



Steering Committee Meetings

Purpose: SBCAE 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. SBCAE 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 and end on time and the public space is respected.
- Decision making is by consensus with all members given the opportunity to be heard.
- One person speaks at a time following acknowledgement from the Chair.
- The body, and the public, should engage in turn order comment (i.e., raising of hands).
- Speak courteously when making queries of members of the body or the public and listen actively, allowing each participant to express their viewpoints without interruption or judgment.
- Respect diverse opinions and perspectives to foster a collaborative and inclusive environment.
- Offer feedback and critique constructively, focusing on ideas rather than individuals.
- Personnel matters should be addressed privately to leadership.

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 williamst@esuhsd.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 SBCAE 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:

SBCAE District	Member	Alternate	SBCAE 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 Brahimi	Santa Clara Adult Education	Carrie Casto	Christine Berdiansky
Silicon Valley Adult Education	Maliheh Vafai	Lars Guntvedt	Mission College	Julian Branch	Vacant
Evergreen Valley College	Robert Gutierrez	Angel Fuentes	West Valley College	Mark Manrose	Eric Grabel
San Jose City College	Maniphone Dickerson <i>CC Co-Chair</i>	Vacant			

Consultation Council (non-voting members)			SBCAE Staff		
Margarita Ortiz-Minett, Campbell Adult and Community Education			Rick Abare, Director	Yvonne Phan, Data Analyst	Brenda Flores, Data & Accountability Specialist
Phil Crawford, San Jose City College			Victoria Silva, Community Partnership Specialist	Shreyas Mandyam, Web/Tech Specialist	Gail Waxman, AWD Specialist

Steering Committee Meeting Agenda · April 25, 2025 · 12:30 PM - 3:30 PM

Location - Santa Clara Adult Education - 1840 Benton St, Santa Clara, CA 95050

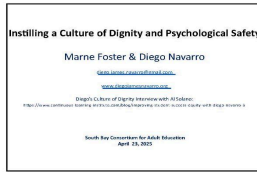
AGENDA

12:30	Open Session 1) Call to Order Traci called the meeting called to order at 12:38 PM The group went around and introduced themselves to Diego Navarro, the founder of the Academy for College Excellence. ACE's work to help faculty, staff and administrators understand issues student's face when engaging with adult education and to develop the capacity to address them through evidence-based practices and professional development. ACE's trainings help student translate their inherent strengths in persistence, resilience and survival to their academic lives and professional careers. Diego will be presenting his program and PD opportunities available to our members during today's meeting.	Moni	ACTION
12:35	2) Approval of April 25, 2025 Steering Committee Meeting Agenda Motion to approve agenda for April 25, 2025 SBCAE Steering Committee as presented. M/C/S Brahim / Casto Approved Unanimously	All	ACTION
12:40	3) Approval of April 4, 2025 Steering Committee Meeting Minutes Traci requested a correction to a sentence in her portion of the CFAD update for clarity and grammar: fun-fund. Motion to approve minutes from April 4, 2025 SBCAE Steering Committee as presented. M/C/S	All	ACTION

	<p>Casto / Brahim</p> <p>Approved Unanimously - Narayanan Abstained</p>		
12:45	<p>4) Public Comments</p> <p>No public comment.</p>	All	INFORMATION
12:50	<p>5) Consultation Council Report</p> <p>Margarita mentioned how the Consultation Council is composed solely of certified staff so they must ensure that all certified staff members attend the meetings. To facilitate attendance, the meetings should be scheduled on days other than data session days. Additionally, she encouraged the committee to contact their senator and representatives regarding the issue of students and staff losing their work permits.</p>	Margarita	INFORMATION
12:55	<p>6) Transition Specialist Co-chair Update</p> <p>Daya reported that during their most recent TS meeting, they discussed and compared ESL techniques at each school. They also examined its structures and procedures as well as the things that everyone can learn from one another. They also discussed the distinctions of ESL classes between community college and adult education. Additionally, the school year will conclude with a final TS meeting in May making it a pleasant way to foster teamwork.</p>	Daya	INFORMATION
1:00	<p>7) Culture of Belonging with Diego Navarro</p> <p>Diego gave a presentation on "Culture of Belonging" to the committee. Diego was Joined by Marne Foster, Student Learning Outcomes and Program Review Coordinator for the San Diego College of Continuing Education, who shared her experiences working with students on the Culture of Belonging courses.</p>	Diego	INFORMATION

