

Steering Committee Meetings

Purpose: SBCEA is a consortium of 4 community colleges and 5 adult schools that works with regional partners to align educational opportunities for adult learners in order to promote upward social and economic mobility in the South Bay region. SBCEA Steering Committee members represent individual districts and as a region plan, develop, recommend and implement educational programs for adults 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

Public Comment

Members of the public are encouraged to attend Steering Committee meetings and to address the Committee concerning any item on the agenda or within the Steering Committee's jurisdiction. Members of the public will be given opportunity to address the Committee in-person during *agenda item 4) Public Comments*, or in writing by emailing ilse.pollet@sbcae.org prior to the start time of the Steering Committee meeting. Public comments received in writing will be shared with Steering Committee members during the Public Comment item on the agenda. In-person public comment is limited to 3 minutes.

Meeting Information

Meeting calendar, agenda, minutes and supporting documents are posted on <https://sbcae.org/governance/steering-committee/>

Dates, times, and locations may change. Agendas will be posted 72 hours in advance of Steering Committee meetings.

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meeting of the SBCEA Steering Committee, please contact ilse.pollet@sbcae.org. Notification 72 hours prior to the meeting will enable the Consortium to make reasonable arrangements to ensure accommodation and accessibility to this meeting.

Roster:

SBCEA District	Member	Alternate	SBCEA District	Member	Alternate
Campbell Adult & Community Education	Usha Narayanan	Leslie Johnson-Tatsuta	East Side Adult Education	Traci Williams <i>AE Co-Chair</i>	Shawn Tran
Milpitas Adult Education	Priti Johari	Giuliana Brahim	Santa Clara Adult Education	Carrie Casto	Christine Berdiansky
Silicon Valley Adult Education	Kiran Grewal	Patricia Pottorff-Croghan	Mission College	Jackie Escajeda	vacant
San José Evergreen CCD	Kishan Vujjeni <i>CC Co-Chair</i>		West Valley College	Eric Grabiell	vacant
Evergreen Valley College/San Jose CC	Maniphone Dickerson	Robbie Kunkel			
Consultation Council (non-voting members)			SBCEA Staff		
Margarita Ortiz-Minett, Campbell Adult and Community Education			Ilse Pollet, Director	Rick Abare, Data Analyst	Brenda Flores, Data & Accountability Specialist




Phil Crawford, San Jose City College			Katie Hass, Community Partnership Specialist	Shreyas Mandyam, Web/Tech Specialist	Willard Williams, AWD Specialist
--------------------------------------	--	--	---	---	----------------------------------

Steering Committee Meeting Agenda · October 14, 2022 · 12:30 PM - 3:30 PM

Pursuant to AB361, the meeting will be held via teleconference: <https://cuhsd.zoom.us/j/96643871377>

AGENDA – October 14, 2022

12:30	<p>1) Call to Order</p> <p>Kishan Vujjeni called the meeting to order at 12:37</p>	Co-Chair	ACTION
12:32	<p>2) Approval of October 14, 2022 Meeting Agenda</p> <p>To approve the October 14, 2022 meeting agenda as presented</p> <p>M/S/C Brahim/Kunkel</p> <p>unanimous</p>	All	ACTION
12:35	<p>3) Approval of September 16, 2022 Steering Committee Meeting Minutes</p> <p>To approve the September 16, 2022 Steering Committee Meeting minutes as presented</p> <p>M/S/C Pottorff-Croghan/Brahim</p> <p>unanimous</p>	All	ACTION
12:40	<p>4) Public Comments</p> <p>none</p>	All	INFORMATION
12:45	<p>5) Consultation Council Report</p> <p>AB1491 carryover bill - are we going to start seeing clear budgets?</p> <p>KV: yes, have discussed this in leadership meeting + in member effectiveness committee, this is on our radar, in fact we will review bill today (agenda item 10)</p>	Margarita, Phil	INFORMATION
12:55	<p>6) Member Effectiveness Committee Report (move after #8)</p> <div> <p>Member Effectiveness Committee Meeting</p>  <p>October 14, 2022</p> </div>	Traci	INFORMATION

