

Steering Committee Meeting Minutes - September 6, 2019 - 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

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		
12:00	Working Lunch				All	
12:30	1) Call to Order Co-Chair Kishan Vujjeni called the meeting to order at 12:40pm.				Co-Chair	ACTION
12:32	2) Approval of September 6 Meeting Agenda M/S/C (Barnes/Williams) To approve the September 6 Meeting Agenda.				All	ACTION
12:35	3) Approval of August 16 Steering Committee Meeting Minutes M/S/C (Williams/Carrillo) To approve the August 16 Steering Committee Meeting Minutes.				All	ACTION
12:40	4) Public Comments Phil Crawford shared he met with SJCC Vice President Lena Tran. They are working on a street law noncredit course with Santa Clara Adult Ed. This would not just be a pathway to law, but also a pathway to safety. He feels these types of classes would expose adult learners to opportunities for careers in public safety areas. The Administration of Justice coordinator and Dean of this department are both supportive of this effort. Phil also plans to meet with the VP of Academic Affairs to receive the approval to write the program. The Senate has approved the Pre-apprenticeship program for ironworkers. This will become an agenda item.				All	INFORMATION
12:45	5) Consultation Council Report Phil suggested due to the turnover, the SJECCD union and senate board members are unaware of who the SBCAE is. He will work on letting them know by the next Consultation Council meeting.				David, Phil	INFORMATION

<p>12:55</p>	<p>6) AB2098 Update + Immigrant Integration Project Final Report Presentation</p> <p>Ilse, Jaime and Ratna shared on the findings of the project. Today will focus on the next steps and recommendations. (Pages 52-58 of the report.) The Steering Committee reviewed each section and answered the following questions:</p> <ul style="list-style-type: none"> • What stands out for you? What resonates with you? What doesn't? • Of these suggested next steps, what should be given priority? <p>Data: William Watson shared his thoughts on how to operationalize querying and reporting on immigrant integration between the program and the tech side within the systems we have, including given the mandates by the state. Giuliana Brahim suggested there may be some information missing between what is mandated and what is not. The data being captured now in CommunityPro may not be mandated, but the plan is the state will implement the immigrant integration metrics statewide. The CAEP site lists the eight goal areas of the ALLIES framework. The ALLIES framework may be used by the schools as a menu of options rather than a mandate. Usha Narayanan is concerned that students will go in and out of the systems before all data is captured around WIOA and that it's matched.</p> <p>Curriculum and Instruction: Kathy Frye would like to explore further collaboration with K-12 schools. Milpitas is offering a distance-learning program as a support for initial levels. William suggested referencing basic education with skills training in this section as a joint venture between the colleges and adult schools. (IET) Brenda Carrillo suggests prioritizing partnering with those doing similar work to avoid duplication. Giuliana suggests attending open houses to make ourselves available. Kathy discussed Designated English Language Development (their ESL) and Integrated English Language Development. She thinks it would be beneficial to combine the two into one program. Ilse shared EL Civics could be used as a starting point to connect with life skills in the community.</p> <p>Equitable Access to Supports for Students: Brenda suggested defining priorities for Transition Specialists (TS). Kathy wants to point out the non-academic support services are the stepping-stones to get to the place students need in academics. Kishan suggested childcare should take priority. Brenda would like to prioritize resources to assist with basic needs -mental health, housing, food, etc.</p> <p>Community Connections: CommunityPro (CP) seems to be challenging, but there are training dates scheduled in the fall. Brenda would like to see a more tiered approach to using it and not try to take on so much at once. Kishan suggested the Transition Specialists set realistic goals for getting adjusted to using the system. At CACE they encourage each TS to use CP, even in groups to become acquainted with it. Ilse thanked the Steering Committee for their investment and participation in this project, and acknowledged our consortium as a leader. She thanked Jaime and Ratna for a job well done.</p>	<p>Ilse, Jaime, Ratna</p>	<p>INFORMATION</p>
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1:40	<p>7) work2future Presentation – Sean Guess</p> <p>Sean Guess shared that work2future is funded by the Department of Labor and serves the following areas: San Jose, Morgan Hill, Gilroy, Saratoga, Campbell, Los Gatos, Monte Sereno and unincorporated areas of Santa Clara County. They have several programs including San Jose Works, EPIC Program and their Adult Program. They are contracted with Metrix Learning. He would like to meet with each campus to present to students to explore how they can work with them. Their priority sectors are Information Technologies, Advanced Manufacturing, Construction, Healthcare, Business and Finance. They provide vocational training with tuition and books covered and have on the job training programs. Sean is reaching out to the TSs to set up times to meet with students. (Handouts shared.)</p>	Guest	INFORMATION
2:00	<p>8) Data – Review of 2019-20 Work Plan</p> <p>a) Data Team, Community of Practice, TE Group</p> <p>Brenda Flores shared on the Community of Practice. She has requested a point of contact from each member. She and Judy Gehman are working on a survey. She is asking the administration have staff answer the surveys when they are sent out and help set meetings at each school. Kishan provided an update on the SJECCD Research Analyst II position. We are currently in the candidate screening process. Ilse explained the consortium’s three tiers of data: data team, community of practice with data leads that will meet monthly, TE user group – staff doing data entry.</p> <p>b) Professional Development Needs</p> <p>Survey will lead to topics for professional development.</p> <p>c) 9/20 Data Study Session</p> <p>Ilse – A main focus of the 3YRP is to be more data informed. She showed a data documentary from Poway Adult School. https://youtu.be/dP3riRvGcBc</p> <p>What are the expectations of the SC for the 9/20 data study session? Should we focus on services and outcomes? Usha suggested focusing on attendance hours and distance learning. Kishan suggested discussing budget verses the attendance hours. Brenda asked if there could be further instruction on data extraction from CommunityPro.</p>	Ilse, Co-Chairs	INFORMATION
2:25	<p>9) Census Bureau Presentation: Enumerator Recruitment – Deborah Abbott and Anne Karoly</p> <p>Anne Karoly and Deborah Abbott from the United States Census Bureau presented on the 2020 census recruitment. (PPT was emailed.) Age requirement- by the time a person is sworn in, they have to be 18 years old. Teachers may be interested in this as well as students. Training is 3 to 5 days, online training is included.</p>	Guest	INFORMATION
2:50	<p>10) Project 3F: Parents – Discussion of Existing Programs, Successes, Challenges</p> <p>Christine Berdiansky shared she and Ilse had given out a list of survey questions related to how each agency is serving parents. Ilse created a Google form. Please complete it for future planning purposes.</p>	Christine, Ilse	INFORMATION

