

**Steering Committee Meeting Minutes · 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


SBCAE District	Member	Alternate	SBCAE District	Member	Alternate	Faculty
Campbell Adult & Community Education (CACE)	Usha Narayanan <i>AS Co-Chair</i>		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	Peter Mac Donald	Norma Martinez	West Valley Mission CCD	Valerie Jensen	Rob Gamble	
San José Evergreen CCD	Kishan Vujjeni <i>CC Co-Chair</i>		West Valley Mission CCD	Mae Conroy		
San José Evergreen CCD	William Watson	Lynette Gray	Executive Director Bob Harper	Ilse Pollet	Rich Uribe	Guests:

<b>SBCAE 3YR REGIONAL PLANNING STUDY SESSION</b> <b>(11:00AM – 2:30PM)</b>						
11:00	1) Joint SBCAE meeting with Consultation Council <i>*See attached PPT notes Ilse shared.</i> Rich will send out the link to the 3YRP notes in Google. Suggestion by Consultation Council – add a grant writer to the consortium. They would like better communication when bridge classes get canceled. More collocated classes, more bridge classes and more partnerships with community colleges. Concern with Transition Specialists in addition to case management work, they are asked to do work by their home district. Most of them are not 40 hour positions. Usha spoke to the roles and uniqueness within each system. They would like to establish a consortium-wide MOU. Usha spoke to requirements, assessment, funding, adjustments.				All	
12:00	2) LUNCH					
12:30	3) Qualitative Data Analysis for 3-Year Regional Plan <i>*See attached PPT notes Ilse shared. Rich will send out the link to the 3YRP notes in Google.</i> a) Review Self-Assessment Tool Goals These are organized into the 5 Progress Indicators: Capacity, Connection, Entry, Progress, Completion/Transition.				Ilse, All	

	<p>b) <b>Review of Data Sources</b> Review multiple sources of data and realize themes and goals.</p> <p>c) <b>Gallery Walk</b></p> <ul style="list-style-type: none"> <li>• <b>Community Partner Interviews</b> Suggestions for social networking to get to know each other. Community members expressed they have partnerships until individual leaves. Need institutional memory so partnerships continue. Transportation seems to be an issue, so they are interested in collocated classes. The needs around AWD are great, so any resources that we can provide are desired. Many companies are open to link with our CTE navigation tool.</li> <li>• <b>Student Focus Groups</b> See slides. Additional comments- this process helped the students feel empowered. The question may have seemed repetitive, but it helped get to deeper answers. Students want more bridge program choices.</li> <li>• <b>Faculty Work Group</b></li> </ul> <p>d) <b>Small Group Discussion</b></p> <p>e) <b>Report Out</b></p> <p><u>Indicator 1 Capacity:</u> Peter reported – We are now mandated to include immigrant integration –it’s not just a concept, but it will increase capacity. Now have IET –integrating ESL and CTE. How do we coordinate between adult schools and community colleges? Need to expand offerings/guidance with transitions, student groups/ reps in our meetings. Need seamless communication process. Adult education has not previously had the capacity for AWD integration into programs. Outreach/marketing to bring students in. Looking at a possible new category.</p> <p><u>Indicator 2 Connection:</u> Ryan reported – Need more student leadership and outreach among students for recruitment and maintaining students. Priorities- want to see increased enrollment and retention. To do this need to increase effective outreach. Need to be on the same page to move students through adult schools and community colleges. Need community partnerships to feed into programs and create the demand.</p> <p><u>Indicator 3 Entry:</u> Mae reported - There is a systemic process for entrance into adult schools including individual education plan and transition plan into college or workforce. Veterans and justice system for those leaving incarceration. Several systems not linked for easy transition from where they are to us-adult school/community college system. Student access/entry is important including native language of student being spoken by staff in front office. Don’t want entry to be just one student at a time. Could similar classes be counted towards graduation requirement and feed into CTE path and be transferable?</p> <p><u>Indicator 4 Progress:</u> Ellen reported - Add to lists: flexible scheduling, class timing, collocation. Align career pathways with regional labor data market. Provide menu of all services offered by community partners and define what it means to provide equitable access. Need some data for an assessment of effectiveness for student supports. Redefine this - is it for entry and exit/retention? Add more iBest contextualized classes.</p> <p><u>Indicator 5 Transition/Completion:</u> Sonya reported - Only felt the second goal connected in relation to community partners (Expand local partnerships...). Group came up with new goals. Main goal is to clarify TS position-goals, duties, expectations. Provide equitable access to TS and other student support services. Study best practices of student needs and</p>		
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	<p>best connect them to appropriate resources. Analysis is an activity, not a goal. Additional comment – offering more services including tutoring and childcare, which would be a tremendous benefit. Next steps: These goals/strategies will be drafted out in the next couple of weeks. Develop/update orange monster image for next 3YRP.</p> <p><b>f) Project 6/Immigrant Integration Framework Update</b> This is in regards to the all-consortium PD day on May 10. Jaime and Ratna are doing a study at adult schools in preparation for this day on Human Centered Design to assess where else in our systems students have a chance to have a conversation about their goals and what may be preventing them from reaching their goals. (Discussion questions are in the packets.)</p> <p><b>g) Community of Practice</b> A space for anybody who is working on collecting and recording data to share and work together and learn from each other. Connect people with similar roles at different schools and come up with a common practice.</p> <p>*Deadline by March 31 to collect data to enter into plan. Schools need time to get on their board agendas. This would be an informational consortium item for each school to present individually to their own district.</p>		
2:25	<p>7) Break</p> <p style="text-align: center;"><b>FORMAL PUBLIC MEETING SESSION (2:30PM – 3:30PM)</b></p>		
2:30	<p>1) Call to Order <i>The meeting was called to order at 2:54pm by Co-Chair Kishan Vujjeni.</i></p>	Co-Chair	ACTION
2:35	<p>2) Approval of Meeting Agenda <i>Traci Williams moved to approve the meeting agenda; the motion was seconded, and carried unanimously.</i></p>	All	ACTION
2:40	<p>3) Approval of March 1 Steering Committee Meeting Minutes <i>Traci Williams moved to approve the March 1 Steering Committee Meeting Minutes; the motion was seconded and carried unanimously.</i></p>	All	ACTION
2:45	<p>4) Public Comments/Announcements – 2-minute limit</p> <ul style="list-style-type: none"> <li>• Lynette has Office 2013 textbooks to share with adult schools. Working on the English Language Learner Co-Enrollment Pilot RFA Ilse shared last time asking for letter of support from consortium. Focuses on co-enrollment pilot and replicates the CACE program already implemented. Project will look to have dedicated navigators –for adult education and for workforce development integration. Due April 1 at 3pm. Will add any NOVA due dates to master calendar.</li> <li>• Rich will be out of state and will not schedule interviews within the next week.</li> <li>• Kathy attends two meetings for the Refugee and immigrant group. She provided a handout with the announcements. *See attached.</li> <li>• Peter reported that SVAE new CBO will certify the budget.</li> <li>• Christine shared a new pilot project. They hired Ilse to do orientation on CASAS testing. Please send ideas on orientations to Christine.</li> </ul>	All	INFORMATION

