

Steering Committee Meeting Agenda - February 7, 2020 - 12:30pm-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	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	Alecia Myers-Kelley	Peter Mac Donald 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	Brad Weisberg	Mae Conroy	
San José Evergreen CCD	William Watson		Co-Director Bob Harper	Co-Director Ilse Pollet		
12:00	Networking Lunch				All	
12:30	1) Call to Order				Co-Chair	ACTION
12:31	2) Approval of February 7 Meeting Agenda				All	ACTION
12:35	3) Approval of January 31 Steering Committee Meeting Minutes				All	ACTION
12:40	4) Public Comments				All	INFORMATION
12:50	5) Consultation Council Report				David, Phil	INFORMATION
12:55	6) WIOA RFA Check In				Usha	INFORMATION
1:10	7) Recognition of Peter Mac Donald				Co-Chairs	INFORMATION
1:15	8) Announcements/Member Reports – 1-minute limit				All	INFORMATION
1:30	9) CTE Faculty Work Group Report				Aven, Phil	INFORMATION
2:30	10) Fiscal Review – Update from Charter Subcommittee *Bob, Traci, Brad, Phil, David, Ilse				Co-Chairs*	INFORMATION
3:15	11) Agenda Development a) Childcare – invite community partners b) Regulations on Public Charge c) AWD discussion/Consortium plan for learning disabilities. Presentation on legal responsibilities for students with IEPs/504s				All	INFORMATION

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3:30	d) Credit requirements for Adult Schools (ready by Fall 2020) e) SB554 f) TOPs program g) Credentialing update h) CAEP funds to serve corrections population 12) Adjournment	Co-Chair	ACTION
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CALENDAR 2019

Aug. 1 Student data due in TOPSPro (Q4)
 Aug. 2 Steering Committee, 12-3:30pm
 Aug. 15 Annual Plan 2019-20 due in NOVA
 Aug. 16 Steering Committee, 12-3:30pm
 Aug. 26 Data & Accountability close out
 Aug. 29 Transition Specialists meeting, 2-4pm, SJCC

 Sep. 1 17/18 & 18/19 Member expense report due in NOVA (Q4)
 Sep. 1 July 1, '18 – June 30, '19 expenses by program area in NOVA
 Sep. 3-5 CWA Conference –Meeting of the Minds, Monterey
 Sep. 6 Steering Committee, 12-3:30pm; NOVA training, 10am-1pm
 Sep. 12 CAEP/WIOA overview/Data Accountability, 4:30-5:15pm
 Sep. 12 CP Refresher Training, 5:30-7:30pm
 Sep. 20 Steering Committee+ Data Session, 11am-3:30pm
 Sep. 20 Consultation Council, 10-11am
 Sep. 26 Transition Specialists meeting, 2-4pm
 Sep. 27 TOP Orientation, SJCC 12-2pm
 Sep. 30 17/18 & 18/19 Member expense rept certified by Consortia
 Sep. 30 19/20 Member program year budget & work plan due (Q1)

 Oct. 3-4 CATESOL
 Oct. 4 NOVA training, 10am-1pm
 Oct. 10 CP Follow up Training/Q&A on Functionality, 2-4pm
 Oct. 11 Steering Committee meeting, 11am-12pm
 Oct. 11 Faculty Work Group Orientation, 12:30-1pm
 Oct. 11 Faculty Work Group meeting, 1-4pm
 Oct. 16 Community Partner meeting – breakfast
 Oct. 24 Transition Specialists meeting, 2-4pm
 Oct. 25 Steering Committee, 12-3:30pm
 Oct. 29-30 CAEP Summit

 Nov. 1 NOVA training, 10am-1pm
 Nov. 7 CP Follow up Training/Q&A on Functionality, 2-4pm
 Nov. 8 Steering Committee, 12-3:30pm
 Nov. 21 Transition Specialists meeting, 4-6pm
 Nov. 22 Steering Committee + Data Session, 11am-3:30pm
 Nov. 22 Consultation Council, 10-11am

 Dec. 1 17/18, 18/19, 19/20 Member expense rept due (Q1)
 Dec. 6 Steering Committee meeting, 11:30am-12:30pm
 Dec. 6 Faculty Work Group meeting, 1-4pm
 Dec. 19 Transition Specialists meeting, 2-4pm
 Dec. 31 17/18, 18/19, 19/20 Expense rept certified by Consortia

2020

Jan. 17 Steering Committee, 12-3:30pm
 Jan. 29-31 CAEEA Conference
 Jan. 30 Transition Specialists meeting
 Jan. 31 Steering Committee, 12-3:30pm
 Jan. 31 Student Data due in TOPSPro (Q2)

Feb. 7 Steering Committee, 12-3:30pm
 Feb. 27 Transition Specialists meeting
 Feb. 28 Steering Committee + Data Session, 11am-3:30pm
 Feb. 28 Consultation Council, 10-11am
 Feb. 28 Preliminary allocations 20/21 & 21/22 released by state

 Mar. 1 17/18, 18/19, 19/20 Member expense rept due (Q2)
 Mar. 1 Close out 17/18 funds due in NOVA
 Mar. 6 Faculty Work Group meeting, 1-4pm
 Mar. 10 Community Partner meeting – breakfast
 Mar. 13 EL Civics Conference, SVAE
 Mar. 20 Steering Committee, 12-3:30pm
 Mar. 26 Transition Specialists meeting
 Mar. 31 Close out 17/18 funds certified by Consortia in NOVA

 Apr. 3 Steering Committee, 12-3:30pm
 Apr. 6-7 California Adult Education Week
 Apr. 23 Leg Day
 Apr. 23-25 CCAE State Conference
 Apr. 24 Steering Committee, 12-3:30pm
 Apr. 30 Student Data due in TOPSPro (Q3)
 Apr. 30 Transition Specialists meeting

 May 2 CFADs for 20/21 due in NOVA
 May 8 Professional Development Conference
 May 22 Steering Committee + Data Session, 11am-3:30pm
 May 22 Consultation Council, 10-11am
 May 28 Transition Specialists meeting

 June 1 18/19 & 19/20 Member expense rept due (Q3)
 June 12 Steering Committee, 12-3:30pm
 June 23-25 CASAS Summer Institute
 June 25 Transition Specialists meeting
 June 26 Steering Committee, 12-3:30pm
 June 30 18/19 & 19/20 Expense rept certified by Consortia (Q3)