SBCAE – South Bay Consortium of Adult Education

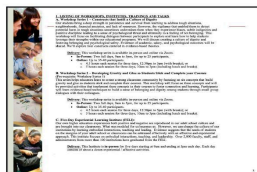
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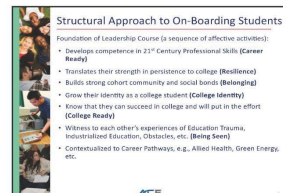
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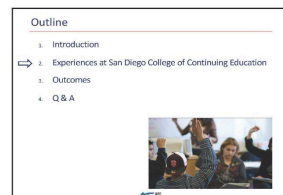
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SBCAE – South Bay Consortium of Adult Education

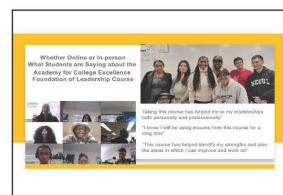
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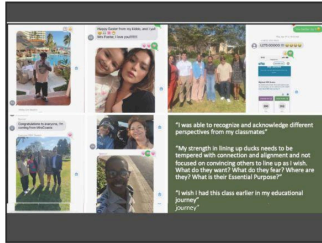
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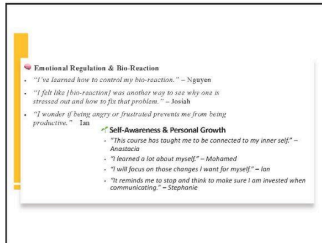
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SBCAE – South Bay Consortium of Adult Education

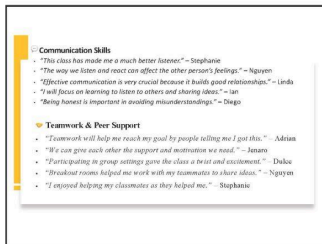
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8



9

■ Confidence with Technology & Learning Format

- "Navigating Zoom was a huge accomplishment for me." – Dulce
- "Even a virtual connection made a difference in my day and my learning." – Dulce
- "At first I thought this class would be hard... but it was amazing." – Nigam

• ✎ Goal Setting & Motivation

- "My goal is to finish high school and become a firefighter." – Adrian
- "My short-term goal is to complete the Accelerated High School Program." – Linda
- "This class pushed me to move forward and be a great mom and better communicator." – Stephanie
- "I have all I need to create the future the way I want." – Nguyen

10

♥ Supportive Environment & Instructor Impact


- "Ms. Kester said this class is so down about you and that she was not until the next day." – Nigam
- "Her class is helping students to open up to us so that we can better meet their needs. Her class is a blessing." – Ms. Kester