Items discussed

- Established timeline to complete process
- Reviewed allocation formula
- Reviewed Member Effectiveness measurement tools
- AB 1491 - 20% Carryover
- 5% Administration Fee

Timeline to Complete Process

October	14 - Present history of allocation to the Steering Committee. Include history of (non) inclusion of jail population at MAE
November	Include Rick in team, determine effectiveness criteria <ul style="list-style-type: none"> a. Performance Data (exclude pandemic years) b. Student enrollment/recruitment/retention/outcomes/transition information - as defined by CAEP (3YP metrics) or deemed relevant to the consortium c. Budget/expense reports d. Leveraging funds
December	Present possible effectiveness criteria to SC
March/April	Final process & procedures to be included in governance documents

Committee Members

Traci Williams
Kishan Vujjeni
Giuliana Brahim
Robbie Kunkel
Ilse Pollet
Phil Crawford

- Weekly meetings on Tuesday, 1:30pm via Zoom. Meetings held:
 - September 20
 - September 27
 - October 4
 - October 11

Funding Allocation History

- AB104 California Adult Education Program
- Funding Formula Variables
 - Educational Attainment (No High School Diploma)
 - Employment (Unemployed Adults)
 - Adult Population - 18 years and older
 - Poverty (Household)
 - Adult Literacy (7th Grade Education Level)
 - ESL (the ability to speak English)
- Jail Program??

Items to cover by next SC meeting

- Thorough understanding of 5% Administrative activities
- Detail review of performance measurement tools

Kishan Vujjeni shared an overview of the funding allocations history

Spreadsheet #1 : 2014-2015 allocations

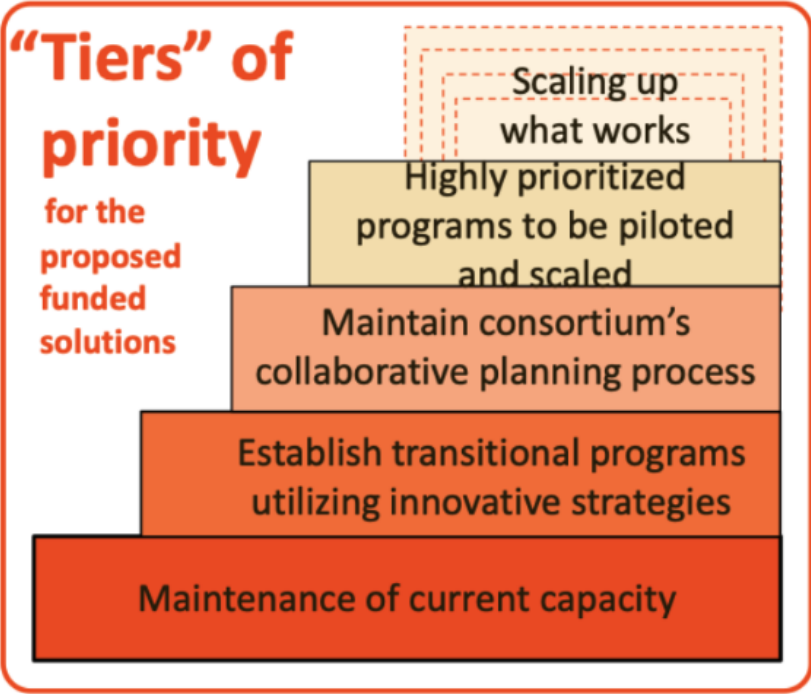
[illegible]

