

Steering Committee Meeting + Data Study Session Minutes - September 20, 2019 - 11:00am-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

SBCAE District	Member	Alternate	SBCAE District	Member	Alternate	Faculty
Campbell Adult & Community Education (CACE)	Usha Narayanan AS <i>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	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		Executive Director Bob Harper	Ilse Pollet		

<u>DATA STUDY SESSION</u>							
11:00	1) Welcome and Introductions					All	
11:15	2) Member Data Presentations						
	EVC-Mark Gonzales – PPT						
	SJCC-Heather Jellison and VP Lena Tran – PPT						
	Santa Clara Adult Ed-Christine Berdiansky						
	Campbell Adult & Community Ed-Usha Narayanan						
	Milpitas Adult Ed-Giuliana Brahim						
	East Side Adult Ed-Traci Williams						
	Mission College-Val Jensen						
	Silicon Valley Adult Ed-Peter Mac Donald						
	(Is the drop in attendance real or is it process/ how the data is being captured?)						
	Questions that need to be asked: What data sources are we using? Are we all reporting the same way? We need to look at equivalency between the systems.						
	Bob shared the CAEP reported attendance hours calculated as ADA.						
12:30	3) Working Lunch – Member data presentations continue						
1:00	4) Consortium Members’ Comparative Data Presentation						
	Brenda Flores shared her PPT presentation.						
	<ul style="list-style-type: none"> • Where did these numbers come from? • How are we defining the criteria we are using to extract these numbers? These numbers are in the state portal now. Brenda is assigned to use TE to capture consortium-wide data. 						

<p>1:30</p>	<ul style="list-style-type: none"> • Make sure the right person is assigned to the Community of Practice. (There will be two roles: a director role and the user/hand’s on role.) <p>5) Small Group Data Conversations and Report Out All of the questions asked today will be presented to the Community of Practice to answer. Prioritize the questions that need to be answered before the next quarterly data study session. Groups report out: 1. We need a data and CAEP dictionary. Data fields need to be aligned. Protocols for collecting data need to be consistent. Community of Practice will address these issues and create a manual. Certain key data points that need to be prioritized. 2. Defining AWD and meeting people where they are as they walk through the door and how to capture them for reporting. 3. Why <i>pre</i> or <i>post</i> and not <i>pre</i> and <i>post</i> for a paired score. Retention-schools are not able to take students through the full pathway when they gain some English and then go to work. Why are there no pre-apprenticeships shown on the data? 4. To help with tracking, have something in Canvas. Increasing computer skills. (Capture digital literacy) Pushing for money and applications for PD for adult school teachers. Consistency of reporting. --Tableau will help – Usha will give out all licenses.--</p>		
<p>2:20</p>	<p>6) Summary/Reflection and Close The foundation is to understand how to get more research and do a better job for the students.</p>		
	<p>BREAK</p> <p style="text-align: center;"><u>FORMAL GOVERNANCE MEETING</u></p>		
<p>2:30</p>	<p>1) Call to Order Co-Chair Kishan Vujjeni called the meeting to order.</p>	<p>Co-Chair</p>	<p>ACTION</p>
<p>2:32</p>	<p>2) Approval of September 20 Meeting Agenda M/S/C (Williams/Mac Donald) To approve the September 20 Meeting Agenda.</p>	<p>All</p>	<p>ACTION</p>
<p>2:35</p>	<p>3) Approval of September 6 Steering Committee Meeting Minutes M/S/C (Brahim/Mac Donald) To approve the September 6 Steering Committee Meeting Minutes.</p>	<p>All</p>	<p>ACTION</p>
<p>2:40</p>	<p>4) Consultation Council Report The Consultation Council met today. They discussed that the membership list needs to be updated. There is an issue of teachers not attending these meetings because they teach during this time. The suggestion is to provide substitutes for them. Another suggestion is to pay clerical staff to attend meetings. Phil mentioned getting more representation from the community colleges (faculty). This will help with communication and partnerships.</p>	<p>David, Phil</p>	<p>INFORMATION</p>
<p>2:45</p>	<p>5) WIOA II Coalition Update Co-Chair Usha Narayanan shared, within the Consortium, three adult schools and the community colleges are in a WIOA coalition. WIOA is a</p>	<p>Usha</p>	<p>INFORMATION</p>