11

Outline

1. Introduction
2. Experiences at San Diego College of Continuing Education
- ⇒ 3. Outcomes
4. Q & A



12

	<p>SBCAE – South Bay Consortium of Adult Education</p> <p>4/25/25</p> <div> <div> <p>Professional Development – Workshop 1 Workshop Series 1 – Constructs for Creating a Culture of Dignity</p> <p>Our students bring a deep strength in persistence and survival from learning to address tough situations, neighborhood, financial, and social issues. However, the stigma that is added to them is often what does the harm. In tough situations sometimes underneath them when they experience shame, guilt, and regret and so often feel no need to be a source of psychological threat and ultimately to a feeling of not belonging. This workshop series will focus on our responsibility to help students transform their innate strengths to our educational programs. We will explore social and self-worth, a culture of dignity and the private conditions of belonging and psychological safety. Evidence of academic, safety and psychological outcomes will be presented.</p> <p>Delivery: This workshop series is available in-person and online via Zoom.</p> <ul style="list-style-type: none"> • In-Person: Two full days, then to learn for up to 20 participants. • Online: Up to 35-40 participants, 4 30-minute sessions for three days. </div> <p>13</p> </div> <div> <div> <p>Professional Development – Workshop 2 Workshop Series 2 – Developing Gravity and Glue in the Classroom for Students Still (and are Retained) (Pre-requisite: Workshop Series 1)</p> <p>This workshop series focuses on affective activities that create gravity and glue in the classroom to counteract the centrifuge pull of our students' complex lives. Faculty, staff and administrators learn how to build community using evidence-based activities and to design experiences, creating a path of learning which is unique to a culture of dignity. This experiential workshop is grounded in student experiences and the sharing of classroom activities which create belonging, community, participation and give detailed instructions for delivering activities to their students.</p> <p>Delivery: This workshop series is available in-person and online via Zoom.</p> <ul style="list-style-type: none"> • In-Person: Two full days, then to learn for up to 20 participants. • Online: Up to 35-40 participants, 4 30-minute sessions for three days. </div> <p>14</p> </div> <div> <div> <p>Professional Development – FELI Five-Day Experiential Learning Institute (FELI)</p> <p>This institute is about embodied interactions, thinking and learning. Evidence suggests that the needs of students in the minds of our classroom can be addressed effectively. We bring into our college culture our highest educational experiences both need and require. What was missing for us, becomes us. However, we can change the culture of our institutions by learning embodied interactions, thinking and learning. Over 2,000 faculty, staff and administrators from over 100 educational institutions have graduated from the FELI.</p> <p>Delivery: This institute is delivered in-person over five days.</p> </div> <p>15</p> </div> <p>© 2025 Diego James Navarro</p> <p>5</p>		
1:40	<p>8) Approve SBCAE 2025-26 Consortia Fiscal Administration Declaration (CFAD) Allocations.</p> <p>Motion to approve CFAD as presented.</p> <p>M/C/S</p> <p>Brahim / Casto</p> <p>Further discussion ensued from Carrie about how innovation funds interact with cost centers and the business office. Discussion did not affect the vote so it was tabled.</p> <p>Approved unanimously.</p> <p>Discussion then ensued around program codes.</p>	All	ACTION

[illegible]

1:50

- 9) Director Update
 - a) Misc Updates
 - b) Innovation Fund Applications
 - c) Three-year Plan Update
 - d) Individual Action Plan Discussion

Rick

INFORMATION

Rick provided an update indicating that progress is being made on the AWD support for students who require accommodations on HiSET or GED tests.

Rick continued, reminding the group to look out for a message from Shreyas regarding district calendars, so the SBCE team can begin drafting the SBCE 2025-26 calendar, with the intention of securing approval in June.

Rick shifted to an update about the ELL Healthcare Pathways Grant, noting that the contract for Round 2 funding has been executed by the Chancellor's Office and the master Fiscal Agent, and outreach for a meeting will come soon.

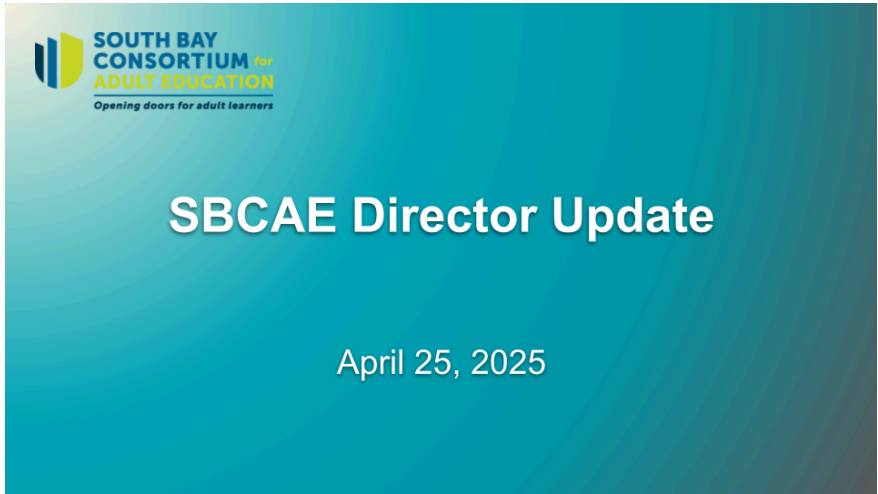
Continuing the updates, Rick noted that applications for the Innovation Fund are due today, and that the leadership team anticipated receiving two applications. This process for funding would take place after September's 2024-25 fiscal snapshot, and an allocation amendment may be the appropriate mechanism for fund transfer.

Usha asked if they would go into technical assistance again if the consortium as a whole is 20% over, or if any member went over that threshold. Rick clarified that Technical Assistance for carryover was related to the consortium's total threshold.

