

## Steering Committee Meeting Minutes - January 17, 2020 - 12:30pm-3:30pm

Silicon Valley Adult Education, 760 Hillsdale Ave., San José, CA 95136

**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 - Webinar				All	
12:30	1) Call to Order Co-Chair Kishan Vujjeni called the meeting to order.				Co-Chair	<b>ACTION</b>
12:31	2) Approval of January 17 Meeting Agenda Will bring back Item 10: WIOA as an Action item on 1/31/20. M/S/C (Mac Donald/Brahim) To approve the January 17 Meeting Agenda.				All	<b>ACTION</b>
12:35	3) Approval of December 6 Steering Committee Meeting Minutes M/S/C (Mac Donald/Barnes) To approve the December 6 Steering Committee Meeting Minutes.				All	<b>ACTION</b>
12:40	4) Public Comments Peter Mac Donald - EL Civics conference on March 13. 37-40 people currently registered. Please promote. Peter submitted his resignation as the Principal of SVAE as of 2/7/2020. They are working on a transition plan. He thanked the consortium for their support. Bob Harper shared with Peter that many have felt appreciated and inspired with Peter at SVAE and thanked him for helping SVAE continue to reach its capacity. He suggests the Co-Chairs write a letter in appreciation and support of Peter to share with the board.				All	INFORMATION

12:50	<p><b>5) ESL Faculty Work Group Report</b>                  Kathy Jasper and Mali Vafai presented an update from the ESL Faculty Work Group. They shared a list of classes at each school. (Attached) Questions asked: What does the process look like when referring students from EVC to East Side Adult School? Do they have priority? Is there a need to expand the lower level classes at the colleges? At Mission, the advanced levels are very well enrolled. Heather Jellison will host a workshop about opportunities for bridge programs. Phil Crawford is writing a grant with Working Partnerships, USA, to have adult schools host bridge classes. All of the adult schools will offer EL Civics Census COAAP in the spring. For future discussion-how can we open computer labs to the community to register in the census?</p>	Kathy, Mali	INFORMATION
1:20	<p><b>6) Transition Specialist Report</b>                  Monica Sain and Sonya Espinola presented an update from the Transition Specialists (TS) work group. They discussed the TS framework, implementation of Community Pro (CP) and TS questions and concerns. Instead of focusing on the job description, the discussion will be -What are the essential resources and supports that every student will receive as a result of seeing a TS? A consultant may help develop this. SJECCD should be fully on board with CP in the next couple of months, per Rick Abare. TS appreciate the guidance they receive from Brenda and Kishan. They are concerned they do not have as much ownership over their meetings as they would like. TS are requesting a specific list of what data they need to track and what is required by the state. There is a CP user manual created by Sonya and Patti for a resource for new users.</p>	Monica, Sonya	INFORMATION
1:50	<p><b>7) Fiscal Review</b></p> <p><b>a) Fiscal Data Review</b>                  Bob Harper presented. This is Project 1 of the Annual Plan. Looking at member effectiveness and what the money/allocation is doing for students. How can we identify what resources are placed with what members to accomplish them? CAEP money is only part of what we report. In the next two meetings, we will have subsequent discussions of who is getting what amount of money to accomplish each goal. The subcommittee will meet to discuss how to describe this in the Charter: Member effectiveness, outcomes and how to make decisions about funding around consortium-wide functions.                  What systems are we using to report leveraged funds?</p> <p><b>b) Consortium Resources</b>                  Much of the portion designated to SJECCD/CEM is used to support consortium-wide functions. (Data, administrative support, co-directors, etc.) There are currently no excess funds for additional positions. It is time to review the consortium infrastructure and decide what is needed.</p> <p><b>c) Governor’s Budget</b>                  Governor’s budget was 2.39%. This is approximately \$400,000+. This is for us to decide. Previously the colleges deferred COLA to the adult schools. This is a point to consider for making decisions about allocations (in April). The colleges were going to have TS and a .5</p>	Bob, Kishan Traci, Brad	INFORMATION

