

## Steering Committee Meeting Agenda - September 18, 2020 - 11:00am-12:30pm

<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<br><i>AS Co-Chair</i>                                | Leslie Johnson-Tatsuta | East Side Adult Education        | Traci Williams                | Kathy Frye           | David Grant<br>Santa Clara Adult Education |
| Milpitas Adult Education             | Greg Barnes   | Giuliana Brahim        | Santa Clara Adult Education      | Carrie Casto                  | Christine Berdiansky | Phil Crawford<br>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<br><i>CC Co-Chair</i>                                |                        | West Valley Mission CCD          | Eric Grabiell                 | Brad Weisberg        |  |
| San José Evergreen CCD               | Lena Tran   | Robbie Kunkel          | Executive Director<br>Bob Harper | Co-Director<br>Ilse Pollet    |                      |  |
| 11:00                                | 1) Call to Order  |                        |                                  | Co-Chair                      | <b>ACTION</b>        |  |
| 11:01                                | 2) Approval of September 18 Meeting Agenda                          |                        |                                  | All                           | <b>ACTION</b>        |  |
| 11:03                                | 3) Approval of August 21 Steering Committee Meeting Minutes         |                        |                                  | All                           | <b>ACTION</b>        |  |
| 11:07                                | 4) Public Comments  |                        |                                  | All                           | INFORMATION          |  |
| 11:10                                | 5) Consultation Council Report                                      |                        |                                  | David, Phil                   | INFORMATION          |  |
| 11:25                                | 6) Program Alignment + Priority Career Sectors                      |                        |                                  | Co-Chairs, Ilse, Alecia, Brad | DISCUSSION           |  |
| 12:00                                | 7) Annual Plan Updates  |                        |                                  |                               | INFORMATION          |  |
|                                      | a) Website update – Usha, Ilse                                      |                        |                                  |                               |                      |  |
|                                      | b) Organizational Structure Subcommittee – Traci, Eric, Co-Chairs   |                        |                                  |                               |                      |  |
|                                      | c) Alternative Delivery Community of Practice – Leslie, Valerie     |                        |                                  |                               |                      |  |
|                                      | d) PD Survey - Aven   |                        |                                  |                               |                      |  |
|                                      | e) AWD Task Force – Christine, David                                |                        |                                  |                               |                      |  |
| 12:15                                | 8) Announcements and Member Reports – 1 minute each                 |                        |                                  | All                           | INFORMATION          |  |
|                                      | a) CAEP Summit  |                        |                                  |                               |                      |  |
|                                      | b) CAEP Onboard Training for New Consortia Leads and Administrators |                        |                                  |                               |                      |  |
|                                      | c) CAEP Due Dates   |                        |                                  |                               |                      |  |

Steering Committee – August 21, 2020

|       |  |          |               |
|-------|--|----------|---------------|
| 12:29 | 9) Agenda Development<br>a) SparkPoint presentation<br>b) AWD discussion/Consortium plan for learning disabilities.<br>Presentation on legal responsibilities for students with IEPs/504s<br>c) Childcare – invite community partners<br>d) Credit requirements for Adult Schools (ready by Fall 2020)<br>e) SB554<br>f) TOPs program<br>g) CAEP funds to serve corrections population | All      | INFORMATION   |
| 12:30 | 10) Adjournment  | Co-Chair | <b>ACTION</b> |