Mali asked what are we having as criteria to apply for the Innovation Fund?

Rick answered that any projects could be considered, but the need for resources beyond what were available within the school's budget would be necessary.

Rick raised mention of the three year plan. The allocation has been approved and now the writing could start in NOVA.



AWD

AWD Specialist Update

Providing frequent push-in support for our AWD Specialist

- We are making progress!
- I will connect monday for another check-in on prioritization
- Students may need support from you with registration

Team effort

- Look out for emails about updates with FYI's
 - letters have been sent to students
 - Outreach has been unsuccessful

Please be clear if a student is not going to be testing soon

CALENDARS

It's time to build our 2025-26 Calendar(s)

Building calendar between now and May SC meeting

- Can approve in May or June
- Likely June so we have time to transact with external conflicts
 - Conferences etc

GRANT

ELL Healthcare Pathways Grant Update

Round 2 Update

- Grant agreement for Round 2 received!
- Information about fiscal processes and meeting scheduling coming early next week.

Thank you all for your support with Round 1 and 2 Fiscal Reports

CARRYOVER

Innovation Fund Applications Due Today

We have received two!

Do you anticipate having carryover?

- Let us know if anticipate having an amount you already know you'd want to put forth

CARRYOVER

Innovation Fund and 2024-25 Carryover


Members with Carryover exceeding 20% two years in a row can have that overage allocated to the innovation fund by vote of this body

- By way of an Allocation Amendment in NOVA
- This would provide access to funding for the Innovation Projects and would ensure the overage is redirected.

We would still be in Technical Assistance

Thank you for your updated Expenditure Narratives

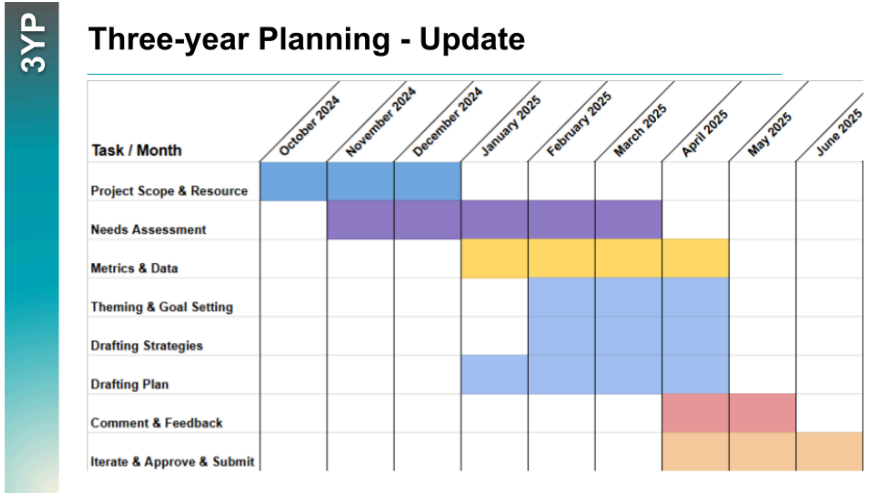
- Process improvements and continuity of narrative matter to TAP



**SOUTH BAY
CONSORTIUM *for*
ADULT EDUCATION**
Opening doors for adult learners

Three-year Plan Update

April 25, 2025



3YP

Three-year Plan - Outline Review

2025-28 3YP Outline Overview

- Section 1: Consortium Details
- Section 2: Assessment
- Section 3: Metrics
- Section 4: Objectives
- Section 5: Activities and Outcomes
- Section 6: Funds Evaluation

3YP

Three-year Plan - Outline Review

Section 1: Consortium Details

- General Information (auto populated)
- Consortium Contacts
- Members (that's us)
- Executive Summary
 - Describe membership and give overview of planning process
 - Needs identified in needs assessment
 - Metrics selected
 - Objectives -> strategies -> outcomes
 - Summary of funds evaluation

3YP

Three-year Plan - Outline Review

Section 2: Assessment

- Entry of historical participant data
- Report on data gathered which describes existing
 - Services
 - Barriers
 - Needs

Evaluate needs for and the current levels and types of education and workforce services in the region, to identify gaps in current services.

