

Steering Committee Meeting Agenda - November 20, 2020 - 11:15am-1:00pm

<https://cccconfer.zoom.us/j/96305574657> /Dial in: +1 669 900 6833 (US Toll) ID: 963 0557 4657

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		

11:15	1) Call to Order		Co-Chair	ACTION
11:16	2) Approval of November 20 Meeting Agenda		All	ACTION
11:18	3) Approval of October 16 Steering Committee Meeting Minutes		All	ACTION
11:23	4) Public Comments		All	INFORMATION
11:25	5) Consultation Council Report		David, Phil	INFORMATION
11:35	6) Program Alignment Update		Ilse	INFORMATION
11:37	7) Cross-Promoting Programs between Community Colleges and Adult Schools – Part 1: Community College Perspective		Ana Rosa, Gina, Monica, Ryan, Kishan	DISCUSSION
11:50	8) Faculty Work Group Overview Document		Co-Chairs	INFORMATION
11:55	9) AWD Subcommittee Update		Christine, David, Robbie	INFORMATION
12:03	10) CommunityPro Evaluation		All	INFORMATION

Steering Committee – November 20, 2020

12:45	<p>11) Announcements and Member Reports – 1 minute each</p> <p>a) CAEP Due Dates Reminder -Kishan</p> <p>Dec 1: July 1, 2019 to June 30, 2020 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium</p> <p>Dec 1: 18/19, 19/20, & 20/21 member expense report due in NOVA (Q1)</p> <p>Dec 31: 18/19, 19/20 & 20/21 Member Expense Report certified by Consortia in NOVA (Q1)</p> <p>b) SB 554 -Eric</p> <p>c) Website Update -Ilse</p> <p>d) December 11 Holiday Social -Ilse</p>	All	INFORMATION
12:59	<p>12) 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
1:00	13) Adjournment	Co-Chair	ACTION

CALENDAR 2020

2021

July 7	Steering Committee, 11-11:30am (Approve Revised CFAD)	Jan. 8	Steering Committee, 12:30-3:30pm
July 30	Community Partner Meeting, 11am-1pm	Jan. 28	Transition Specialists meeting, 2-4pm
July 31	Steering Committee, 12-1:30pm (Approve Annual Plan)	Jan. 31	Student Data due in TOPSPro Q2
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Aug. 1	Student Data due in TOPSPro Q4 FINAL	Feb. 5	Steering Committee + Data Session, 11a-3:30pm Feb. 5
Aug. 15	Annual Plan for 2020-21 due in NOVA		Consultation Council, 10-11am
Aug. 21	Steering Committee, 12:30-3:30pm	Feb. 25	Transition Specialists meeting, 2-4pm
Aug. 27	Community Connections Partner Meeting 11am-1pm	Feb. 26	Steering Committee, 12:30-3:30pm
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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	Mar. 1	18/19, 19/20, 20/21 Exp Rept due in NOVA Mar. 1
Sep. 18	Steering Committee+ Data Session, 11am-3:30pm Sep. 18		Close out 18/19 Member Funds due in NOVA
	Consultation Council, 10-11am	Mar. 5	Faculty Work Group meeting, 1-4pm
Sep. 22	Transition Specialists meeting, 2-4pm	Mar. 25	Transition Specialists meeting, 2-4pm
Sep. 30	18/19, 19/20 Exp Rept certified by Consortia in NOVA Q4	Mar. 26	Steering Committee, 12:30-3:30pm
Sep. 30	20/21 Member Prog Yr Budget & Work Plan due in NOVA	Mar. 31	18/19, 19/20, 20/21 Exp Rept certified
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Oct. 9	Faculty Work Group meeting, 1-4pm		
Oct. 15	Community Connections Partner Meeting 11am-1pm	-----	
Oct. 16	Steering Committee, 12:30-3:30pm	Apr. 23	Steering Committee, 12:30-3:30pm
Oct. 27	Transition Specialists meeting, 2-4pm	Apr. 29	Transition Specialists meeting, 2-4pm
Oct. 30	20/21 Member prog yr budget & Work Plan certified in NOVA	Apr. 30	Student Data due in TOPSPro Q3
Oct. 31	Student Data due in TOPSPro Q1		
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Nov. 17	Transition Specialists meeting, 2-4pm	May 2	CFADS for 22/22 due in NOVA
Nov. 20	Steering Committee + Data Session, 11am-3:30pm	May 7	Faculty Work Group meeting/PD
Nov. 20	Consultation Council, 10-11am	May 21	Steering Committee + Data Session, 11a-3:30pm May 21
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Dec. 1	19/20 Instr hrs & Exp by prog area due in NOVA & certified	May 27	Transition Specialists meeting, 2-4pm
Dec. 1	18/19, 19/20, 20/21 Member exp rept due in NOVA Q1	-----	
Dec. 4	Faculty Work Group meeting, 1-4pm	June 1	19/20, 20/21 Exp Rept due in NOVA Q3
Dec. 11	Steering Committee, 12:30-3:30pm	June 18	Steering Committee, 12:30-3:30pm
Dec. 15	Transition Specialists meeting, 2-4pm	June 30	19/20, 20/21 Exp Rept certified in NOVA Q3
Dec. 17	Community Connections Partner Meeting 11am-1pm		
Dec. 31	18/19, 19/20, 20/21 Member exp rept certified in NOVA Q1		