

Steering Committee Meeting Minutes - January 31, 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 |
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| 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 Kishan Vujjeni called the meeting to order at 12:35pm. | | | | Co-Chair | ACTION |
| 12:31 | 2) Approval of January 31 Meeting Agenda M/S/C (Mac Donald/Williams) To approve the January 31 Meeting Agenda. | | | | All | ACTION |
| 12:35 | 3) Approval of January 17 Steering Committee Meeting Minutes M/S/C (Mac Donald/Williams) To approve the January 17 Steering Committee Meeting Minutes. | | | | All | ACTION |
| 12:40 | 4) Public Comments Peter Mac Donald - EL Civics Conference, March 13. Peter's last Steering Committee meeting will be February 7. His resignation plan will be reviewed at their cabinet meeting and they will review the transition plan at their staff meeting on February 7. Giuliana Brahim – They have realized students in the jail are not being served. They have completed HS diploma, but have no transition to CTE. They will discuss adding this population into the charter and see if the Corrections ADA plan is restricted only to WIOA or not, so they can use CAEP funds to serve them. – Future agenda item David Grant - Requested list of contractors for the Feb. 22 Consultation Council meeting. | | | | All | INFORMATION |

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| <p>12:50</p> | <p>William Watson – Bragged on Giuliana and her presentation on adult ed at the joint SJECCD/Milpitas board meeting.</p> <p>5) WIOA Coalition Leslie Johnson-Tatsuta - Do we want to apply as a coalition or individually? All schools have submitted intent to apply. WVM was denied to apply for WIOA; SJECCD was accepted. CACE has been the fiscal agent. Milpitas will pursue a WIOA partnership with EVC. Ilse suggested, even if there is not a formal coalition, that there is still a collaboration of information sharing on WIOA and regular agenda items to discuss programs being developed under WIOA. Add WIOA data sharing item to agenda. Traci Williams moved that the members of the consortium apply for the WIOA grant individually or as individual partnerships, not as a coalition. Question by Peter Mac Donald – if applying as a partnership, will there will only be one application? Answer is yes. Discussion closed. M/S/C (Williams/Mac Donald) To apply for the WIOA grant individually or as individual partnerships, not as a coalition. Abstention: Weisberg</p> | <p>Usha, Leslie</p> | <p>ACTION</p> |
| <p>1:00</p> | <p>6) ABE/ASE Faculty Work Group Report Jennifer Nestojko and Jennifer Smith presented. They are creating a booklet of sample essays and green sheets of different levels for the college instructors to give students and teachers ideas of what they need to aim for. They will add in essays from adult ed as well. They are discussing staff development, including collaboration with English instructors. They are working on putting together a series of short videos to familiarize students with the school. They would like to practice Canvas at the next Faculty Work Group (FWG) meeting. They are working toward graduation requirements and the gap between adult school and college level work and defining what post-secondary preparedness looks like. Ilse Pollet inquired where students with a GED transition to. Bob Harper suggests we need additional data collection to answer this question. They are looking at multi-faceted approaches with basic skills to a more varied definition of what those post-secondary skills are. They will talk to the Transition Specialists and campus publicity officers to help with the video, etc. Andrea Crivello, SJCC student, shared her perspective on campus support in choosing the appropriate math and English classes. Ilse mentioned the consortium wide PD on May 8. There will be an opportunity for peer-to-peer shared best practices. She is asking for suggestions of ABE models/transitions from adult schools to college to bring presenters in. Contextualized basic skills is a PD that people want. Jennifer to share PD list with Ilse and Leslie.</p> | <p>Jennifer N., Jennifer S.</p> | <p>INFORMATION</p> |
| <p>1:30</p> | <p>7) AWD Faculty Work Group Report Elsie Chandler presented from the AWD Faculty Work Group. She shared they have been reviewing work plan objectives in their FWG meetings. There is not much community college representation at FWG meetings. Natalie has about 90+ students’ caseload in adult schools.</p> | <p>Elsie</p> | <p>INFORMATION</p> |

