



## 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](mailto: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](mailto: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
San Jose City College	Maniphone Dickerson <i>CC Co-Chair</i>	Vacant	West Valley College	Mark Manrose	Eric Grabel
Evergreen Valley College	Robert Gutierrez	Angel Fuentes			

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 · May 16, 2025 · 11:00 AM - 12:30 PM

Location - CACE Blackford Learning Center - 3800 Blackford Ave, San Jose, CA 95117

### AGENDA

11:00	<b>Open Session</b> 1) Call to Order Traci called meeting called to order at 11:04 AM	Moni	ACTION
11:05	2) Approval of May 16, 2025 Steering Committee Meeting Agenda  Motion to approve agenda for April 25, 2025 SBCAE Steering Committee as presented with corrections to Items 2 and 3 with corrected dates of May 16, 2025 and April 25, 2025 respectively.  M/S/C  Brahim / Vafai  Approved Unanimously	All	ACTION
11:10	3) Approval of April 25, 2025 Steering Committee Meeting Minutes  Motion to approve minutes from April 4, 2025 SBCAE Steering Committee as presented.  M/C/S  Nayaran / Brahim  Approved Unanimously	All	ACTION
11:15	4) Public Comments  No public comment.	All	INFORMATION

11:20	<p>5) Consultation Council Report</p> <p>Margarita mentioned that there is enthusiasm for the upcoming credential program, and they are eager to know how the consortium will attract teachers and schools to expand ESL programs. They would also like to assess the impact of transitional specialists since Community Pro is closed. The counsel is also interested in exploring the potential addition of a part-time AWD specialist focusing on ESL, and investigate flexible modality ESL programs that have proved effective to see if the outcomes are better and if that strategy might be incorporated.</p>	Margarita	INFORMATION
11:25	<p>6) Transition Specialist Co-chair Update</p> <p>Patty expressed gratitude to the consortium for allocating time on the agenda, highlighting its usefulness. She emphasized the importance of fostering collaboration between the TS and the Steering Committee, possibly through retreats or semi-annual professional development opportunities, as well as the need for more conference attendance options like CAEP Summit and CASAS in the upcoming year.</p> <p>Robert asked what the next step would be for a retreat?</p> <p>Patty noted that she will further discuss it with Rick.</p> <p>Giuliana noted that the presence of the TS as a group providing input at the last FNG was noticeable, despite them participating in the different groups. Discussion was held regarding challenges with overall participation in the FNG and whether that time can be leveraged to provide TS group work opportunities.</p> <p>Carrie emphasized the value of having the Mission College counselor on-site during registration and expressed a desire for other colleges to follow suit, while Margarita praised her positive experience with a college counselor TS at CACE. A discussion ensued concerning the discrepancy of processes for College TS's to have scheduled time on site at Adult Ed member schools. Carrie agreed on the need for a more systematic approach.</p>	Patty	INFORMATION
11:30	<p>7) Member Effectiveness Update</p> <p>a) Innovation Fund Applications Update</p> <p>Traci updated the group about the status of the submitted Innovation Fund Applications for the 2025-26 Program year. She reported that there have been two submissions, one each from Santa Clara and Milpitas. She reminded the group that our job today was to review them at this meeting and not vote to approve yet. Traci hopes that the Steering Committee can decide on project approvals in June based on the carryover amounts which should be fairly clear, with the Q3 actuals due on June 1st.</p> <p>Traci then walked the group through each application briefly.</p>	Traci	INFORMATION
11:45	<p>8) Director Update</p> <p>a) SBCE Calendar Update</p> <p>b) Due Dates - Misc Updates</p> <p>Rick updated the group about various aspects of the draft 2025-26 Calendar. First, he noted that Community Connections Network is transitioning to a schedule of four gatherings per year, with two held in person and two remotely. Next he noted that faculty networking dates have been adjusted to improve attendance. An additional change, next</p>	Rick	INFORMATION

