consultation Council, 10-11am
Sep. 22	Transition Specialists meeting, 2-4pm
Sep. 30	18/19, 19/20 Exp Rept certified by Consortia in NOVA Q4
Sep. 30	20/21 Member Prog Yr Budget & Work Plan due in NOVA
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Oct. 9	Faculty Work Group meeting, 1-4pm
Oct. 15	Community Connections Partner Meeting 11am-1pm
Oct. 16	Steering Committee, 12:30-3:30pm
Oct. 27	Transition Specialists meeting, 2-4pm
Oct. 30	20/21 Member prog yr budget & Work Plan certified in NOVA
Oct. 31	Student Data due in TOPSPro Q1
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Nov. 17	Transition Specialists meeting, 2-4pm
Nov. 20	Steering Committee + Data Session, 11am-3:30pm

**2021**

Jan. 8	Steering Committee, 12:30-3:30pm
Jan. 26	Transition Specialists meeting, 2-4pm
Jan. 31	Student Data due in TOPSPro Q2
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Feb. 5	Steering Committee + Data Session, 11a-3:30pm
Feb. 5	Consultation Council, 10-11am
Feb. 23	Transition Specialists meeting, 2-4pm
Feb. 26	Steering Committee, 12:30-3:30pm
Feb. 28	Prelim allocations for 21/22 & 22/23
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Mar. 1	18/19, 19/20, 20/21 Exp Rept due in NOVA
Mar. 1	Close out 18/19 Member Funds due in NOVA
Mar. 5	Faculty Work Group meeting, 1-4pm
Mar. 23	Transition Specialists meeting, 2-4pm
Mar. 26	Steering Committee, 12:30-3:30pm
Mar. 31	18/19, 19/20, 20/21 Exp Rept certified
Mar. 31	Close out 18/19 funds in NOVA certified
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Apr. 23	Steering Committee, 12:30-3:30pm
Apr. 27	Transition Specialists meeting, 2-4pm
Apr. 30	Student Data due in TOPSPro Q3
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May 2	CFADS for 22/22 due in NOVA
May 7	Faculty Work Group meeting/PD
May 21	Steering Committee + Data Session, 11a-3:30pm

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Nov. 20	Consultation Council, 10-11am		
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Dec. 1	19/20 Instr hrs & Exp by prog area due in NOVA & certified		
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
<b>Dec. 11</b>	<b>Steering Committee, 12:30-3:30pm</b>	June 18	Steering Committee, 12:30-3:30pm
Dec. 15	Transition Specialists meeting, 2-4pm	June 30	19/20, 20/21 Exp Rept certified in NOVA Q3
Dec. 17	Community Connections Partner Meeting 11am-1pm		
Dec. 31	18/19, 19/20, 20/21 Member exp rept certified in NOVA Q1		