- Please attend next Data Study session to hear about this process

NOVA has a lot of Q&A here... It actually makes it easier

3YP

Three-year Plan - Outline Review

Section 3: Metrics

Same "Goal setting" process we engaged in in 2022!

- Data Team and I will reach out in May
 - Due May 30, 2025
- Schedule meetings to onboard new members to the process and tools

3YP

Three-year Plan - Outline Review

Section 3: Metrics - Cont. - Mandatory Metrics

Consortium level

- Number of Adults Served
- At least one barrier: ELL / Low literacy / Low Income / Long-term Unemp

Member level

- Adults Served who become Participants (attend a total of at least 12 hours)
- Percent of available funds spent

3YP

Three-year Plan - Outline Review

Section 3: Metrics - Cont. - Optional Metrics

Member level - CAEP Outcomes

- HSD/E Earned
- EFL Gains in
 - ABE
 - ASE
 - ESL
- Immigrant Integration Milestone
- Transition to Postsecondary CTE
- Transition to Postsecondary
- Postsecondary Credential Earned
- Became employed in the 2nd quarter after exit

3YP

Three-year Plan - Outline Review

Section 4: Objectives - Big Change in NOVA here

Objective 1: Address Educational Needs

Objective 2: Improve Integration of Services & Transitions

Objective 3: Improve Effectiveness of Services

List our **Strategies** for addressing these objectives

3YP

Three-year Plan - Outline Review

Section 5: Activities & Outcomes

Objective 1: Address Educational Needs

- Here we add **Activities** which pertain to this Objective
 - We can add multiple **Activities**
 - They can pertain to more than one Objective
- Rinse and Repeat for the remaining Objectives

Objective 2: Improve Integration of Services & Transitions

Objective 3: Improve Effectiveness of Services

3YP

Three-year Plan - Outline Review

Section 5: Anatomy of an Activity

- Activity Name
- Brief description of activity and significance to outcome
- Short-term, Intermediate, and Long-term Outcomes
- Metrics and Barriers aligned to this activity
- Responsible Positions, Members, Completion Date

We complete this for each **Activity**

3YP

Three-year Plan - Outline Review

Section 6: Anatomy of an Activity

Based on Member level

- Prior Year's Leveraged Funds
- Program Reporting Status

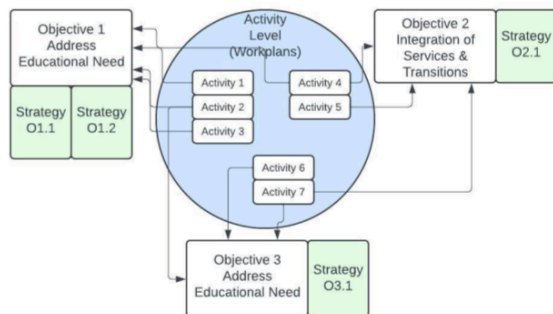
Written Evaluation of Funds Reported by membership which includes

- Overview of how the adult education funds referenced in the NOVA Program Area Reporting will be allocated over the coming three years (**including remaining carryover funds from prior years**).
- Other resources not reported into NOVA that will be available to consortium members and partners
- How CAEP and other funds will be leveraged to implement the strategies and achieve the outcomes described in this Three-Year Plan.

3YP

Three-year Plan - Point of Clarification

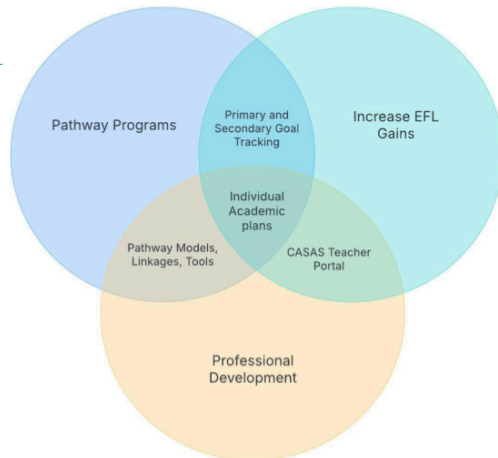
How do Objectives, Strategies, and Activities relate?



3YP

SBCAE Plans

What about Ours?