**CALENDAR 2020**

|         |  |
|---------|--|
| July 7  | Steering Committee, 11-11:30am (Approve Revised CFAD)      |
| July 30 | Community Partner Meeting, 11am-1pm                        |
| July 31 | Steering Committee, 12-1:30pm (Approve Annual Plan)        |
| -----   |  |
| Aug. 1  | Student Data due in TOPSPro Q4 FINAL                       |
| Aug. 15 | Annual Plan for 2020-21 due in NOVA                        |
| Aug. 21 | Steering Committee, 12:30-3:30pm                           |
| Aug. 27 | Community Connections Partner Meeting 11am-1pm             |
| ----    |  |
| Sep. 1  | 18/19, 19/20 Member Exp Rept due in NOVA Q4                |
| Sep. 1  | 19/20 exp by program area due in NOVA                      |
| Sep. 17 | Community Connections Partner Meeting 11am-1pm             |
| Sep. 18 | Steering Committee+ Data Session, 11am-3:30pm              |
| Sep. 18 | Consultation Council, 10-11am                              |
| Sep. 22 | Transition Specialists meeting, 2-4pm                      |
| Sep. 30 | 18/19, 19/20 Exp Rept certified by Consortia in NOVA Q4    |
| Sep. 30 | 20/21 Member Prog Yr Budget & Work Plan due in NOVA        |
| ----    |  |
| Oct. 9  | Faculty Work Group meeting, 1-4pm                          |
| Oct. 15 | Community Connections Partner Meeting 11am-1pm             |
| Oct. 16 | Steering Committee, 12:30-3:30pm                           |
| Oct. 27 | Transition Specialists meeting, 2-4pm                      |
| Oct. 30 | 20/21 Member prog yr budget & Work Plan certified in NOVA  |
| Oct. 31 | Student Data due in TOPSPro Q1                             |
| ----    |  |
| Nov. 17 | Transition Specialists meeting, 2-4pm                      |
| Nov. 20 | Steering Committee + Data Session, 11am-3:30pm             |
| Nov. 20 | Consultation Council, 10-11am                              |
| ----    |  |
| Dec. 1  | 19/20 Instr hrs & Exp by prog area due in NOVA & certified |
| Dec. 1  | 18/19, 19/20, 20/21 Member exp rept due in NOVA Q1         |
| Dec. 4  | Faculty Work Group meeting, 1-4pm                          |
| Dec. 11 | Steering Committee, 12:30-3:30pm                           |
| Dec. 15 | Transition Specialists meeting, 2-4pm                      |
| Dec. 17 | Community Connections Partner Meeting 11am-1pm             |
| Dec. 31 | 18/19, 19/20, 20/21 Member exp rept certified in NOVA Q1   |

**2021**

|         |   |
|---------|---|
| Jan. 8  | Steering Committee, 12:30-3:30pm              |
| Jan. 28 | Transition Specialists meeting, 2-4pm         |
| Jan. 31 | Student Data due in TOPSPro Q2                |
| -----   |   |
| Feb. 5  | Steering Committee + Data Session, 11a-3:30pm |
| Feb. 5  | Consultation Council, 10-11am                 |
| Feb. 25 | Transition Specialists meeting, 2-4pm         |
| Feb. 26 | Steering Committee, 12:30-3:30pm              |
| Feb. 28 | Prelim allocations for 21/22 & 22/23          |
| -----   |   |
| Mar. 1  | 18/19, 19/20, 20/21 Exp Rept due in NOVA      |
| Mar. 1  | Close out 18/19 Member Funds due in NOVA      |
| Mar. 5  | Faculty Work Group meeting, 1-4pm             |
| Mar. 25 | Transition Specialists meeting, 2-4pm         |
| Mar. 26 | Steering Committee, 12:30-3:30pm              |
| Mar. 31 | 18/19, 19/20, 20/21 Exp Rept certified        |
| Mar. 31 | Close out 18/19 funds in NOVA certified       |
| -----   |   |
| Apr. 23 | Steering Committee, 12:30-3:30pm              |
| Apr. 29 | Transition Specialists meeting, 2-4pm         |
| Apr. 30 | Student Data due in TOPSPro Q3                |
| ----    |   |
| May 2   | CFADS for 22/22 due in NOVA                   |
| May 7   | Faculty Work Group meeting/PD                 |
| May 21  | Steering Committee + Data Session, 11a-3:30pm |
| May 21  | Consultation Council, 10-11am                 |
| May 27  | Transition Specialists meeting, 2-4pm         |
| -----   |   |
| June 1  | 19/20, 20/21 Exp Rept due in NOVA Q3          |
| June 18 | Steering Committee, 12:30-3:30pm              |
| June 30 | 19/20, 20/21 Exp Rept certified in NOVA Q3    |

\*Community Partner meetings TBD; \*Possible additional Steering Committee meeting dates: 9/4, 10/30, 11/6