

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:

SBCAE 3YR REGIONAL PLANNING STUDY SESSION (11:00AM – 2:30PM)						
11:00	1) Joint SBCAE meeting with Consultation Council *See attached PPT notes Ilse shared. Rich will send out the link to the 3YRP notes in Google. <ul style="list-style-type: none"> • 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. The Consultation Council would like to establish a consortium-wide MOU for ESL. Usha spoke to requirements, assessment, funding, adjustments. Usha indicated a consortium-wide MOU will take longer, but we would continue to work on it and individual schools should continue to pursue MOUs. 				All	
12:00						
12:30	2) LUNCH				Ilse, All	
	3) Qualitative Data Analysis for 3-Year Regional Plan *See attached PPT notes Ilse shared. Rich will send out the link to the 3YRP notes in Google. <ul style="list-style-type: none"> a) Review Self-Assessment Tool Goals 					

	<p>These are organized into the 5 Progress Indicators: Capacity, Connection, Entry, Progress, Completion/Transition.</p> <p>b) Review of Data Sources Review multiple sources of data and realize themes and goals.</p> <p>c) Gallery Walk</p> <ul style="list-style-type: none"> • Community Partner Interviews 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. • Student Focus Groups 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. • Faculty Work Group <p>d) Small Group Discussion</p> <p>e) Report Out</p> <p><u>Indicator 1 Capacity:</u> Peter reported – We are now including 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. In connection to foster youth or veterans, could required classes be counted toward graduation requirements and feed into the CTE path and be considered transferable to accelerate the process for them?</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>		
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	<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 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>f) Project 6/Immigrant Integration Framework Update 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>g) Community of Practice 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	7) Break		
	<p>FORMAL PUBLIC MEETING SESSION (2:30PM – 3:30PM)</p>		
2:30	1) Call to Order <i>The meeting was called to order at 2:54pm by Co-Chair Kishan Vujjeni.</i>	Co-Chair	ACTION
2:35	2) Approval of Meeting Agenda <i>Traci Williams moved to approve the meeting agenda; the motion was seconded, and carried unanimously.</i>	All	ACTION
2:40	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>	All	ACTION
2:45	4) Public Comments/Announcements – 2-minute limit <ul style="list-style-type: none"> • 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. • Rich will be out of state and will not schedule interviews within the next week. 	All	INFORMATION

2:55	<ul style="list-style-type: none"> • Kathy attends two meetings for the Refugee and immigrant group. She provided a handout with the announcements. *See attached. • Peter reported that SVAE new CBO will certify the budget. • Christine shared a new pilot project. SCAE hired Ilse to do an orientation class for students on the ESL wait list. Please send ideas on orientations to Christine. 	David, Phil	INFORMATION
3:05	<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>	Co-Chairs	ACTION
3:20	<p>6) Review Calendar Items</p> <p>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.</p> <p>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.</p> <p>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></p>	All	INFORMATION
3:30	<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> <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