	<p>year the consultation council will be shifting its meetings to be held prior to regularly scheduled Steering Committee meetings so they do not conflict with data study days.</p> <p>Jennifer suggested that conference dates for CATESOL and CASAS should be considered for the calendar.</p> <p>Rick then highlighted Q3 expenditures expected to be submitted by the end of June, and encouraged the group to update their quarterly expenditure tracker, including narrative details, to clarify the intended use of any additional funds.</p>		
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	<div>CALENDARS</div> <p><b>Let's look at our Calendar</b></p> <hr/> <p><b>Some Highlights:</b></p> <ul style="list-style-type: none"> <li>- Community Connections Network</li> <li>- Faculty Networking Group</li> <li>- Consultation Council</li> </ul> <p><b>Conferences (the big ones) are pretty much known</b></p> <ul style="list-style-type: none"> <li>- CAEP Summit -</li> <li>- CCAE</li> <li>- CAAEA</li> <li>- OTAN</li> </ul>		
	<div>GRANT</div> <p><b>ELL Healthcare Pathways Grant Update</b></p> <hr/> <p><b>Round 1 Update</b></p> <ul style="list-style-type: none"> <li>- We can write for an extension! <ul style="list-style-type: none"> <li>- An additional 12 months to expend Round 1 funds</li> <li>-</li> </ul> </li> </ul>		
	<div>REPORTING DEADLINE</div> <p><b>Q3 Expenditures are Due in NOVA by June 1st</b></p> <hr/> <p><b>SBCAE Due Date Calendar event has been updated</b></p> <p><b>Expenditure Tracker Spreadsheet has been created and Updated</b></p> <ul style="list-style-type: none"> <li>- Please include your narrative elements, it is VERY important that we are able keep track of how we plan to spend down our allocations</li> </ul>		
11:55	<p>9) SBCAE Three-year Plan Activities and Outcomes</p> <p>This Three-Year Plan update will focus on key metrics. The plan includes expanding career pathways through activities and outcomes. A committee will be established to oversee this work, with representation from the community colleges. The goal is to increase the percentage of pathways that lead to definitive job outcomes.</p>	Rick	INFORMATION

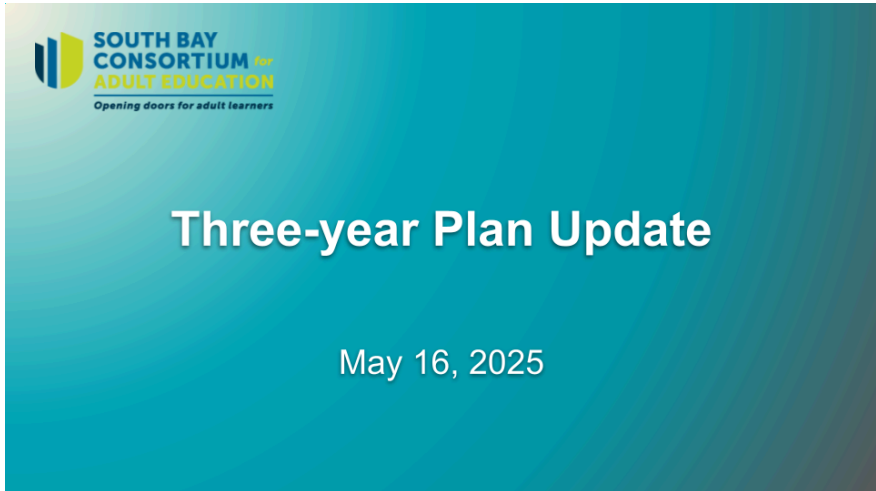
Mali noted that ensuring instructor availability is also a priority, so partnerships with community colleges will be important. Having professors utilize the adult school facilities to deliver instruction is a possibility that can be explored.

The next key activity would be to create and utilize Individual Academic Plans, to better ensure a shared understanding of a students overall goals and their intended trajectory throughout their time with SBCAE members. Erin expressed interest in volunteering for this initiative.

The Three-Year Plan also aims to enhance adult dual enrollment. This will involve assessing the current status and gaps, integrating the faculty network group, and expanding offerings for adults with disabilities. The professional development for this group will be more contextually relevant.

Overall, the success of these efforts will depend on broad participation. The plan calls for all members to sign up and actively contribute.

Building on the member effectiveness model is another key component. Specific project teams and meeting schedules are not being outlined, as the work is already underway. However, more succinct reporting on project progress is planned.



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 3: Metrics

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

- Review during today's Data Study Session
  - Due May 30, 2025
- Schedule meetings to onboard new members to the process and tools

3YP

## Three-year Plan - Activity Review

### Section 5: Activity and Outcomes

**Expand Career Pathway Offerings, employer partnerships, career exploration**

- Mapping Career Pathways from AE and Noncredit to Credit Degrees/Certificates including Industry Partnerships
- Leverage Credit for Prior Learning to Credit COurses
- Work with industry partners and establish MOU's to increase internships, apprenticeships and direct hire