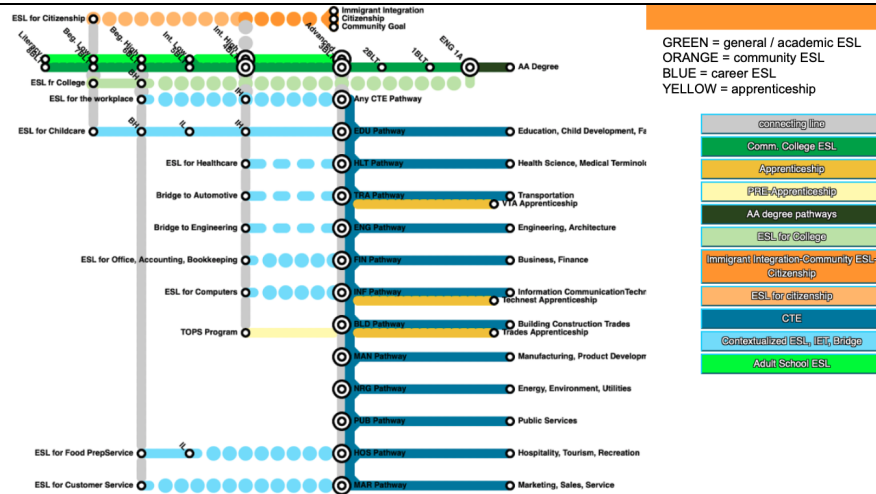
Spreadsheet #2: Census variables by region

Raw Data	2014 ESRI data		2014 ESRI data		2014 ESRI data		2014 ESRI data		2009-2013 5-year ACS		2009-2013 5-year ACS		2009-2013 5-year ACS	
District	Not HS Grad	HS Grad	Some College	Total Unemployed	Pop 18+	Poverty	Illiteracy	ESL	7th Grade Education					
NORTH ORANGE	114,127	119,490	135,670	36,739	709,125	45,322	79,984	101,665	45,427					
ORLANDO	17,171	15,992	27,406	8,026	199,328	7,992	13,698	19,154	6,208					
PAUL VERDE	5,752	5,672	5,305	2,472	26,291	1,276	2,063	1,683						
PALOMAR	75,857	87,493	111,846	25,925	596,391	39,187	47,475	57,709	30,000					
PASADENA	39,445	40,876	50,504	13,162	327,689	26,396	34,909	44,961	19,996					
PERALTA	66,046	58,659	76,855	24,829	509,368	66,765	47,236	57,759	29,342					
RANCHO SANTIAGO	117,625	66,515	69,596	24,191	444,216	25,058	86,218	101,411	56,951					
REDWOODS	15,314	29,921	37,794	7,003	151,146	25,595	3,615	3,740	2,964					
RIO HONDO	79,881	62,467	52,278	15,194	302,117	21,132	52,910	61,149	36,577					
RIVERSIDE	133,888	127,180	144,590	50,946	706,800	48,483	72,208	79,193	53,546					
SAN BERNARDINO	100,712	91,984	94,366	31,030	510,374	36,366	54,734	55,863	32,583					
SAN DIEGO	92,237	102,049	153,282	38,612	832,368	88,944	58,705	69,475	37,476					
SAN FRANCISCO	92,138	79,800	96,547	29,527	717,043	73,284	78,186	103,191	42,120					
SAN JOAQUIN DELTA	105,047	106,026	120,209	39,282	556,915	54,197	56,296	61,659	42,958					
SAN JOSE-EVERETT	111,972	99,675	106,430	32,816	652,759	38,699	83,142	104,613	49,671					
SAN LUIS OBISPO	99,981	34,597	50,419	8,028	225,674	22,667	8,294	8,623	4,653					
SAN MATEO	60,220	79,814	101,922	24,122	573,006	32,454	43,912	55,945	26,129					
SANTA BARBARA	16,651	16,222	26,068	6,547	164,810	14,337	12,402	13,003	8,754					
SANTA CLARITA	19,702	39,460	45,003	10,129	201,578	8,817	10,138	12,209	6,177					
SANTA MONICA	3,770	7,838	13,860	4,146	94,987	11,641	2,592	3,618	1,159					
SEQUOIAS	67,718	51,944	57,191	19,324	284,313	29,726	38,409	39,485	31,669					
SHASTA-TEHAMA-TRINITY	23,994	40,787	56,601	9,529	200,585	29,495	4,756	4,457	4,580					
SIERRA	22,190	65,830	100,858	14,564	393,099	30,545	9,242	11,208	6,157					
SISKIYOU	3,596	7,862	9,928	1,710	36,627	7,368	818	849	705					
SOLANO	37,271	58,260	80,375	16,246	322,866	32,868	18,447	21,556	12,746					
SONOMA	44,891	60,490	88,579	15,746	390,148	34,484	24,729	26,518	19,199					
SOUTH ORANGE	40,480	76,070	131,078	28,409	720,719	28,609	38,317	45,898	25,833					
SOUTHWESTERN	62,338	57,611	73,821	19,651	367,491	49,029	30,026	36,746	41,111	28,988				
STATE CENTER	166,688	125,733	148,489	48,738	754,272	85,704	97,851	104,311	76,264					
VENTURA	94,046	93,433	132,439	28,945	625,779	38,681	61,952	69,953	44,657					
VICTOR VALLEY	47,940	63,129	67,786	23,079	282,420	29,610	16,841	15,011	12,648					
WEST HILLS	28,156	13,192	13,890	4,727	84,169	8,473	19,366	20,989	14,107					
WEST RIVER	3,859	3,887	3,408	789	17,126	2,157	1,866	2,042	1,392					
WEST VALLEY-MISSION	86,756	36,756	36,756	13,673	339,985	23,262	38,583	42,593	27,555					
YOSEMITE	87,675	96,110	105,078	32,889	468,815	51,883	44,465	47,033	36,646					
YUBA	42,684	41,128	52,233	14,696	226,932	27,122	21,167	23,758	15,507					
	4,694,318	4,585,116	5,528,078	1,553,827	28,946,097	2,634,531	2,974,480	3,471,805	2,029,064					

