

Steering Committee Meeting Agenda - November 9, 2018 - 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	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 October 26 Steering Committee Meeting Minutes			All		ACTION
12:50	5) Public Comments/Announcements – 3-minute limit a) Professional Development Survey for distribution, December 21 response deadline b) 2018-19 AEP Deliverables Report			All		INFORMATION
1:10	6) Consultation Council Report			David, Phil		INFORMATION
1:25	7) Prepare for Transition Specialist Job Description Review Meeting – (Members are Expected to Bring a Copy of their TS Job Description.)			Peter, Bob		INFORMATION
2:00	8) Human-Centered Design Presentation Follow-Up			Bob, Co-Chairs		INFORMATION
2:25	9) Data Report a) High School and High School Equivalency numbers from three years versus community need b) Brainstorm how to scale up services, meet the gap, etc.			Bob, Co-Chairs		INFORMATION
2:45	10) Budget Memo from AEP Office – NOVA Reporting Fields a) Meeting with District CBOs for AEP budget review			Co-Chairs		INFORMATION

3:00	11) 3 Year Planning Process/Activities a) Community Leader Focus Interviews broken up into areas of interest b) Invite SC members to participate in interviews; c) Expand team for 3YRP d) Revise timeline	Bob, Co-Chairs	ACTION
3:20	12) Agenda Development	All	INFORMATION
3:30	13) Adjournment	Co-Chair	ACTION

CALENDAR 2018

July 16	Community Focus Group-3YRP
July 20	Steering Committee

August 1	Final Program Year Rept Due/Q4 Student Data Submitted
August 10	Steering Committee (Public Governance)
August 15	Annual Plan for 18/19/Faculty Survey
August 24	Steering Committee
August 24	Consultation Council with SC CANCELLED
August 24	Data Team present 3YR data rept
TBD	AEBG funding disbursed

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	Q1 Expense Rept due

2019

Jan. 18	Steering Committee
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
Feb. 8	Consultation Council with SC - Reviewing 2 nd draft 3YRP
Feb. 11	3YRP
Feb. 11	2 nd Draft 3YRP to community
Feb. 14	Transition Specialists (open)
Feb. 22	2 nd 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	Q1 Expense Rept due
*March 8	Faculty Work Groups POSSIBLE CONFLICT
March 14	Transition Specialists (open)
March 15	Steering Committee
March 28	Transition Specialists at Mission
March 29	3YRP
March 31	Q2 Expense Rept Certified

April 1	Plan due to state
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	Faculty Work Groups (PD Day?)
May 9	Transition Specialists (open) at SJCC
May 10	Steering Committee
May 10	Consultation Council
May 23	Transition Specialists at TBD
May 24	Steering Committee
May (or June)	3Y Strategic Plan & Evaluation rept due from Consortia

June 14	Steering Committee

Steering Committee – November 9, 2018

Dec. 7	Faculty Work Groups (3YRP?)	June 28	Steering Committee
Dec. 13	Transition Specialists (open) at TBD		
Dec. 14	Steering Committee		
Dec. 20	Data & Account budget changes due (old system)		
Dec. 31	Q1 Expense Rept certified		

*On 6/29/18 SC approved calendar with Faculty Work Group dates pending.