3YP

Three-year Plan - Our Strategies and Activities

Obj 1 - Addressing Educational Need

(Strategies)

Design and implement Individual Academic Plans for SBCAE Students

Build a Pathway Programs framework for SBCAE

(Activities)

- Create Industry engagement Committee to expand pathway options in priority sectors
- Inventory and categorize career training pathways
- Model pathways for ease of use by students* and staff

	<div> <div>3YP</div> <div> <h3>Three-year Plan - Our Strategies and Activities</h3> <h4>Obj 2 - Improving Integration of Services and Transitions</h4> <p>(Strategies)</p> <p>Improve support and transition point throughput along the IAP</p> <p>(Activities)</p> <ul style="list-style-type: none"> - Improve passthrough from AE ESL to CC ESL via GSP - Establish a shared*, intentional dual enrollment process - Inventory persistence supports and fill gaps </div> </div> <div> <div>3YP</div> <div> <h3>Three-year Plan - Our Strategies and Activities</h3> <h4>Obj 3 - Improving Effectiveness of Services</h4> <p>(Strategies)</p> <p>Expand Professional Development Opportunities</p> <p>Individual Academic Plans</p> <ul style="list-style-type: none"> - How they work / When they are updated / How they transition into College <p>ESL/ASE</p> <ul style="list-style-type: none"> - CASAS Teacher Portal / Dual Enrollment <p>Transitions</p> <ul style="list-style-type: none"> - College enrollment / Career exploration and pathway selection <p>Persistence</p> <p>(Activities)</p> <ul style="list-style-type: none"> - Determine priority areas for PD - </div> </div>		
3:05	<p>10) Member Updates & Announcements</p> <ul style="list-style-type: none"> ○ CAEP Due Dates: <ul style="list-style-type: none"> ● Apr 30: Student Data due in TOPSPro (Q3) ● Apr 30: Employment and Earnings Follow-up Survey ● May 2: CFAD for 2025-26 due in NOVA * <p>SVAE: Mali updated that SVAE will be offering two summer classes focused on ESL conversation. There will be classes specifically for CalWorks students, and there is a possibility of a summer class exclusively for SVAE students. The graduation ceremony is scheduled for May 29, with Bob Harper serving as the keynote speaker. Currently, classes are at full capacity, and efforts are being made to promote student engagement. Additionally, a beginning ESL class will be introduced for the upcoming semester.</p> <p>Milpitas: Giuliana mentioned that a mid-cycle WASC visit was conducted for a duration of 13 hours, covering morning and evening operations of the school. In the morning, she submitted the Innovation Project 2.0. Graduation is scheduled for June 12. Next Monday, a meeting will be held for the ESL team regarding end-of-year promotions. At the end of Q3, 45 students who have successfully completed their diplomas at the jail. Additionally, they have been able to bring on</p>	All	INFORMATION

	<p>a high school equivalency teacher so the class has been growing, which is exciting, as this area has been lacking in recent years.</p> <p>CACE: Usha let the group know that the WASC visit and report were completed on Wednesday, which makes the completion of their six year review. Graduation is approaching on June 4, so CACE are preparing for that event while also planning for next year's ESL promotion and laying the groundwork for the new administration.</p> <p>SCAE: Carrie updated that graduation will take place on May 30, and Christine delivered a presentation on the OTAN CalPro program regarding the adult ed teacher credentialing program. They are currently working on the credential specialist position, which will not be limited to certificated and may be posted as either classified or certificated. The front office is receiving numerous inquiries and MOUs. They are also in the process of finding a replacement for the departing speech therapist.</p> <p>WVC: Marc mentioned no new updates and noted that classes for the summer are filling up.</p> <p>ESAE: Traci updated that their graduation is set for May 28, and they will be hosting the Spring Faculty Networking Group meeting next week. They have new furniture coming in soon. Traci also noted that she will be visiting Salinas for a WASC evaluation. ESAE will conduct summer school for high school diplomas in June and July and ESL classes in July, and are adding new classes, including Pharmacy Tech and Nursing Assistant to the catalog. They are upgrading facilities, and will hold an art show on May 15. ESL promotions on May 22, while also adopting a new textbook for the ESL program. Due to this, Traci anticipated having materials she would be happy to share with other programs.</p>		
3:25	<p>11) Agenda Development</p> <p>No items were discussed.</p>	All	INFORMATION
3:30	<p>12) Adjournment</p> <p>Meeting adjourned at 3:21 PM.</p>	All	ACTION