- MOE: maintenance of effort = adult schools received guaranteed funding, based on the number of students served in 2012-13, AFTER flexibility was given to K-12 districts to use adult ed funds in other areas.
- Consortium allocations (in addition to MOE funds): distribution was decided upon by consortium, based on the regional plan
- Regional need criteria for funding were used to determine funding for each consortium, following Community College District boundaries used as geographic area. It's important to note that these funds were not allocated to Community College Districts, but to the consortium and its members residing within the College District's boundaries.

	<ul style="list-style-type: none"> - Demographics have changed since the initial allocations. Time to review regional needs. <ul style="list-style-type: none"> - Moni asked for clarification regarding metrics applied. Kishan responded that metrics will be recommended by the member effectiveness committee. Moni suggested we could call on the Centers of Excellence for data. - Maintenance of Effort (MOE) allocations only applied to the first year of CAEP (formerly AEBG) funding. In subsequent year, there was no state guaranteed minimum level of funding and member allocations became a consortium decision - Tiers of priority were established and used in the original plan to guide decision making - College funding is considered incentive funding decided upon by the consortium to create programs. <ul style="list-style-type: none"> - Moni disagreed with funding to enhance courses. Incentive funding is a different term in the college system system. Can we call it catalyst funding? - KV added that the State was clear that Community Colleges get noncredit FTES funding, equalized with credit funding later on - Phil asked if as a basic aid district, SJECCD gets non credit funding? KV: SJECCD does not receive apportionment funding, but gets more funding based on property tax. Moni added that Fund 17 is still based on apportionment. Phil stated that basic aid funding is not tied to enrollment, funds are coming regardless of FTES. Moni added that funding is based on outcomes. - Over the years, total Consortium funds have increased with COLA to 19M <ul style="list-style-type: none"> - Phil asked how SJECCD allocations went down? KV: Initially, consortium administrative funds were held at SJECCD. Colleges get \$250,000 each. Now administrative funds are spread across different districts (distributive model of consortium-wide positions). Need to review and ensure compliance with the 5% rule. - Timeline: CFAD May 2nd - work group will make recommendations prior - Christine B: there was a comprehensive, thoughtful process back then to maintain the capacity of adult schools who had lost so much of their funding under flexibility <p>Traci:</p> <ul style="list-style-type: none"> - Committee is seeking to understand the 5% rule in greater detail. the 5% cap pertains to fiscal activities, but not programmatic activities. Ex. Director 		
--	---	--	--