**<1 Year Outcomes**

- Establish Career Pathway Committee
- Identify Partnership Gaps

**1-3 Year Outcomes**

- Improve percentage of training programs with partnered employers

**3-5 Year Outcomes**

- Implement pathway evaluation and stakeholder feedback process

3YP

## Three-year Plan - Things we need to do in May

### Section 3 - Choose and set metrics and goals

- Member level - asynchronous or synchronous

### Section 4 - Finalize strategy General Agreement on Strategies

- Leadership team prep - Member level - Asynchronous

### Section 5 - Discuss Activity scaffolding and ownership

- Consortium level - May SC meeting

### Section 6 - Write the Fiscal Report

- Member level - Asynchronous Feedback

3YP

## Three-year Plan - Activity Review

### Section 5: Activity and Outcomes

#### Implement Individual Academic Plans for Students

- Build a project model and incorporate lessons learned from CAERC's Academic and Career Plans
- Establish infrastructure for IAPs, including points of contact, and responsible stakeholders
- Establish template which accommodates student enrollment and exit processes and overlays onto college ed plans
- Identify pilot agencies and/or cohort and CIP processes
- Implement and iterate during pilot
- Expand footprint, incorporate CIP

#### <1 Year Outcomes

- Agree on template, transition points and identify key levers for implementation

#### 1-3 Year Outcomes

- Implement IAPs at volunteer pilot members

#### 3-5 Year Outcomes

- Expand pilot to network and evaluate use

3YP

## Three-year Plan - Activity Review

### Section 5: Activity and Outcomes

#### Establish a shared, intentional adult dual enrollment system

- Collect and engage key personnel at AE's and CC's
- Inventory current assets and processes under which students are currently engaged in Adult Dual Enrollment
- Establish consensus on processes and document member specific needs
- Establish ASE and CE pathways based on student goals for ADE
- Identify and engage support services to ensure student success

#### <1 Year Outcomes

- Assess current status of dual enrollment processes and identify system gaps and student challenges

#### 1-3 Year Outcomes

- Reduce gaps/challenges and increase number of adult dual enrollment students by 5% from the 2024-25 baseline\*

#### 3-5 Year Outcomes

- Codify process to reanalyze gaps/challenges annually
- Increase number of ADE students by 8% from 2024-25 baseline\*

3YP

## Three-year Plan - Activity Review

### Section 5: Activity and Outcomes

#### Expand Professional Development Opportunities in Shared Focus Areas

- Integrate Faculty Networking Groups as Peer Learning Communities
- Expand and improve AWD Support offerings
- Incorporate shared initiatives
- CASAS Teacher Portal
- Adult Dual Enrollment
- Career Exploration Tools
- Individual Academic Plan Support

#### <1 Year Outcomes

- Establish PD Committee
- Plan integration of Faculty Networking Group, AWD Support and Shared initiatives

#### 1-3 Year Outcomes

- Provide employee Peer Learning Communities and Networking Opportunities

#### 3-5 Year Outcomes

- Student EFL Gains will have increased by 5% from the 2024-25 Baseline

	<div>3YP</div> <h3>Three-year Plan - Activity Overview</h3> <hr/> <p><b>These will require participation from each of our members</b></p> <ul style="list-style-type: none"> <li>- Some are obvious</li> <li>- Others are opt-in if you're interested!</li> <li>- Members should be able to be involved in at least one without overextending themselves</li> </ul> <p><b>Build on the Member effectiveness model</b></p> <ul style="list-style-type: none"> <li>- Regular meetings</li> <li>- Committee leader</li> <li>- Defined scope and projects</li> <li>- Small and representative</li> </ul>		
	<div>3YP</div> <h3>Three-year Plan - SBCAE Team Projects</h3> <hr/> <p><b>There are multiple initiatives which we've been collectively working on throughout these past regional plans</b></p> <ul style="list-style-type: none"> <li>• Community Connections Network</li> <li>• Opendoors</li> <li>• Transition Specialist Tools</li> <li>• Marketing and Advocacy</li> <li>• Data Warehouse</li> </ul>		
	<div>3YP</div> <h3>Three-year Plan - SBCAE Team Projects</h3> <hr/> <p><b>Questions?</b></p>		
12:15	<p>10) Member Updates &amp; Announcements</p> <p>SCAE: Carrie updated the group that they had recently attended CCAE. A lot of very positive feedback about the Adult Ed Teacher Credentialing Project, and the presentation given by Christine Berdiansky and Angel Fuentes. Carrie will be participating in a CASAS</p>	All	INFORMATION