<p>3:15</p>	<p>11) Announcements/Member Reports – 2-minute limit</p> <p>a) Welcoming San José Plan (Ilse) Office of Immigrant Affairs, located at the City of San José under the City Manager’s office is engaging in the planning process for their new Welcoming San José plan. Our consortium was invited to participate and Ilse is sitting on the steering committee. There may be invitations sent out to participate in focus groups.</p> <p>b) Reminder: 2019/20 Member Program Year Budget and Work Plan due in NOVA – Sept. 30 Bob and Ilse will work on it and send more information and share language to use.</p> <p>c) Tech Position The job description was included in the meeting packet. This position is comprehensive and includes using web-based tools, information gathering and uploading, troubleshooting, etc.</p> <p>d) Faculty Work Group Roster – reminder Please review and send updates ASAP for invitation to Oct. 11 meeting.</p> <p>e) Additional PINs – We have received 10 additional PINs for the CAEP Summit. We need to know names by Monday or send PINs back to the state. Please email Kishan and Shana.</p> <p>f) CAEP Onboarding Tool http://resources.caladulthood.org/onboarding</p> <p><u>Member Reports:</u> Traci - Kira Mann is the new Adult Ed Supervisor. She will be primarily responsible for CTE and the IET program and will be working closely with Brenda on data and accountability. They have a new GED in Spanish. Giuliana – Their board went through the first reading for graduation credits. Open house is the evening of 9/13. The families will sign the constitution. She feels they have not been very successful placing students with new CASAS goals/tests. They are working on this. Kathy - Immigrant and Refugee forum – continues to be confusion about the issue of public charge. There are ongoing workshops in the community. Sept. 26 Skilled and Professional Immigrants and Refugees all day meeting at SJ City Hall. City of SJ wants to present at a TS meeting for ICE first responders. Christine – SCAE has a job and resource fair coming up on Nov. 6, 10am-1pm. Professional Development on 9/13 and 9/20, taught by an SJCC teacher on college level writing. TOP program workshop for TS, staff, anyone who wants to help students connect to apprenticeships on 9/27, 12-2pm. She, Val and Julaine will present at Catesol and CAEP on ESL, CTE, child development program. Alecia – Enrollment went well; 560 on the first night. They are focused on CTE classes. Met with San José manufacturing and Goodwill Industries is interested in a partnership. They hired new curriculum specialists. Usha - Reminded all to pick up chrome books and carts. Kishan – District PD days were last week. School started this week and enrollment has increased at both campuses. Working on bringing more bridge programs in ECE, humanities division at SJCC.</p>	<p>All</p>	<p>INFORMATION</p>
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3:25	12) Agenda Development a) WIOA II Coalition – Sept. 20 b) Consultation Council member confirmation c) Childcare – invite community partners d) Regulations on Public Charge e) AWD discussion/Consortium plan for learning disabilities f) Pre-apprenticeship programs - Phil g) Transition Specialists discussion	All	INFORMATION
3:30	13) Adjournment With no objection, the meeting adjourned at 3:26pm.	Co-Chair	ACTION