<p>2:25</p>	<p>counselor. CEM held funding for Open Doors, SparkPoint, etc. How do we want to be structured going forward - to be written in the Charter so the Consortium is sustainable? The state has yet to define member effectiveness. Outcomes need to go up to justify our portion received from the state. Homework: What questions are we seeing in this data? We need to answer these questions. We need to come up with language for the Charter.</p> <p><b>8) Student Engagement</b> In 3YRP, we have a goal to expand student input and participation in consortium decision-making. We need to understand what individual member schools are doing around student engagement. Last year students participated in the 3YRP planning process and most declined the idea of a consortium student government. We need to go to them instead of having them come to another meeting. Opportunities coming up: PDD on May 8, Adult Ed week in April, with Leg Day in Sacramento. We will also set up visits with local legislators. Surveys are one instrument called out in the plan. Peter Mac Donald would like to see students have an opportunity to comment through the website.</p>	<p>Ilse</p>	<p>INFORMATION</p>
<p>2:35</p>	<p><b>9) Advocacy: Fact Sheets, Meeting with Legislators</b> Rick has put together a draft fact sheet. The goal is to take a one- sheet when meeting with local legislators.</p>	<p>Bob</p>	<p>INFORMATION</p>
<p>2:45</p>	<p><b>10) WIOA:</b> a) Eligibility b) RFA</p> <p>Co-Chair Usha Narayanan’s suggestion is for each school to do WIOA individually and learn the process - what it takes to implement it. Campbell Adult Education has been the WIOA fiscal agent and their position on this now is to have everyone do pre and post testing on their own then come back to write the grant together, tailoring it to each agency’s need. Usha will start a Google doc for all members to access. The CDE should have posted a webinar today.</p> <p>12 areas:</p> <ol style="list-style-type: none"> <li>1. Needs assessment – Usha</li> <li>2. Serving individuals with disabilities – Brenda</li> <li>3. Past effectiveness – Every individual member</li> <li>4. Alignment with one stop partners – Christine and Kishan</li> <li>5. Intensity duration and flexible schedule – Giuliana</li> <li>6. Evidence based instructional practices – Usha</li> <li>7. Effective use of Technology and distance learning – Giuliana</li> <li>8. Facilitate learning in context – Leslie</li> <li>9. Qualified instructors and staff – Peter</li> <li>10. Partnerships and support services for development of career pathways – Christine and Brad</li> <li>11. High quality information data collection – Peter</li> <li>12. Integrated English learning, literacy and civics education – Leslie</li> </ol> <p>Usha will send the prompts. Application opens on the 21<sup>st</sup>, due date is 2/28. Should know results in April.</p>	<p>Usha</p>	<p>INFORMATION</p>

3:00	<p>11) Consultation Council Report                  No report at this time. There is a meeting coming up next month.</p>	David, Phil	INFORMATION
3:10	<p>12) Announcements/Member Reports – 1-minute limit                  a) Reminder: Student Data Due in TOPSPro (Q2) - Jan. 31                  Gina Riccitelli – Handed out the current EVC schedule. 16,000 mailers went out from EVC.                  Leslie Johnson-Tatsuta – Sent out a call for proposals to the Faculty Work Group (FWG) leads along with suggestions for presenters for the May 8 PD conference. She only received one response. She will resend to the SC members; please forward to your faculty and staff. She is focusing on these areas: data, program, acceleration and persistence, and supportive services. She is looking for presentation and presenter suggestions.                  Giuliana Brahim – Milpitas is starting a Community Connections pilot with NOVA and Vision Literacy. 1/24/20 is a district-wide PD on cultural sensitivity.                  Brad Weisberg – WVC has a new president. They are searching for a VP of Instruction and have accreditation coming up.                  Ilse Pollet – Stanford IPL is eager to work with our schools to roll out the second implementation of the immigrant integration survey. They propose hosting a webinar for anyone interested. This will be recorded for future viewing. There is interest from schools in the San Mateo consortium, so they will be invited to participate as well. Stanford has resources to support survey administration. This a follow-up on the practical side of what this process will look like, including informing the questions.                  Kishan Vujjeni – There is a push from the Chancellor for noncredit.</p>	All	INFORMATION
3:25	<p>13) 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                  d) Credit requirements for Adult Schools                  e) SB554                  f) TOPs program                  g) More effective presentation to adult school students – Gina R.                  h) Facebook marketing – Gina R.</p> <p>Peter wants to ensure (d) this is ready to go by Fall 2020. On item (c) AWD discussion, SVAE will hire an AWD support person to support Natalie.</p>	All	INFORMATION
3:30	<p>14) Adjournment                  Hearing no objection, the meeting adjourned at 3:32pm.</p>	Co-Chair	<b>ACTION</b>