Steering Committee Meeting Agenda • March 15, 2019 • 11:00am-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

<table>
<thead>
<tr>
<th>SBCAE District</th>
<th>Member</th>
<th>Alternate</th>
<th>SBCAE District</th>
<th>Member</th>
<th>Alternate</th>
<th>Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campbell Adult &amp; Community Education</td>
<td>Usha Narayanan</td>
<td>AS Co-Chair</td>
<td>East Side Adult Education</td>
<td>Traci Williams</td>
<td>Kathy Frye</td>
<td>David Grant</td>
</tr>
<tr>
<td>Milpitas Adult Education</td>
<td>Greg Barnes</td>
<td>Giuliana Brahim</td>
<td>Santa Clara Adult Education</td>
<td>Brenda Carrillo</td>
<td>Christine Berdiansky</td>
<td>Santa Clara Adult Education</td>
</tr>
<tr>
<td>Silicon Valley Adult Education</td>
<td>Peter Mac Donald</td>
<td>Norma Martinez</td>
<td>West Valley Mission CCD</td>
<td>Valerie Jensen</td>
<td>Rob Gamble</td>
<td>Phil Crawford</td>
</tr>
<tr>
<td>San José Evergreen CCD</td>
<td>Kishan Vujeni</td>
<td>CC Co-Chair</td>
<td>West Valley Mission CCD</td>
<td>Mae Conroy</td>
<td></td>
<td>San José City College</td>
</tr>
<tr>
<td>San José Evergreen CCD</td>
<td>William Watson</td>
<td>Lynette Gray</td>
<td>Executive Director</td>
<td>Ilse Pollet</td>
<td></td>
<td>Guests:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Bob Harper</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SBCAE 3YR REGIONAL PLANNING STUDY SESSION**
(11:00AM – 2:30PM)

11:00 1) Joint SBCAE meeting with Consultation Council  
12:00 2) LUNCH  
12:30 3) Qualitative Data Analysis for 3-Year Regional Plan
   a) Review Self-Assessment Tool Goals  
   b) Review of Data Sources  
   c) Gallery Walk  
    • Community Partner Interviews  
    • Student Focus Groups  
    • Faculty Work Group  
   d) Small Group Discussion  
   e) Report Out  
   f) Project 6/Immigrant Integration Framework Update  
   g) Community of Practice  
2:25 7) Break
# FORMAL PUBLIC MEETING SESSION

(2:30PM – 3:30PM)

<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
<th>Co-Chair</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2:30</td>
<td>1) Call to Order</td>
<td></td>
<td>ACTION</td>
</tr>
<tr>
<td>2:35</td>
<td>2) Approval of Meeting Agenda</td>
<td></td>
<td>ACTION</td>
</tr>
<tr>
<td>2:40</td>
<td>3) Approval of March 1 Steering Committee Meeting Minutes</td>
<td></td>
<td>ACTION</td>
</tr>
<tr>
<td>2:45</td>
<td>4) Public Comments/Announcements – 2-minute limit</td>
<td></td>
<td>INFORMATION</td>
</tr>
<tr>
<td>2:55</td>
<td>5) Consultation Council Report</td>
<td>David, Phil</td>
<td>INFORMATION</td>
</tr>
<tr>
<td>3:05</td>
<td>6) Review Calendar Items</td>
<td>Co-Chairs</td>
<td>ACTION</td>
</tr>
<tr>
<td></td>
<td>a. March 29 – Faculty Work Group meeting</td>
<td></td>
<td>INFORMATION</td>
</tr>
<tr>
<td></td>
<td>b. April 8-9 – Adult Ed Week/CCAEE Legislative Day</td>
<td></td>
<td>ACTION</td>
</tr>
<tr>
<td></td>
<td>c. April 26 – Steering Committee meeting</td>
<td></td>
<td>INFORMATION</td>
</tr>
<tr>
<td>3:20</td>
<td>7) Agenda Development</td>
<td></td>
<td>ACTION</td>
</tr>
<tr>
<td>3:30</td>
<td>8) Adjournment</td>
<td></td>
<td>ACTION</td>
</tr>
</tbody>
</table>

## CALENDAR 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 18</td>
<td>Steering Committee</td>
</tr>
<tr>
<td>Jan. 22</td>
<td>Student Leadership Training</td>
</tr>
<tr>
<td>Jan. 28-31</td>
<td>Student Focus Groups iii</td>
</tr>
<tr>
<td>Jan. 31</td>
<td>Transition Specialists at MAE</td>
</tr>
<tr>
<td>Jan. 31</td>
<td>Student data due in TOPSPro Q2</td>
</tr>
<tr>
<td>Jan. 31</td>
<td>Data &amp; Accountability due (old system)</td>
</tr>
<tr>
<td>Feb. 8</td>
<td>Steering Committee *ESAE-Independence</td>
</tr>
<tr>
<td>Feb. 8</td>
<td>Consultation Council with SC - Reviewing 2nd draft 3YRP</td>
</tr>
<tr>
<td>Feb. 14</td>
<td>Transition Specialists (open)</td>
</tr>
<tr>
<td>Feb. 15</td>
<td>Budget - 17-18 data by program area due</td>
</tr>
<tr>
<td>Feb. 25</td>
<td>Data &amp; Accountability narrative</td>
</tr>
<tr>
<td>Feb. 28</td>
<td>Prelim 29-20/20-21 allocations</td>
</tr>
<tr>
<td>Feb. 28</td>
<td>Transition Specialists at SCAE</td>
</tr>
<tr>
<td>March 1</td>
<td>Steering Committee</td>
</tr>
<tr>
<td>March 1</td>
<td>NOVA Q2 Expense Rept due</td>
</tr>
<tr>
<td>March 12</td>
<td>Community Focus Group 10am, SJCC</td>
</tr>
<tr>
<td>March 14</td>
<td>Transition Specialists CACE, 5pm</td>
</tr>
<tr>
<td>March 15</td>
<td>Consultation Council/Steering Committee-Study Session 11a-3:30p</td>
</tr>
<tr>
<td>March 22</td>
<td>TOPS/Pre-Apprenticeship Overview- SJCC, 12-2pm</td>
</tr>
<tr>
<td>March 28</td>
<td>Transition Specialists at Mission</td>
</tr>
<tr>
<td>March 29</td>
<td>Faculty Work Group / 3YRP</td>
</tr>
<tr>
<td>March 29</td>
<td>Enhancing Your Students' Reading Skills, SCAE</td>
</tr>
<tr>
<td>March 31</td>
<td>NOVA Q2 Expense Rept Certified</td>
</tr>
</tbody>
</table>