# Steering Committee Meeting Agenda · February 8, 2019 · 11:00am-3:30pm

**East Side Adult Education, 625 Educational Park Dr., San José, CA 95133**

**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

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<th>SBCAE District</th>
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<th>Faculty</th>
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<td>Campbell Adult &amp; Community</td>
<td>Usha Narayanan</td>
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<td>East Side Adult Education</td>
<td>Traci Williams</td>
<td>Kathy Frye</td>
<td>David Grant</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>
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<td>Peter Mac Donald</td>
<td>Norma Martinez</td>
<td>West Valley Mission CCD</td>
<td>Valerie Jensen</td>
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<td>San José</td>
<td>William Watson</td>
<td>Lynette Gray</td>
<td>Executive Director</td>
<td>Bob Harper</td>
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**SBCAE 3YR REGIONAL PLANNING STUDY SESSION (11:30AM – 2:30PM)**

11:00  
1) Introduction and Community Demographics  
   a) Introduction – 3-Year Planning Process and Timelines (10 mins.)  
   b) Community Demographics (10 mins.)  

11:20  
2) Themes-Goals-Activities  
   a) Data Study Session (In three small groups)  
      - Group I: 4 Colleges – Kishan, Emilio, Valerie, Mae & members of the Consultation Council  
      - Group II: 3 Adult Schools (SCAE, SVAE and CACE) – Bob, Rommel, Brenda C., Christine, Peter, Norma, Usha & members of the Consultation Council  
      - Group III: 2 Adult Schools (ESAE and MAE) – Ilse, Traci, Kathy, Brenda F., Giuliana, Greg & members of the Consultation Council  
   b) Group Reporting – Questionnaire will be sent in advance via email. Each member is expected to review their school specific data in advance.

12:00  
3) Lunch

1:00  
4) Labor Market Data – Trends and Opportunities

1:20  
5) Community ESL Providers List
6) Self-Assessment Tool
   a) Small Group Activity (5 Groups) – Review, Prioritize Goals and Strategies
   b) Report Out – Questionnaire will be emailed in advance

7) Break

FORMAL PUBLIC MEETING SESSION
(2:30PM – 3:30PM)

2:30  1) Call to Order

2:32  2) Approval of Meeting Agenda

2:35  3) Approval of January 18 Steering Committee Meeting Minutes

2:40  4) Public Comments/Announcements – 2-minute limit

2:45  5) Consultation Council Report

2:50  6) CTE Navigation Tool – Final Draft

3:10  7) NOVA 2017-18 Reporting

3:20  8) Update on TouchPoints Focus Groups

3:25  9) Agenda Development

3:30  10) Adjournment

CALENDAR 2019

Jan. 18  Steering Committee
Jan. 22  Student Leadership Training
Jan. 28-31 Student Focus Groups III
Jan. 31  Transition Specialists at MAE
Jan. 31  Student data due in TOPSPro Q2
Jan. 31  Data & Accountability due (old system)

Feb. 8  Steering Committee *ESAE-independence
Feb. 8  Consultation Council with SC - Reviewing 2nd draft 3YRP
Feb. 11  2nd Draft 3YRP to community
Feb. 14  Transition Specialists (open)
Feb. 15  Budget - 17-18 data by program area due
Feb. 22  2nd Draft 3YRP
Feb. 25  Data & Accountability narrative
Feb. 28  Prelim 29-20/20-21 allocations
Feb. 28  Transition Specialists at SCAE

March 1  Steering Committee
March 1  NOVA Q2 Expense Rept due
March 14 Transition Specialists (open)
March 15 Consultation Council/Steering Committee
March 22 TOPs/Pre-Apprenticeship Overview - SICC, 12-2pm

March 28 Transition Specialists at Mission
March 29 Faculty Work Group / 3YRP
March 31 NOVA Q2 Expense Rept Certified

April 1 Plan due to state
April 2 Student Leader Interviews (all members)
April 5 Steering Committee
April 25 Transition Specialists (open) at TBD
April 26 Steering Committee
April 30 Student data due in TOPSPro Q3

May 2 CFADs for 19-20 due
May 3 Community Focus Groups, 12-2:30pm
May 9 Transition Specialists (open) at SICC
May 10 Professional Development Day
May 23 Transition Specialists at TBD
May 24 Public Governance/Steering Committee
May (or June) 3Y Strategic Plan /Eval rept due from Consortia

June 14 Steering Committee
June 28 Steering Committee