

## 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

SBCAE District	Member	Alternate	SBCAE District	Member	Alternate	Faculty
Campbell Adult & Community Education (CACE)	Usha Narayanan <i>AS Co-Chair</i>		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	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	Lynette Gray	Executive Director Bob Harper	Guests:		

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.)	Ilse Bob	INFORMATION
11:20	2) Themes-Goals-Activities a) Data Study Session (In three small groups) <ul style="list-style-type: none"> <li>• <u>Group I</u>: 4 Colleges – Kishan, Emilio, Valerie, Mae &amp; members of the Consultation Council</li> <li>• <u>Group II</u>: 3 Adult Schools (SCAE, SVAE and CACE) – Bob, Rommel, Brenda C., Christine, Peter, Norma, Usha &amp; members of the Consultation Council</li> <li>• <u>Group III</u>: 2 Adult Schools (ESAE and MAE) – Ilse, Traci, Kathy, Brenda F., Giuliana, Greg &amp; members of the Consultation Council</li> </ul>	All	INFORMATION
12:00	b) Group Reporting – Questionnaire will be sent in advance via email. Each member is expected to review their school specific data in advance.	All	
12:30	3) Lunch	All	
1:00	4) Labor Market Data – Trends and Opportunities	Kishan	INFORMATION
1:20	5) Community ESL Providers List	Richard	INFORMATION

1:30	6) Self-Assessment Tool a) Small Group Activity (5 Groups) – Review, Prioritize Goals and Strategies	All	INFORMATION
2:00	b) Report Out – Questionnaire will be emailed in advance		
2:25	7) Break		
<b>FORMAL PUBLIC MEETING SESSION (2:30PM – 3:30PM)</b>			
2:30	1) Call to Order	Co-Chair	ACTION
2:32	2) Approval of Meeting Agenda	All	ACTION
2:35	3) Approval of January 18 Steering Committee Meeting Minutes	All	ACTION
2:40	4) Public Comments/Announcements – 2-minute limit	All	INFORMATION
2:45	5) Consultation Council Report	David, Phil	INFORMATION
2:50	6) CTE Navigation Tool – Final Draft	Kishan, Josie	ACTION
3:10	7) NOVA 2017-18 Reporting	Lynette	INFORMATION
3:20	8) Update on TouchPoints Focus Groups	Ilse	INFORMATION
3:25	9) Agenda Development	All	INFORMATION
3:30	10) Adjournment	Co-Chair	ACTION

**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)  
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 Feb. 8 Steering Committee \*[ESAE-Independence](#)  
 Feb. 8 Consultation Council with SC - Reviewing 2<sup>nd</sup> draft 3YRP  
 Feb. 11 2<sup>nd</sup> Draft 3YRP to community  
 Feb. 14 Transition Specialists (open)  
 Feb. 15 Budget - 17-18 data by program area due  
 Feb. 22 2<sup>nd</sup> Draft 3YRP  
 Feb. 25 Data & Accountability narrative  
 Feb. 28 Prelim 29-20/20-21 allocations  
 Feb. 28 Transition Specialists at [SCAE](#)  
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 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- SJCC, 12-2pm

March 28 Transition Specialists at [Mission](#)  
 March 29 Faculty Work Group / 3YRP  
 March 31 [NOVA](#) Q2 Expense Rept Certified  
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 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  
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 May 2 CFADs for 19-20 due  
 May 3 Community Focus Groups, 12-2:30pm  
 May 9 Transition Specialists (open) at [SJCC](#)  
 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  
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 June 14 Steering Committee  
 June 28 Steering Committee