Steering Committee Meeting Agenda · October 12, 2018 · 12:30-3:30pm
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

<table>
<thead>
<tr>
<th>SBCAE District</th>
<th>Member</th>
<th>Alternate</th>
<th>SBCAE District</th>
<th>Member</th>
<th>Alternate</th>
<th>Faculty</th>
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<tbody>
<tr>
<td>Campbell Adult &amp; Community Education (CACE)</td>
<td>Usha Narayanan</td>
<td>Burr Guthrie</td>
<td>East Side Adult Education</td>
<td>Traci Williams</td>
<td>Kathy Frye</td>
<td>David Grant, Santa Clara Adult Education</td>
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<td>Milpitas Adult Education</td>
<td>Greg Barnes</td>
<td>Giuliana Brahim</td>
<td>Santa Clara Adult Education</td>
<td>Brenda Carrillo</td>
<td>Christine Berdiansky</td>
<td>Phil Crawford, San José City College</td>
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<tr>
<td>Silicon Valley Adult Education</td>
<td>Peter Mac Donald</td>
<td>Norma Martinez</td>
<td>West Valley Mission CCD</td>
<td>Valerie Jensen</td>
<td>Rob Gamble</td>
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<td>San José Evergreen CCD</td>
<td>Kishan Vujjeni</td>
<td>West Valley Mission CCD</td>
<td>Mae Conroy</td>
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<td>San José Evergreen CCD</td>
<td>William Watson</td>
<td>Lynette Gray</td>
<td>Guests:</td>
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12:00 1) Networking Lunch

12:30 2) Call to Order

12:35 3) Approval of Meeting Agenda

12:40 4) Approval of August 24 Public Governance Meeting Minutes

12:50 5) Public Comments/Announcements – 3-minute limit
   a) Bellwether award
   b) CommunityPro progress

1:10 6) Debrief on Faculty Work Group meeting
   a) Progress on Annual Plan activities by SC Member Reps

1:35 7) Three-Year Plan Updates
   a) Focus Interviews list
   b) Volunteers needed to participate in interviews

1:55 8) Progress in Reporting Budgets in NOVA
   a) Members’ and Consortium-wide budgets

2:05 9) Data Review
   a) Recap of Data Study Session, September 21
   b) Data training, October 24

All Co-Chair ACTION
All ACTION
All ACTION
All INFORMATION
SC Work Group, Member Reps INFORMATION
Co-Chairs INFORMATION
Co-Chairs, Lynette INFORMATION
Co-Chair INFORMATION
2:25 10) Immigrant Integration Framework/AB2098 Update  
a) Progress on the pilot at CACE  
b) White paper  
c) CASAS meeting, November 2  

2:45 11) Community Outreach  

3:00 12) Teacher Training Certification Program  

3:15 13) Agenda Development  

3:30 14) Adjournment  

CALENDAR 2018

July 16  July 20  
Community Focus Group-3YRP  Steering Committee  
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August 1  August 10  
Final Program Year Rept Due/Q4 Student Data Submitted  Steering Committee (Public Governance)  
August 15  
Annual Plan for 18/19/Faculty Survey  
August 24  
Steering Committee  
August 24  Consultation Council with SC CANCELLED  
August 24  Data Team present 3YR data rept  
TBD  AEBG funding disbursed  

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Sept. 1  Sept. 10-14  
16/17 & 17/18 Q4 Expense Rept  Student Focus Groups I  
Sept. 13  
Community leader focus interviews  
Sept. 14  Consulting Council  CANCELLED  
Sept. 21  
Steering Committee / Data Study Session  
Sept. 24  
Consultation Council w/SC  
Sept. 27  
Transition Specialists (open)  

Sept. 28  
Steering Committee CANCELLED?  
Sept. 28  
Consultation Council CANCELLED  
Sept. 30  
Q4 Exp Rept Certified/Budget due (inc. c/over & 18/19 funds)  

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Oct. 11  
Transition Specialists  
Oct. 12  
Steering Committee  
Oct. 12  
Consultation Council?  
Oct. 15  
ALLIES EPN meeting, 12:30-3pm  

*Oct. 19  
Faculty Work Groups (PD Day?) POSSIBLE CONFLICT  

Oct. 15-19  
Student Focus Groups II  
Oct. 25  
Transition Specialists (open)  
Oct. 26  
Steering Committee  

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Nov. 8  
Transition Specialists  
Nov. 9  
Steering Committee  
Nov. 9  
Consultation Council with SC  
Nov. 9  
First draft 3YRP  
Nov. 12  
Second Community Focus Group-3YRP  
Nov. 29  
Transition Specialists (open)  
Nov. 30  
Steering Committee  

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Jan. 18  
Steering Committee  
Jan. 28-31  
Student Focus Groups III  
Jan. 31  
Transition Specialists  
Jan. 31  
Student data due in TOPSPro Q2  
Jan. 31  
Data & Accountability due (old system)  

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Feb. 8  
Steering Committee  
Feb. 8  
Consultation Council with SC - Reviewing 2nd draft 3YRP  
Feb. 11  
3YRP  
Feb. 11  
2nd Draft 3YRP to community  
Feb. 14  
Transition Specialists (open)  
Feb. 22  
2nd Draft 3YRP  
Feb. 25  
Data & Accountability narrative  
Feb. 28  
Prelim 29-20/20-21 allocations  
Feb. 28  
Transition Specialists  

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March 1  
Steering Committee  
March 1  
Q1 Expense Rept due  

*March 8  
Faculty Work Groups POSSIBLE CONFLICT  

March 14  
Transition Specialists (open)  
March 15  
Steering Committee  
March 28  
Transition Specialists  
March 29  
3YRP  
March 31  
Q2 Expense Rept Certified  

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April 1  
Plan due to state  
April 5  
Steering Committee  
April 25  
Transition Specialists (open)  
April 26  
Steering Committee  
April 30  
Student data due in TOPSPro Q3  

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May 2  
CFADs for 19-20 due  
May 3  
Faculty Work Groups (PD Day?)  
May 9  
Transition Specialists (open)  
May 10  
Steering Committee  
May 10  
Consultation Council  
May 23  
Transition Specialists  
May 24  
Steering Committee
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Dec. 1</td>
<td>Q1 Expense Rept due</td>
<td>May (or June)</td>
<td>3Y Strategic Plan &amp; Evaluation rept due from Consortia</td>
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<td>Dec. 7</td>
<td>Faculty Work Groups (3YRP?)</td>
<td>June 14</td>
<td>Steering Committee</td>
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<td>Dec. 13</td>
<td>Transition Specialists (open)</td>
<td>June 28</td>
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<td>Dec. 20</td>
<td>Data &amp; Account budget changes due (old system)</td>
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<td>Dec. 31</td>
<td>Q1 Expense Rept certified</td>
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*On 6/29/18 SC approved calendar with Faculty Work Group dates pending.*