2:55	<p>5) Consultation Council Report  David reported they had a better turn out at this meeting and thanked administrators for encouraging their members to attend.</p>	David, Phil	INFORMATION
3:05	<p>6) Review Calendar Items</p> <ul style="list-style-type: none"> <li>a. March 29 – Faculty Work Group meeting  PDD for SJECCD. Heather Jellison reported that SJCC ESL faculty put in alternate plans so they can attend the FWG meeting. Keep the 3/29 date.</li> <li>b. April 8-9 – Adult Ed Week/CCAIE Legislative Day  Reminder – Bob is the point of contact. Anyone who wants to attend or send students, contact Bob. Student leader facilitators may be encouraged to attend.</li> <li>c. April 26 – Steering Committee meeting  Many adult school leaders are attending the CCAIE conference in San Diego. A decision regarding allocation needs to be made so the plan can be submitted. CFAD is due May 2. Change this to Wednesday, April 24, 11am-2pm.  <i>Brenda Carrillo moved to approve that the Steering Committee meeting originally scheduled for April 26, 2019 be changed to April 24, 2019, 11am-2pm; the motion was seconded and carried unanimously.</i></li> </ul>	Co-Chairs	ACTION
3:20	<p>7) Agenda Development  Transition Specialist discussion  Look at the structure of our meetings and possibly other partners to invite to meetings.  Review/update consortium organizational chart.  Program data and how it’s compiled – due in June.</p>	All	INFORMATION
3:30	<p>8) Adjournment  <i>Traci Williams moved to adjourn the meeting at 3:31pm; with no objection the meeting was adjourned.</i></p>	Co-Chair	ACTION



**South Bay Consortium for Adult Education**  
**Three Year Regional Plan Study Session 2:**  
**Qualitative Data**

**Steering Committee and Consultation Council**  
**March 15, 2019**





### 3YRP Activities + Timeline

- Jan – March Quantitative and Qualitative Data Collection
- Feb – April Goals – Strategies – Indicators
- May – June Public Comment – Stakeholder Presentations

