

## Steering Committee Meeting Agenda - November 22, 2019 - 2:30pm-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	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	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		Co-Director Bob Harper	Co-Director Ilse Pollet		
2:30	1) Call to Order				Co-Chair	<b>ACTION</b>
2:31	2) Approval of November 22 Meeting Agenda				All	<b>ACTION</b>
2:33	3) Approval of November 8 Steering Committee Meeting Minutes				All	<b>ACTION</b>
2:35	4) Public Comments				All	INFORMATION
2:40	5) Consultation Council Report				David, Phil	INFORMATION
2:45	6) Reminder: CAEP Due Dates a) December 1 - 17/18, 18/19, 19/20 Member expense reports (Q1)				Kishan	DISCUSSION
2:47	7) Adult Education Advocacy a) Appointments with Legislators b) Producing Fact Sheets				Bob	DISCUSSION
2:52	8) Comprehensive Framework for SBCAE Transitions and Support Programs				Brenda C., Kishan	INFORMATION
3:02	9) College Engagement a) Mapping of roles/responsibilities b) Non-credit offerings				All	INFORMATION
3:17	10) Partnering with Stanford				Ilse	INFORMATION
3:22	11) Announcements/Member Reports – 1-minute limit				All	INFORMATION

3:28	12) Agenda Development a) Childcare – invite community partners b) Regulations on Public Charge c) AWD discussion/Consortium plan for learning disabilities. Presentation on legal responsibilities for students with IEPs/504s d) WIOA coalition e) Credit requirements for Adult Schools f) SB554	All	INFORMATION
3:30	13) Adjournment	Co-Chair	<b>ACTION</b>

**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
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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)
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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, 12:30-1pm
Oct. 11	Faculty Work Group meeting, 1-4pm
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
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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
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Dec. 1	17/18, 18/19, 19/20 Member expense rept due (Q1)
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. 30	Transition Specialists meeting
Jan. 31	Steering Committee, 12-3:30pm
Jan. 31	Student Data due in TOPSPro (Q2)
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Feb. 7-8	CAEEA
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
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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. 10	Community Partner meeting – breakfast
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
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Apr. 3	Steering Committee, 12-3:30pm
Apr. 6-7	Leg Day/Week
Apr. 23-25	CCAE State Conference
Apr. 24	Steering Committee, 12-3:30pm
Apr. 30	Student Data due in TOPSPro (Q3)
Apr. 30	Transition Specialists meeting
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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
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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)