

Steering Committee Meeting Agenda - October 16, 2020 - 12:30-3:30pm

<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	Valerie Jensen	Jackie Escajeda	
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		
12:30	1) Call to Order				Co-Chair	ACTION
12:31	2) Approval of October 16 Meeting Agenda				All	ACTION
12:36	3) Approval of September 18 Steering Committee Meeting Minutes				All	ACTION
12:41	4) Public Comments				All	INFORMATION
12:45	5) Consultation Council Report				David, Phil	INFORMATION
12:55	6) SparkPoint Presentation				Vanessa	INFORMATION
1:25	7) Program Alignment				All	DISCUSSION
	a) Update on Program Recommendations					
	b) Bridges					
	<ul style="list-style-type: none"> • Existing SBCAE models • Lessons learned 					
	c) Pathways					
	<ul style="list-style-type: none"> • Health: Connection with BACCC • Entrepreneurship: BRP initiative • (Pre)-apprenticeship: invitation to join subgroup 					
2:30	8) Approve Director ICA, January-June – Action to Approve Updated SOW				Usha	ACTION

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2:45	9) CAEP Due Dates Reminder <ul style="list-style-type: none"> • Oct 30: 20/21 Member Program Year Budget and Work Plan certified by Consortia in NOVA • Oct 31: Student data due in TOPSPro (Q1) 	Kishan, Usha	INFORMATION
2:50	10) Announcements and Member Reports – 1 minute each a) SBCAE participation in News & Review Publication b) COABE marketing materials: Move Ahead with Adult Ed https://coabe.org/move-ahead-with-adult-ed-toolkit-and-resources/ c) SJPL digital devices d) TOPs accepting applications	All	INFORMATION
3:10	11) Agenda Development a) AWD discussion/Consortium plan for learning disabilities. Presentation on legal responsibilities for students with IEPs/504s b) Childcare – invite community partners c) Credit requirements for Adult Schools (ready by Fall 2020) d) SB554 e) TOPs program f) CAEP funds to serve corrections population	All	INFORMATION
3:30	12) 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

Aug. 1	Student Data due in TOPSPro Q4 FINAL	-----	
Aug. 15	Annual Plan for 2020-21 due in NOVA	Feb. 5	Steering Committee + Data Session, 11a-3:30pm Feb. 5
Aug. 21	Steering Committee, 12:30-3:30pm	Feb. 25	Consultation Council, 10-11am
Aug. 27	Community Connections Partner Meeting 11am-1pm	Feb. 26	Transition Specialists meeting, 2-4pm
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Sep. 1	18/19, 19/20 Member Exp Rept due in NOVA Q4		Prelim allocations for 21/22 & 22/23
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.		Close out 18/19 Member Funds due in NOVA
18	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		

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		