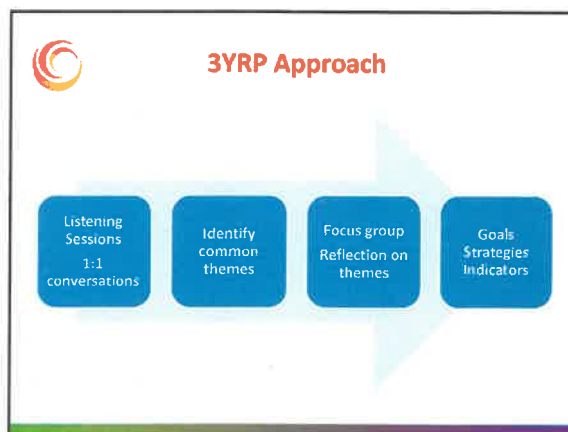

**KEY DATES:**

- Feb 8 Study Session 1: Quantitative Data + Self Assessment
- March 12 Community Leader Focus Group
- March 15 Study Session 2: Qualitative Data Review**
- April 2 Student Leader Focus Group
- May 3 Community Forum
- May 10 PD Day: Human Centered Design
- May 24 Public Governance – Formal Plan Approval
- June 7 Submit Plan to CAEP



### Qualitative Data SOURCES

SOURCE	PROCESS
1 Steering Committee + Consultation Council	Consortium Self-Assessment Tool: 1:1, SC meeting, study session
2 Students	15 Student Focus Groups Facilitated by students
3 Community Partners	40+ Individual Interviews Focus Group 3/12
4 Faculty Work Group	Work Plan Review + Priorities FWG, Dec 2018
5 Data Team	Work Plan Review + Priorities 2/25/2019
6 Transition Specialists	Work Plan Review + Priorities 2/28/2019
7 Project 6 – Immigrant Integration	Progress Report recommendations (Jan 2019)





### What do you mean by that?

- **THEME** What have we heard?
- **GOAL** What do we want to achieve?
- **STRATEGY** How are we going to achieve it?
- **INDICATOR** How will we know we're successful?


**TODAY: themes – GOALS – (strategies)**

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### Where to access data files?

Google Drive: notes from community leader interviews + student focus groups

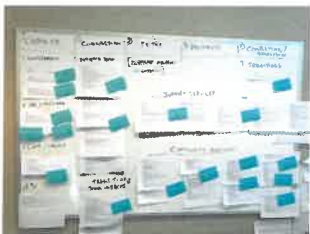


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### Identifying Themes

5 Progress Indicators:

1. Capacity
2. Connection
3. Entry
4. Progress
5. Completion / Transition



### Source 1: Steering Committee + Consultation Council

Review Goals  
 < Consortium Self-Assessment Tool

**Handout #1:** SBCAE 3YRP Goals from Steering Committee/Consultation Council (CAEP self-assessment tool)

### Source 2: Students

**Handout #2:** SBCAE 3YRP Topics – Student Focus Groups

**THEMES:**

- Student government valued, opportunity to expand
- Word of mouth and print materials are effective
- Teachers, staff = source of information and support
- Childcare!
- Accelerated progress towards goals
- Flexibility
- Transition support valued

### Source 3: Community Leaders

**Handout #3:** SBCAE 3YRP Topics – Community Leader/Stakeholder Interviews

**THEMES:**

- Stakeholder engagement – high interest
- Communication and outreach – room for improvement
- We all serve the same people: connections & integrated service delivery
- Career Pathways! Immigrant Integration!
- Shared PD, funding

### Source 4-7: Faculty Work Groups, Data Team, Transition Specialists, Project 6

**Handout #4:** Work Group Reports – Transition Specialists – Data Team

**Handout #5:** Project 6: Findings and recommendations for SBCAE for 3YRP

### Comparing GOALS from multiple SOURCES

**GALLERY WALK**

	Indicator #1: Capacity	Indicator #2: Connection	Indicator #3: Entry	Indicator #4: Progress	Indicator #5: Completion/Transition
Steering Committee + Consultation Council (Self-Assessment)					
Student Focus Groups					
Community Leaders					
PAWG Project 6, Data Team, TS (Community)					



## Comparing GOALS from multiple SOURCES

### GALLERY WALK

- |         |  |     |
|---------|--|-----|
| Step 1: | Take it all in – what stands out to you? | 15' |
| Step 2: | Small Group Discussion                   | 30' |
| Step 3: | Report Out                               | 25' |

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## Comparing GOALS from multiple SOURCES

### Small Group Discussion Questions:

- 1) Do other sources affirm 3YRP goals generated by Steering Committee & Consultation Council?
- 2) Which additional goals from other sources do you agree with?
- 3) Prioritize goals (top 3 for each indicator)

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A DREAM written down  
with a date becomes a  
GOAL.

A goal broken down  
into  
steps becomes a PLAN.

A plan backed by  
ACTION becomes a  
REALITY.

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