	<p>Panel for AWD since they are reinstating AWD Power testing. The graduation ceremony will be held on May 30th at 6:00 pm and will celebrate approximately 60-70 diploma graduates and 20 HiSET graduates.</p> <p>SVAE: Mali informed that The CCAE program featured an engaging student leadership demonstration from a Tulare school run entirely by students. The demonstration included a variety of activities such as bake sales and t-shirt fundraisers. She requested to receive the PowerPoint presentation. Which was designed for low-intermediate ESL students. Mali then asked if anyone is offering conversation class during summer since they are getting a lot of requests from students.</p> <p>Daya advised that if classes are full at the community colleges then one can refer to libraries.</p> <p>Mali then updated that the HSD/E summer program is available for students who are working to complete their requirements. While attendance is not mandatory for students, schools are required to offer the program due to it being CalWorks. The current HSD/E summer class has approximately 18-19 enrolled students. Graduation ceremonies are scheduled for May 29th, from 6:00 PM to 8:30 PM.</p> <p>MAE: Giuliana updated that yesterday they received notice that their school has been accredited by WASC until June 30, 2028. Yesterday they also administered their school-wide CASAS post-tests, which had great attendance. The staff was well-organized, and teachers were excited about the assessments. Making the CASAS testing a school-wide event has been very successful, creating a positive school "vibe." Calaveras High School, located adjacent to their campus, is quickly referring their students to them once they turn 18. This has prompted them to refine their enrollment process. The next Innovation Campus event is scheduled for June 12th at 6:30 PM. They are working on several MOUs with their district to provide employment opportunities for paraprofessionals. This includes 5 students completing 2-week paid internships at their CDCs. Staff has attended OTAN Canvas professional development and is looking forward to implementing Admin Canvas, which will allow them to share a common system and ease the transition for new teachers. Some of the staff will be attending the CASAS Summer Institute. On June 5th, they will host their ESL Promotional Ceremony and Cultural Fair at 9:30 AM and 6:30 PM.</p> <p>CACE: Usha informed that the graduation ceremony will be held on June 4th at 6:00pm, with three student speakers. She was excited to highlight their volunteer program since the past two years, community members and former ESL students have been recognized by the district for their contributions. However, this year, the District Volunteer of the Year was from CACE, which was wonderful to see acknowledged at the board meeting. The Student Support Team has done an excellent job, and they recently received an Ed Foundation grant to support their new gardening project outside. Next Wednesday will mark the conclusion of the gardening club with a special gathering. It's been rewarding to see the student community come together and truly appreciate the effort that went into this initiative. They also hosted mental health awareness weeks, with activities before and after school, including Talkspace sessions and healthy snacks. The community really embraced the green theme and the overall sense of togetherness. As they prepare for an upcoming WASC review, Usha commended the staff for the amazing job they've done in getting ready.</p>		
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	<p>WVCC: Mark informed that their summer ESL classes are full, except for some random openings. The English for Citizenship course currently has numerous openings available. Looking ahead to next summer, Mark plans to offer more thoughtful course options, informed by an understanding of the current needs. Margarita observed that designating specific courses for the adult school population can be beneficial.</p> <p>SJCC: Moni updated that this summer, they are piloting a closed-course ESL program for the Adult Education partner students. They have also reserved a course for Medical Assistant training. As they learn more about the demand for these programs, they can explore adding more sections. They have designated new faculty to support the ESL and CE offerings, which will help provide consistency in faculty participation across consortium functions. They have a number of graduation events scheduled for this time of year. The president search has been paused, and their acting interim president will be continuing in that role. Fabian's term as Adult Education Counselor has ended, and they will be looking to appoint a new counselor to expand their bandwidth in that area. Additionally, Moni was pleased to note that a former ESAE student will be graduating this spring.</p> <p>EVCC: Robert reported that the summer ESL courses currently offer 3-credit options. Given the low enrollment, they are considering canceling the credit-based courses and transitioning them to non-credit format. This change requires further discussion and consideration and he will let the group know if it changes. Additionally, there is information about an upcoming non-credit regional workshop being held at Woodland Community College on August 27th from 12:00 to 4:00 PM being sponsored by CCCCO. ESAE brought students to EVCC campus and the outreach team presented information on academic pathways, degree programs, ESL credit options, and non-credit offerings to them.</p> <p>ESAE: Traci updated that yesterday, they hosted a successful Career Fair organized by Peter. The event was combined with an art show that highlighted the recently completed campus mural. The Career Fair was attended by representatives from EVC, SJCC, and various local employers. Their graduation ceremony is scheduled for May 28th at 6:00 PM, to be held at the Independence High School theater. Summer programming will also be offered, including ESL and ASE courses starting in June and July. The ASE graduates will participate in the district-wide summer commencement ceremony. The school is also making progress on campus beautification efforts, with plans to have the mural and other painting projects completed by the start of the summer term. They also recently underwent a WASC accreditation visit and have received confirmation of extended accreditation for its program. Traci went to visit the Salinas campus and was a positive experience, with the new district superintendent demonstrating a strong community-driven presence with students and faculty.</p>		
12:25	<p><b>11) Agenda Development</b></p> <p>The group would like to schedule a follow-up discussion regarding the presentation by Diego Navarro and also further discuss a Transition Specialist and Steering Committee retreat.</p>	All	INFORMATION
12:30	<p><b>12) Adjournment</b></p> <p>Meeting adjourned at 12:30 PM.</p>	All	ACTION