CALENDAR 2019

Aug. 1	Student data due in TOPSPro (Q4)
Aug. 2	Steering Committee, 12-3:30pm
Aug. 15	Annual Plan 2019-20 due in NOVA
Aug. 16	Steering Committee, 12-3:30pm
Aug. 26	Data & Accountability close out
Aug. 29	Transition Specialists meeting, 2-4pm, SJCC

Sep. 1	17/18 & 18/19 Member expense report due in NOVA (Q4)
Sep. 1	July 1, '18 – June 30, '19 expenses by program area in NOVA
Sep. 3-5	CWA Conference –Meeting of the Minds, Monterey
Sep. 6	Steering Committee, 12-3:30pm; NOVA training, 10am-1pm
Sep. 12	CAEP/WIOA overview/Data Accountability, 4:30-5:15pm
Sep. 12	CP Refresher Training, 5:30-7:30pm
Sep. 20	Steering Committee+ Data Session, 11am-3:30pm
Sep. 20	Consultation Council, 10-11am
Sep. 26	Transition Specialists meeting, 2-4pm
Sep. 27	TOP Orientation, SJCC 12-2pm
Sep. 30	17/18 & 18/19 Member expense rept certified by Consortia
Sep. 30	19/20 Member program year budget & work plan due (Q1)

Oct. 3-4	CATESOL
Oct. 4	NOVA training, 10am-1pm
Oct. 10	CP Follow up Training/Q&A on Functionality, 2-4pm
Oct. 11	Faculty Work Group meeting, 1-4pm
Oct. 16	Community Partner meeting – breakfast
Oct. 24	Transition Specialists meeting, 2-4pm
Oct. 25	Steering Committee, 12-3:30pm
Oct. 29-30	CAEP Summit

Nov. 1	NOVA training, 10am-1pm
Nov. 7	CP Follow up Training/Q&A on Functionality, 2-4pm
Nov. 8	Steering Committee, 12-3:30pm
Nov. 21	Transition Specialists meeting, 4-6pm
Nov. 22	Steering Committee + Data Session, 11am-3:30pm
Nov. 22	Consultation Council, 10-11am

Dec. 1	17/18, 18/19, 19/20 Member expense rept due (Q1)
Dec. 6	Faculty Work Group meeting, 1-4pm
Dec. 13	Steering Committee, 12-3:30pm
Dec. 19	Transition Specialists meeting, 2-4pm
Dec. 31	17/18, 18/19, 19/20 Expense rept certified by Consortia

2020

Jan. 17	Steering Committee, 12-3:30pm
Jan. 30	Transition Specialists meeting
Jan. 31	Steering Committee, 12-3:30pm
Jan. 31	Student Data due in TOPSPro (Q2)

Feb. 7-8	CAEEA
Feb. 7	Steering Committee, 12-3:30pm
Feb. 27	Transition Specialists meeting
Feb. 28	Steering Committee + Data Session, 11am-3:30pm
Feb. 28	Consultation Council, 10-11am
Feb. 28	Preliminary allocations 20/21 & 21/22 released by state

Mar. 1	17/18, 18/19, 19/20 Member expense rept due (Q2)
Mar. 1	Close out 17/18 funds due in NOVA
Mar. 6	Faculty Work Group meeting, 1-4pm
Mar. 10	Community Partner meeting – breakfast
Mar. 13	EL Civics Conference, SVAE
Mar. 20	Steering Committee, 12-3:30pm
Mar. 26	Transition Specialists meeting
Mar. 31	Close out 17/18 funds certified by Consortia in NOVA

Apr. 3	Steering Committee, 12-3:30pm
Apr. 6-7	Leg Day/Week
Apr. 23-25	CCAIE State Conference
Apr. 24	Steering Committee, 12-3:30pm
Apr. 30	Student Data due in TOPSPro (Q3)
Apr. 30	Transition Specialists meeting

May 2	CFADs for 20/21 due in NOVA
May 8	Professional Development Conference
May 22	Steering Committee + Data Session, 11am-3:30pm
May 22	Consultation Council, 10-11am
May 28	Transition Specialists meeting

June 1	18/19 & 19/20 Member expense rept due (Q3)
June 12	Steering Committee, 12-3:30pm
June 23-25	CASAS Summer Institute
June 25	Transition Specialists meeting
June 26	Steering Committee, 12-3:30pm
June 30	18/19 & 19/20 Expense rept certified by Consortia (Q3)