	<p>position = program, not fiscal, does not fall under 5%. Make sure districts adhere to this rule.</p> <ul style="list-style-type: none"> - The Committee is conducting a review of performance measurement tools, and will engage the data team to support. - Moni: can we make sure to include areas of improvement rather than member effectiveness? TW: Member Effectiveness is the term explicitly used in CAEP guidance, which includes a definition of effective vs ineffective members. It's really an accountability thing, ensuring activities align with the plan and funds are spent in accordance with legislative mandate. 		
1:20	<p>7) Navigation Project Updates <i>Presentation of updated draft ESL student journey map. Discussion of master course list review process.</i></p> <p>Ilse presented an updated version of the ESL student journey map. Changes from the prior version include:</p> <ul style="list-style-type: none"> - 12 CDE sectors for CTE programs - apprenticeship nested under sectors - inclusion of citizenship and college prep ESL - updates levels for contextualized ESL 	Ilse	DISCUSSION



The master course list is complete with adult school courses, and will be sent to Steering Committee members for their review. College courses will be added in November.

1:40

8) Faculty Work Groups *Summary of September/October Faculty Work Group meetings*

Ilse gave a summary of Faculty Work Group meetings held in September/October. The next FWG meeting is on November 4, 2022, from 1:00 to 4:00 PM.

AWD Faculty Work Group

Co-Chairs: Margarita Ortiz (CACE) & Shamiran Badal (WVC)

- Professional Learning Community
 - Dyscalculia article
 - Future topics: DSPS resources Community College
- AWD Resources
 - AWD baskets for classrooms
 - software, tools

Next Faculty Work Group Meetings: November 4 - February 3 - May 5

Ilse

INFORMATION

	<div> <h2>ESL Faculty Work Group</h2> <p>Co-Chairs: Leslie Takei (SJCC) + vacant (Adult School)</p> <ul style="list-style-type: none"> Updated Course Alignment Chart - nearly finalized Matriculation process overview - in progress ESL to CTE transition (recommended ESL levels) - in progress </div> <div> <h2>ABE/ASE Faculty Work Group</h2> <p>Co-Chairs: Glennis Cameron (ESAE) + vacant (Community College)</p> <ul style="list-style-type: none"> Transition to college level math & English for Adult School students: <ul style="list-style-type: none"> tutoring (ESAE/EVC) boot camps Need for career exploration / pathway guidance for HSD/HSE students. Promote short-term CTE. HSD/HSE requirement for CTE pathways Dual Enrollment <ul style="list-style-type: none"> co-located classes identify recommended courses in priority pathways (sector-based) </div> <div> <h2>CTE Faculty Work Group</h2> <p>Co-Chairs: vacant</p> <ul style="list-style-type: none"> Health Pathways <ul style="list-style-type: none"> health program inventory next meeting: review + alignment discussion Apprenticeship <ul style="list-style-type: none"> reviewed registered apprenticeships in SBCAE pre-apprenticeship options next meeting: VTA apprenticeship presentation (Mission College) </div>		
2:00	<p>9) Transition Specialist at EVC <i>Discussion and action on hiring a Transition Specialist for EVC</i></p> <p>When the consortium started, there was no non-credit infrastructure in the colleges. The Workforce Institute hired TS until structure in the colleges was established. We are at this point now at SJCC and EVC. Students are served in the colleges, not in the district. It's time to move TS position to the colleges, and follow a similar model as West Valley and Mission.</p>	Kishan	ACTION

