

Steering Committee Meeting Agenda - January 18, 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 <i>AS Co-Chair</i>	Burr Guthrie	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:		

12:00	1) Networking Lunch		All	
12:30	2) Call to Order		Co-Chair	ACTION
12:35	3) Approval of Meeting Agenda		All	ACTION
12:40	4) Approval of December 14 Steering Committee Meeting Minutes		All	ACTION
12:50	5) Public Comments/Announcements – 3-minute limit		All	INFORMATION
1:10	6) Consultation Council Report		David, Phil	INFORMATION
1:20	7) Project 6 – Immigrant Integration Framework Progress Report/ Next Steps		Bob, Ilse	INFORMATION/ ACTION
2:00	8) 3 Year Planning Process/Activities a) Community Leader Focus Interviews update b) Student Leadership Training – January 22 c) Student Focus Groups – January 28-31		Bob, Ilse, Co-Chairs	INFORMATION
2:40	9) Professional Development Update a) Survey Results b) Upcoming Events • TOPs / Pre-Apprenticeship Training Programs Overview - March 22 • Human Centered Design, Part 2 - May 10		Bob, Co-Chairs Christine	INFORMATION
2:55	10) AWD Consultant Quarterly Report		Natalie Bradley	INFORMATION

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3:15	11) Agenda Development	All	INFORMATION
3:30	12) Adjournment	Co-Chair	ACTION

CALENDAR 2018

Sept. 1 16/17 & 17/18 Q4 Expense Rept
 Sept. 10-14 Student Focus Groups I
 Community leader focus interviews
 Sept. 13 Transition Specialists
 Sept. 14 Steering Committee **CANCELLED**
 Sept. 21 Steering Committee / Data Study Session
 Sept. 21 Consultation Council w/SC
 Sept. 27 Transition Specialists (open)
 Sept. 28 Steering Committee **CANCELLED?**
 Sept. 28 Consultation Council **CANCELLED**
 Sept. 30 Q4 Exp Rept Certified/Budget due (Inc. c/over & 18/19 funds)

 Oct. 5 Faculty Work Groups
 Oct. 12 Steering Committee
 Oct. 12 Consultation Council?
 Oct. 15 ALLIES EPN meeting, 12:30-3pm
 Oct. 19 Faculty Work Groups **CANCELLED**
 Oct. 15-19 Student Focus Groups II
 Oct. 24 3YP Data Regional Training
 Oct. 25 Transition Specialists
 Oct. 26 Steering Committee

 Nov. 2 IIF/CASAS Project Update meeting at SJCC
 Nov. 8 Transition Specialists CP Training at CACE, 9am-2pm
 Nov. 9 Steering Committee
 Nov. 9 Consultation Council with SC
 Nov. 9 First draft 3YRP
 Nov. 12 2nd Community Focus Group-3YRP **RESCHEDULED to 2019**
 Nov. 29 Transition Specialists (open) at **SVAE**
 Nov. 30 Steering Committee

 Dec. 1 **NOVA** Q1 Expense Rept due
 Dec. 7 Faculty Work Groups (3YRP?)
 Dec. 13 Transition Specialists (open) at **SVAE**
 Dec. 14 Steering Committee
 Dec. 20 Data & Account budget changes due (old system)
 Dec. 31 **NOVA** Q1 Expense Rept certified

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. 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- SJCC, 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, 10am-2pm
 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

 June 14 Steering Committee
 June 28 Steering Committee