

Steering Committee Meeting Agenda - May 22, 2020 - 11:00am-12:00pm

<https://cccconfer.zoom.us/j/97050130152/> Dial in: +1 669 900 6833 (US Toll) ID: 970 5013 0152

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	Brenda Carrillo	Christine Berdiansky	Phil Crawford San José City College
Silicon Valley Adult Education	Alecia Myers-Kelley	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		Executive Director Bob Harper	Co-Director Ilse Pollet		
11:00	1) Call to Order				Co-Chair	ACTION
11:01	2) Approval of May 22 Meeting Agenda				All	ACTION
11:03	3) Approval of April 24 Steering Committee Meeting Minutes				All	ACTION
11:06	4) Public Comments				All	INFORMATION
11:08	5) Consultation Council Report				David, Phil	INFORMATION
11:15	6) Annual Plan Process and Timeline				Ilse	INFORMATION
11:20	7) CFAD Revision				Co-Chairs	ACTION
11:35	8) SBCAE Director Job Description				Co-Chairs	ACTION
11:40	9) Draft 2020-21 Calendar				Ilse	INFORMATION
11:45	10) Advocacy Update				Bob, Ilse	INFORMATION
11:50	11) Announcements/Member Reports – 1-minute limit				All	INFORMATION
11:59	12) Agenda Development				All	INFORMATION
	a) AWD discussion/Consortium plan for learning disabilities. Presentation on legal responsibilities for students with IEPs/504s					
	b) Childcare – invite community partners					

Steering Committee – May 22, 2020

12:00	<p>c) Credit requirements for Adult Schools (ready by Fall 2020) d) SB554 e) TOPs program f) CAEP funds to serve corrections population g) Reports from colleges on usage of funds</p> <p>13) Adjournment</p>	Co-Chair	ACTION
-------	---	----------	---------------

CALENDAR 2019

Aug. 1 Student data due in TOPSPro (Q4)
Aug. 2 Steering Committee, 12-3:30pm
Aug. 15 Annual Plan 2019-20 due in NOVA
Aug. 16 Steering Committee, 12-3:30pm
Aug. 26 Data & Accountability close out
Aug. 29 Transition Specialists meeting, 2-4pm, SJCC

Sep. 1 17/18 & 18/19 Member expense report due in NOVA (Q4)
Sep. 1 July 1, '18 – June 30, '19 expenses by program area in NOVA
Sep. 3-5 CWA Conference –Meeting of the Minds, Monterey
Sep. 6 Steering Committee, 12-3:30pm; NOVA training, 10am-1pm
Sep. 12 CAEP/WIOA overview/Data Accountability, 4:30-5:15pm
Sep. 12 CP Refresher Training, 5:30-7:30pm
Sep. 20 Steering Committee+ Data Session, 11am-3:30pm
Sep. 20 Consultation Council, 10-11am
Sep. 26 Transition Specialists meeting, 2-4pm
Sep. 27 TOP Orientation, SJCC 12-2pm
Sep. 30 17/18 & 18/19 Member expense rept certified by Consortia
Sep. 30 19/20 Member program year budget & work plan due (Q1)

Oct. 3-4 CATESOL
Oct. 4 NOVA training, 10am-1pm
Oct. 10 CP Follow up Training/Q&A on Functionality, 2-4pm
Oct. 11 Steering Committee meeting, 11am-12pm
Oct. 11 Faculty Work Group Orientation and mtg, 12:30-4pm
Oct. 16 Community Partner meeting – breakfast
Oct. 24 Transition Specialists meeting, 2-4pm
Oct. 25 Steering Committee, 12-3:30pm
Oct. 29-30 CAEP Summit

Nov. 1 NOVA training, 10am-1pm
Nov. 7 CP Follow up Training/Q&A on Functionality, 2-4pm
Nov. 8 Steering Committee, 12-3:30pm
Nov. 21 Transition Specialists meeting, 4-6pm
Nov. 22 Steering Committee + Data Session, 11am-3:30pm
Nov. 22 Consultation Council, 10-11am

Dec. 1 17/18, 18/19, 19/20 Member expense rept due (Q1)
Dec. 6 Steering Committee meeting, 11:30am-12:30pm
Dec. 6 Faculty Work Group meeting, 1-4pm
Dec. 19 Transition Specialists meeting, 2-4pm
Dec. 31 17/18, 18/19, 19/20 Expense rept certified by Consortia

2020

Jan. 17 Steering Committee, 12-3:30pm
Jan. 29-31 CAEEA Conference
Jan. 30 Transition Specialists meeting
Jan. 31 Steering Committee, 12-3:30pm
Jan. 31 Student Data due in TOPSPro (Q2)

Feb. 7 Steering Committee, 12-3:30pm
Feb. 27 Transition Specialists meeting
Feb. 28 Steering Committee + Data Session, 11am-3:30pm
Feb. 28 Consultation Council, 10-11am
Feb. 28 Preliminary allocations 20/21 & 21/22 released by state

Mar. 1 17/18, 18/19, 19/20 Member expense rept due (Q2)
Mar. 1 Close out 17/18 funds due in NOVA
Mar. 6 Faculty Work Group meeting, 1-4pm
Mar. 13 EL Civics Conference, SVAE
~~Mar. 20 Steering Committee, 12-3:30pm~~
Mar. 26 Transition Specialists meeting
Mar. 31 Close out 17/18 funds certified by Consortia in NOVA

Apr. 3 Steering Committee, 12-3:30pm
~~Apr. 7 Community Partner meeting – breakfast~~
~~Apr. 23 Leg Day~~
~~Apr. 23-25 CCAE State Conference – moved to Spring 2021~~
~~Apr. 24 NOVA Resource Fair, Foothill College, Sunnyvale~~
Apr. 24 Steering Committee, 12-2:30pm
Apr. 30 Student Data due in TOPSPro (Q3)
Apr. 30 Transition Specialists meeting

May 2 CFADs for 20/21 due in NOVA
~~May 8 Professional Development Conference~~
May 22 Steering Committee + Data Session, 11am-3:30pm
May 22 Consultation Council, 10-11am
May 28 Transition Specialists meeting

June 1 18/19 & 19/20 Member expense rept due (Q3)
June 12 Steering Committee, 12-3:30pm
~~June 23-25 CASAS Summer Institute~~
June 25 Transition Specialists meeting
June 26 Steering Committee, 12-3:30pm
June 30 18/19 & 19/20 Expense rept certified by Consortia (Q3)