	<p>About a year ago there was a Steering Committee agenda item to move the TS position from SJECCD to EVC. Item was pulled from the agenda and postponed due to internal discussion at SJECCD. Internal discussion ongoing. KV seeks direction from the group. EVC needs support to serve students.</p> <p>TW added that this position has been open for an extended amount of time. The Co-Chairs propose hiring a TS under SJECCD now, with the intent to move to college asap.</p> <p>Committee members expressed different opinions regarding the budget for this position:</p> <ul style="list-style-type: none"> - Moni stated that the budget should move with position, from the district to the college. - Phil asked to clarify if the hiring done under KV was funded under the district share. KV answered that this was the model in the past, but it's open for discussion now. - Traci said we can hire now under SJECCD, funding can be adjusted at the next CFAD. Other college district hires TS within \$250K budget per college. Moni responded that expenditures for their \$250K are already planned. - Eric stated that SJECCD was allocated more funds from the beginning, based on regional need. - Kishan reiterated that the consortium decides on allocations at the time of the CFAD. No budgetary changes are on the table now, he is just asking for guidance from the committee on hiring now, with the intent to move to EVC later. - Moni: yes, but needs to include moving the budget along with position. KV: pending, will depend on work of ME subcommittee - Phil: important that no encumbrance gets carried over for TS at colleges, and district budget increases at the district. - TW: position belongs in college. Moni: agree, but budget needs to come with it. Robbie agrees with Moni. - KV: decision for us now is to fill the position, budget will be handled in CFAD <p>Motion for CEM to hire a TS to support the students of EVC.</p> <p>M/S/C: Williams/Brahim</p> <p>Motion to hire TS at SJECCD under district budget</p> <p>M/X/X: Dickerson. (No second. Motion failed)</p> <p>Discussion:</p> <ul style="list-style-type: none"> - Phil has a governance question: is the consensus model still in place? <ul style="list-style-type: none"> - KV: consensus is still the decision making model of choice, but the charter was updated to include a 3/4 vote as a last resort - Phil expressed concern about two thirds of SJECCD CAEP allocation being held at district. KV stated that these funds are used for consortium administrative costs, like Community Pro contract, as spelled out in CFAD spreadsheet - Eric asked why are we voting on something without looking at the budget <ul style="list-style-type: none"> - KV: not voting on budget decisions now. Initially, consortium wide funds were held at SJECCD/WI - TW: this is a vacancy that needs to be filled, not a new position. Challenge is that vacancy is held at district level, consortium believes position belongs at the colleges - there have been challenges to post 		
--	---	--	--

