

Steering Committee Meeting Agenda - January 8, 2021 - 12:30pm-3:30pm

<https://cccconfer.zoom.us/j/99596297649?> Password: 644150 / Dial in: +1 669 900 6833 (US Toll)

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	ACTION	
12:35	2) Approval of January 8 Meeting Agenda			All	ACTION	
12:40	3) Approval of December 11 Steering Committee Meeting Minutes			All	ACTION	
12:45	4) Public Comments			All	INFORMATION	
12:50	5) Consultation Council Report			David, Phil	INFORMATION	
1:00	6) SB 554 (Dual Enrollment): Q&A, Next Steps			All	DISCUSSION	
1:30	7) Citizenship Update			Jennifer Gagliardi	INFORMATION	
1:45	8) Annual Plan Progress Report			Co-Chairs	INFORMATION/ DISCUSSION	
2:45	9) Announcements and Member Reports – 1 minute each			All	INFORMATION	
	a) Upcoming CAEP Due Dates					
	• Dec 31: 18/19, 19/20 & 20/21 Member Expense Report certified by Consortia in NOVA (Q1)					
	• Dec 31: End of Q2					
	• Jan 31: Student Data due in TOPSPro (Q2)					
	• Feb 28: Preliminary allocations for 2021-22 and 2022-23 released by this date.					

Steering Committee – January 8, 2021

2:59	<p>b) FWG Meeting Reminder – March 5</p> <p>10) Agenda Development</p> <p>a) AWD discussion/Consortium plan for learning disabilities. Presentation on legal responsibilities for students with IEPs/504s</p> <p>b) Childcare – invite community partners</p> <p>c) CAEP funds to serve corrections population</p>	All	INFORMATION
3:00	11) Adjournment	Co-Chair	ACTION

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)

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

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

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

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

Nov. 17 Transition Specialists meeting, 2-4pm

Nov. 20 Steering Committee + Data Session, 11am-3:30pm

Nov. 20 Consultation Council, 10-11am

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

Dec. 11 Steering Committee, 12:30-3:30pm

Dec. 15 Transition Specialists meeting, 2-4pm

Dec. 17 Community Connections Partner Meeting 11am-1pm

Dec. 31 18/19, 19/20, 20/21 Member exp rept certified in NOVA Q1

2021

Jan. 8 Steering Committee, 12:30-3:30pm

Jan. 21 Community Connections Partner Meeting 11am-12:30pm

Jan. 28 Transition Specialists meeting, 2-4pm

Jan. 31 Student Data due in TOPSPro Q2

Feb. 5 Steering Committee + Data Session, 11a-3:30pm

Feb. 5 Consultation Council, 10-11am

Feb. 18 Community Connections Partner Meeting 11am-12:30pm

Feb. 25 Transition Specialists meeting, 2-4pm

Feb. 26 Steering Committee, 12:30-3:30pm

Feb. 28 Prelim allocations for 21/22 & 22/23

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. 18 Community Connections Partner Meeting 11am

Mar. 25 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

Apr. 15 Community Connections Partner Meeting 11am

Apr. 23 Steering Committee, 12:30-3:30pm

Apr. 29 Transition Specialists meeting, 2-4pm

Apr. 30 Student Data due in TOPSPro Q3

May 2 CFADS for 22/22 due in NOVA

May 7 Consortium-wide Professional Development Day

May 21 Steering Committee + Data Session, 11a-3:30pm

May 21 Consultation Council, 10-11am

May 27 Transition Specialists meeting, 2-4pm

June 1 19/20, 20/21 Exp Rept due in NOVA Q3

June 18 Steering Committee, 12:30-3:30pm

June 30 19/20, 20/21 Exp Rept certified in NOVA Q3