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| <p>2:00</p> | <p>Screening and assessments are being done. Student focus groups – attain input from AWD students. Provide sources and materials on SBCAE website. They have been exploring the option of National External Diploma Option (NEDP), an alternative to the Hiset. It is a different way of assessment. David Grant knows of three adult schools using it. In the area of supporting all 5 adult schools and strengthen working relationships in colleges, one task is to provide resources and strategies to support teachers. They have been exploring Mindplay, which will help with reading disabilities and training teachers on awareness with the Just Words program. Natalie continues to provide PD at adult schools.</p> <p>8) Fiscal Review a) Member Effectiveness, State Guidance Bob Harper - Self-assessment tool was a product of the study on member effectiveness. Allocations are based on member effectiveness and consortium effectiveness. Member effectiveness is defined by key outcomes. Consortium effectiveness is measured by students served and outcomes students achieve. Ilse - the member effectiveness field team at the CAEP office developed the self-assessment tool that was used in the 3YRP process. Ilse highlighted two indicators: capacity and tracking performance using data collection procedures. We will look at outcomes and best practices, what is working and what is not. We need to ensure our organizational structure and resources are sustainable.</p> <p>b) Data Review: Fiscal Reports, Launch board, Consortium-wide Functions Bob shared a fiscal presentation including an Excel spreadsheet and a PPT. Both college districts reported differently. A deeper level of analysis is being done on what is being reported in NOVA. Charter language will be revised, before allocations are decided in April, to support guiding principles and sustainable processes. Rick Abare displayed the state Launch board. This allows us to look at our own institution within the consortium and explore the pipeline to adult education. Demographics of need influenced consortium allocations. We are the third largest consortium in the state in terms of funding, not in terms of students served. Kishan – Community colleges are attendance/performance based. State is looking at accountability and performance. He reviewed the consortium org chart. The original plan for money to colleges was for Transition Specialists (TS) and .5 counselor (to sign off on Ed plans, etc.) TS funding is coming out of consortium operations. SJECCD (consortium operations) has additionally been responsible for administrative support, fiscal tracking, data/research support, marketing and outreach, current Community Pro contract, Co-Director positions, additional contractors to support plan goals, SparkPoint operations, etc. Backlog has been expended and there is an approximate deficit of \$30,000.</p> | <p>Bob, Ilse, Kishan, Rick</p> | <p>INFORMATION</p> |
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| | <p>c) Next Steps</p> <p>SJECCD/CEM will not be able to continue funding all of the positions we are currently funding. Need to identify other resources. Funding should align to 3YRP goals. Next step for the leadership and subcommittee is to write language for the charter to ensure allocations will be used for specific purposes. Should the Director position be an employee versus a contracted position? Bob may recommend this position move to a K-12 district. Peter suggests there is specific K-12 thinking, and college thinking may differ from the adult ed perspective. He suggests there needs to be an independent person working for adult ed who sees the whole picture.</p> <p>May need to be cautious about creating a personnel position in the community college system. Suggestion was made to have the position on a rotating basis, where it alternates between both systems. Will add language to the charter around fiscal agent, support, performance, rotation, etc. there is an evaluation process in place with a permanent position as opposed to a contracted position. Generally, contracted positions are short term, experts.</p> | | |
| 2:50 | <p>9) Census 2020 Check In</p> <p>Ilse is checking in with each school to find out how the staff is feeling about encouraging students to fill out the census form. There seems to be great hesitation in promoting this right now. At East Side, Traci Williams has a group of teachers working with the census rep who presented to the Steering Committee. The sent a survey to staff, asking for participation in a PD on instructional strategies for participation in the census. At Milpitas, the higher levels of ESL were practicing presentations to inform other classes about the census. The Census 2020 COAAP will help make a difference. Campbell is two weeks away from completing the COAAP. Their teachers are less hesitant now, understanding the tools provided through the COAAP.</p> | Ilse | INFORMATION |
| 3:00 | <p>10) Spring Career and/or Resource Fairs</p> <p>Adult schools- share dates with each other and invite each other's students.</p> <p>ESAE: March 11; in April – Community Resource Fair - includes health, employment, etc.</p> <p>CACE: April 1, trying to get Census reps there. Will open computer lab.</p> <p>MAE: April 9 Career and College Fair</p> <p>WVC: March 25</p> | Ilse | INFORMATION |
| 3:05 | <p>11) Consultation Council Report</p> <p>No report at this time.</p> | David, Phil | INFORMATION |
| 3:10 | <p>12) Announcements/Member Reports – 1-minute limit</p> <p><u>Brenda Carrillo, Santa Clara</u>: District will centralize their enrollment center, which will provide much more visibility for this campus. They will register every 3 years of school. Family resource center – families get priority to enroll in adult school classes. March 7 - parent university Saturday academy. Built around wellness, collaborating with other departments.</p> | All | INFORMATION |

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| | <p><u>Giuliana Brahim, Milpitas</u>: Their district won a literacy award. The parents in the family ESL class will volunteer to help kids learn to read. PD on cultural sensitivity.</p> <p><u>Brad Weisberg, WVC</u>: In process of hiring a new VP and Director of Noncredit. They are creating a new division of continuing education with a full time instructor for the first time.</p> <p><u>Christine Berdiansky, Santa Clara</u>: WVC will offer an algebra class for SCAE in the fall. Their Hiset students need more support in this area.</p> <p><u>Leslie Johnson-Tatsuta, Campbell</u>: This week CACE started the third of 3 IET classes with WVC. They also started a child growth and development class with SJCC. They plan to continue with this series.</p> <p><u>Heather Jellison, SJCC</u>: ESL noncredit class enrollment is high. ESL 98, which is transferable, is coming soon, in the fall.</p> <p>3:20 13) Agenda Development</p> <ul style="list-style-type: none"> 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 (ready by Fall 2020) e) SB554 f) TOPs program g) Credentialing update h) CAEP funds to serve corrections population <p>Bob - Plan presentation for (c). Bring someone in from San Andreas Regional Center (Giuliana). Brad suggested sharing the experience from WVC. Plan the meeting date for this discussion.</p> | All | INFORMATION |
| 3:30 | <p>14) Adjournment</p> <p>The meeting adjourned at 3:31pm. (Williams/Mac Donald)</p> | Co-Chair | ACTION |