	<p>and hire at EVC. Rather than leave vacancy, we can hire now and determine different allocation schedule later</p> <ul style="list-style-type: none"> - Moni: agree - but I don't believe other vacant positions have been brought to consortium for action <p>Vote:</p> <ul style="list-style-type: none"> - CACE: absent - Brahim: yes - Pottorff-Croghan: yes - Vujjeni: yes - Dickerson: yes - Wililams: yes - Grabiell: yes - Mission College: absent <p>Motion passes</p>		
2:10	<p>10) Assembly Bill 1491 – Adult education: consortia: carryover of allocated funds <i>Information regarding AB 1491 Adult education: consortia: carryover of allocated funds, passed in September 2022.</i></p> <p>The Co-Chairs informed the Steering Committee of AB 1491. The intent of the bill is to limit carryover to less than 20% at the consortium level. Reminder that the main intent is to spend CAEP funds on students.</p> <hr style="border: 5px solid orange;"/> <h3>AB 1491 - Carryover bill</h3> <p>The intent of the bill is to ensure, to the greatest extent possible, that each year, funds allocated for Adult Education are spent on the students the funds are meant to serve. This bill becomes effective January 1, 2023, and changes the education code regarding the California Adult Education Program as follows:</p> <ul style="list-style-type: none"> • Authorizes a consortium to reduce a member's allocation based on the member having excessive carryover for at least 2 consecutive fiscal years beginning with the 2022–23 fiscal year. • The determination to reduce a member's annual allocation based on excessive carryover shall be based on majority vote of its members. • A reduction based on excessive carryover shall be limited to no more than the amount of the member's carryover. <p>In addition, the new law requires:</p> <ul style="list-style-type: none"> • A consortium with carryover from one or more prior fiscal years exceeding 20% to submit a written expenditure plan with corrective actions to reduce the consortium's carryover below 20 percent. • The State Superintendent and the California Community College Chancellor to prescribe and assign technical assistance to the consortium to ensure that adequate adult education services are provided to the region in proportion to the region's available funding. <p>https://leginfo.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB1491</p> <p>Members are strongly encouraged to monitor spending levels in NOVA and ensure funds are spent in accordance with this guideline.</p>	Co-Chair	INFORMATION
2:30	<p>11) EnGen licenses <i>Information regarding EnGen (contextualized ESL) licenses available at West Valley College.</i></p> <p>EnGen is an online, career focused platform for ESL learners, including language skills, anywhere/anytime access. Can be personalized to learner needs.</p> <p>Eric approached the Co-Chairs of the ESL FWG in Spring last year and EnGen presented. No adult ed attendance at this demo. Mission College and SJCC expressed interest. Can be used as onramp to CTE, or corequisite to CTE pathway.</p>	Eric	INFORMATION

	<p>West Valley will purchase 150 licenses, there is opportunity for all members to use and pilot this. There is alignment with CASAS levels.</p> <p>Eric will re-engage with ESL FWG. Happy to distribute licenses to test out, in whatever capacity if works for your students.</p> <p>Who is using online contextualized ESL?</p> <ul style="list-style-type: none"> - CACE and ESAE using Burlington English - MAE uses Voxy <p>Cost: \$100 per seat, for 12 months. Can be transferred to other students. Up to 150 simultaneous learners.</p>		
2:40	<p>12) Consortium wide Professional Development Day venue <i>Discussion and decision on a venue for SBCAE PD Day (March 3, 2023)</i></p> <p>The consortium-wide PD day on March 3rd will be back in person this year. We need to decide on a venue. Hayes Mansion, which we used in the past, is available and will cost around \$35K dollars. There was no objection to spending these funds, planning team can move forward with reserving Hayes Mansion for the PD Day.</p>	Co-Chairs	DISCUSSION/ACT ION
2:50	<p>13) Member Updates & Announcements</p> <ol style="list-style-type: none"> CAEP Due Dates: <ul style="list-style-type: none"> Oct 30: 22/23 Member Program Year Budget and Work Plan due in NOVA (Extended for 2022) Oct 31: Student data due in TOPSPro (Q1) Oct 31: Employment and Earnings Follow-up Survey CAEP Summit: October 25-28, https://summit.caladulthood.org My Professional Journey (CPS) training: Tableau licenses & reports - date TBD Regional CAEP training "Using Data to Explore and Improve Equity and Impact in Adult Education" hosted at SJCC – spring 2023, date TBD Member Updates: Program Development <ul style="list-style-type: none"> Moni: <ul style="list-style-type: none"> CCAOE conference, there were adult ed partners present from other region. Maybe SBCAE could have representation next time. CAEP technical assistance funding: consortia encouraged to apply Robbie <ul style="list-style-type: none"> Career Fair on Dec 7th, 10-3. Welcome adult ed students & community members. Lunch can be earned by engaging with employers, etc Giuliana <ul style="list-style-type: none"> 11/19, 10-12 job fair at MAE - targeted for adult learners and alternative high school CALPRO COP on Immigrant Integration now offered online, 25 registrants 	All	INFORMATION