	<p>federal fund, and because we are a coalition, it will be monitored and tracked this year. Data and fiscal will be checked and students will be interviewed to ensure they are experiencing what is being said. Timeframe is May 11-14 for all schools in the coalition. All documentation needs to be uploaded; Usha will send out information. We have received a good amount of funding because of applying together. This year funding has been cut, so we will make budget adjustments. IET contextualized ESL and CTE prepared for workforce in a particular pathway. These classes have to be specific. The next application process will be in January. The Consortium needs to decide to do this as a whole or as individuals. Either way, we should support each other in writing the application. If the adult schools and colleges can strengthen partnerships in IET there is a lot that can be done.</p>		
2:55	<p>6) Community Partner Breakfast Planning – October 16 We plan to hold these events twice per year. This breakfast on Oct. 16 will be held at SJCC, room T-415 at 9am. Input to the agenda would be valuable. Please let Bob and Ilse know if you're interested in helping coordinate. Transition Specialists are invited to engage with community partners. Reach out to invite partners; let us know additional guests who need invitations.</p>	Co-Chairs, Bob	DISCUSSION
3:05	<p>7) October 11 Faculty Work Group Meeting Planning Please review the membership lists and touch base with your faculty work groups prior to this meeting. It is critical to have faculty contribute to the annual plan. Let us know of any new reps so they can attend a quick 30-minute orientation prior to the FWG meeting.</p>	Co-Chairs, Bob	DISCUSSION
3:15	<p>8) Opportunity Youth Partnership Update Traci Williams met with Joe Herryty and Courtney Portal to discuss a partnership. She will attend their steering committee meeting next week. Their goal is, by 2029, to reduce the number of opportunity youth that do not have diplomas. They would like a letter of support to list our consortium as an advocate member.</p>	Traci	INFORMATION
3:20	<p>9) Announcements/Member Reports – 2-minute limit</p> <p>a) Reminder: 2019-20 Member Program Year Budget and Work Plan due in NOVA September 30</p> <ul style="list-style-type: none"> • Please let Kishan know if he needs to uncertify your budget so you can adjust it for 2018-19, Q4. • Bob and Ilse can help with the language for entering the summary aligned to the 3YRP, work plan for Q4. <p>b) ALLIES EPN Meeting</p> <ul style="list-style-type: none"> • These are very well attended meetings over the past few years by ESL programs in the region. The consortia are now taking over the meeting coordination. The next meeting will most likely be Monday, Nov. 18 at Mission College, hosted by SBCEA. • Peter Mac Donald – SVAE will host the NOVA training. EL Civics conference will be at SVAE, March 13, 2020. • Giuliana Brahim – Milpitas Adult Education had a successful Back to School night. Their board is on the second reading of the high school 	All	INFORMATION

<p>3:25</p>	<p>diploma credits requirements. They are understaffed and having a hard time with the hiring process. The skate park construction next to the school is going well.</p> <ul style="list-style-type: none"> • Brenda Carrillo – She presented the regional plan to her school board and shared why adult education is important. This was well received. Engaging in marketing; participated in the Santa Clara Art and Wine festival. Have a booth at the end of the month at the Parade of Champions Festival. They will host a job fair on November 6. She thanked Usha for the chrome books. • Kathy Frye – Refugee and Immigrants Forum Convening, Sept. 26. Please respond to invitation sent, whether it’s to accept or decline. <p>10) Agenda Development</p> <ol style="list-style-type: none"> a) Consultation Council member confirmation b) Childcare – invite community partners c) Regulations on Public Charge d) AWD discussion/Consortium plan for learning disabilities e) Pre-apprenticeship programs – Phil f) Transition Specialists discussion 	<p>All</p>	<p>INFORMATION</p>
<p>3:30</p>	<p>11) Adjournment</p> <p>M/S/C (Williams/Mac Donald) To adjourn the meeting at 3:27pm.</p>	<p>Co-Chair</p>	<p>ACTION</p>