	<ul style="list-style-type: none"> - AE leaders: ACSA survey re: teacher credentialing - Christine Auran: <ul style="list-style-type: none"> - continuing to see unprecedented demand for classes, waiting lists. In part due to lost classroom space. Focusing on recovering space/facilities upgrades. Lost classroom locations at satellite sites. - TW: Usha shared that CACE needs to make decisions on how to secure classroom space in order to continue programming. Capital expenditure of CAEP funds needs consortium agreement. Any objections? None. 		
3:20	14) Agenda Development	All	INFORMATION
3:30	15) Adjournment Motion to adjourn at 3:04 PM/ M/S/C: Casto/Dickerson	All	ACTION

2022 – 2023 Calendar

2022

Aug. 19	Steering Committee Meeting 12:30 – 3:30	Oct. 31	Employment and Earnings Follow-up Survey
Sept. 1	20/21 and 21/22 Member Expense Report due in NOVA (Q4)	Nov. 1	Transition Specialist Meeting (PD) 2:30 – 4:30
Sept. 1	July 1, 2021 to June 30, 2022 expenses by program area due (estimates only) in NOVA	Nov. 4	Faculty Work Group Meetings 1:00 – 4:00
Sept. 9	Faculty Work Group Meetings 1:00 – 4:00	Nov. 15	Transition Specialist Meeting 2:30 – 4:30
Sept. 14	Annual Plan for 2022-23 due in NOVA	Nov. 18	Consultation Council Meeting 10:00 – 11:00
Sept. 16	Consultation Council Meeting 10:00 – 11:00	Nov. 18	Steering Committee Meeting 11:00-12:30
Sept. 16	Steering Committee Meeting 11:00 – 12:30	Nov. 18	Data Study Session 1:00- 3:00
Sept. 16	Data Study Session 1:00 – 3:00	Nov. 30	22/23 Member Program Year Budget and Work Plan certified by Consortia in NOVA
Sept. 20	Transition Specialist Meeting (2:30 - 4:30pm)		July 1, 2021 to June 30, 2022
Sept. 30	20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q4)	Dec. 1	Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium
Sept. 30	End of Q1	Dec. 1	20/21, 21/22 & 22/23 Member Expense Report Due in NOVA (Q1)
Oct. 4	Transition Specialist Meeting (PD) 2:30 -4:30	Dec. 9	Steering Committee Meeting 12:30 – 3:30
Oct. 14	Steering Committee Meeting 12:30 – 3:30	Dec. 13	Transition Specialist Meeting 2:30 - 4:30
Oct. 18	Transition Specialist Meeting 2:30 - 4:30	Dec. 31	20/21, 21/22 & 22/23 Member Expense Report certified by Consortia in NOVA (Q1)
Oct. 30	22/23 Member Program Year Budget and Work Plan due in NOVA	Dec. 31	End of Q2
Oct. 31	Student data due in TOPSPRO (Q1)		

2023

Jan. 17	Transition Specialist Meeting 2:30 – 4:30	April 18	Transition Specialist Meeting 2:30 – 4:30
Jan. 20	Steering Committee Meeting 12:30 – 3:30	April 28	Steering Committee Meeting 12:30 – 3:30
Feb. 3	Faculty Work Group Meetings 1:00-4:00	May 5	Faculty Work Group Meetings 1:00-4:00
Feb. 10	Consultation Council Meeting 10-11	May 16	Transition Specialist Meeting 2:30 – 4:30
Feb. 10	Steering Committee Meeting 11 – 12:30	May 19	Consultation Council Meeting 10:00-11:00
Feb. 10	Data Study Session 1:00- 3:00	May 19	Steering Committee Meeting 11 – 12:30
Feb. 14	Transition Specialist Meeting 2:30 – 4:30	May 19	Data Study Session 1-3
March 3	Professional Development Day 9 - 3	June 9	Steering Committee Meeting 12:30 – 3:30
March 7	Transition Specialist Meeting (PD) 2:30 – 4:30		
March 10	Steering Committee Meeting 12:30 – 3:30		
March 21	Transition Specialist Meeting 2:30 – 4:30		
April 7	Steering Committee Meeting 12:30 – 3:30		