



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 Brahim	Santa Clara Adult Education	Carrie Casto	Christine Berdiansky
Silicon Valley Adult Education	Maliheh Vafai	Lars Guntvedt	Mission College	Julian Branch	Vacant
San José Evergreen CCD	Kishan Vujjeni		West Valley College	Mark Manrose	Eric Grabel
Evergreen Valley College/San Jose CC	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	Vacant, 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 Minutes · November 15, 2024 · 11:00 AM - 12:30 PM

Location - Campbell Adult and Community Education - Blackford Campus -
3800 Blackford Ave, San Jose, CA 95117

AGENDA

11:00	<p>Open Session</p> <p>1) Call to Order</p> <p>Traci called meeting to order at 11:10AM</p>	Traci	ACTION
11:05	<p>2) Approval of November 15, 2024 Steering Committee Meeting Agenda</p> <p>Motion to approve November 15, 2024 SBCAE Steering Committee Agenda as presented</p> <p>M/S/C</p> <p>Narayanan/Vafai</p> <p>Approved</p>	All	ACTION
11:10	<p>3) Approval of October 25, 2024 Steering Committee Meeting Minutes</p> <p>Motion to approve the October 25, 2024 SBCAE Steering Committee Meeting Minutes as presented</p> <p>M/S/C</p> <p>Berdiansky/Vafai</p> <p>Approved</p>	All	ACTION
11:15	<p>4) Public Comments</p> <p>No public comments</p>	All	INFORMATION

11:20	<p>5) Consultation Council Report</p> <p>Margarita asked for Q4 Carryover Tracking slides notes to be sent so that staff can be informed and for there to be equal transparency. Also asked for the Brown Act training to be done again.</p> <p>Additionally, Margarita asked about the cadence of calendar invitation updates for steering committee meetings, and about how the consortium plans to support the faculty networking group to ensure inter-agency staff collaboration can happen organically.</p> <p>Margarita finished the consultation council update by requesting the return of name cards for steering committee members and encouraged each member to find a way to report SBCAE business to their staff.</p>	Margarita, Phil	INFORMATION
11:25	<p>6) Transition Specialist Co-chair Update</p> <p>Peter noted that the upcoming collaboration of the adult education credential between Santa Clara Adult Ed and Evergreen Community College is a great example of what the Consortium should be doing. He also expressed that he would like to see the Consortium address some needs that have risen in the undocumented student population due to the results of the presidential election.</p>	Patty, Peter	INFORMATION
11:30	<p>7) Carryover Guidelines for Bylaws</p> <p>Traci reviewed last week's discussion about the proposed addition to the bylaws regarding carryover.</p> <p>Motion to adopt the carryover guidelines to the bylaws as presented</p> <p>M/S/C</p> <p>Brahim/Narayanan</p>	Traci, Moni	ACTION
11:35	<p>8) Director Update & Three-year Planning Activity</p> <p>Rick updated the group on the ELL Healthcare Pathway. There is now a shared folder for everyone's curriculum. The funding process has also changed for round two. There is also a mid year check-in coming up looking to be scheduled on Monday. Christine emphasised the group's stated commitment in the grant to sharing curriculum and encouraged everyone to participate.</p> <p>Rick noted the first Community Connections meeting of 2024-25 took place yesterday. Victoria and the group are looking forward to having a shared drive as infrastructure where partner events will be added to help boost attendance and engagement.</p> <p>Rick touched upon how the faculty networking group is pending follow up, where there can be an idea of how to identify best practices to be shared and the opportunities to provide the infrastructure to happen, by way of updated infrastructure and networking opportunities.</p>	Rick	INFORMATION

	<p>Rick then moved on to talk about the three-year planning process and discussed the association with our regional consortium on how to align the regional effort. Rick detailed aspects of the regional needs assessment component, which is extremely research heavy, and his desire to use all available student information that has already been gathered, without unnecessarily surveying students. He continued, noting that he had begun drafting some questions in case there are gaps that need to be filled by a student survey, but that it will be a group project. The surveys deployed to students this year has been the tech and needs survey.</p> <p>Giuliana shared that her school did field trips last year to colleges and then did surveys on what classes the students would like to have.</p> <p>The group then engaged in a brainstorming exercise where the question arose of what would you most like to know about what your students want/need?</p> <p>COAAP survey</p> <ul style="list-style-type: none"> Plan what curriculum teachers want to teach General agreement of valuable information Being mindful - open ended questions and guided What have we not asked? <p>Tech survey</p> <p>Climate survey</p> <ul style="list-style-type: none"> What do they want to see different Part of acap goal <p>TS exit interview</p> <p>Student goal setting</p> <p>Given there are already three surveys that are mandated, what else do we want to know and do students/faculty have time to take and give the surveys. It was brought up that community colleges' surveys are driven from the provost office. There will be a need then to explore the instrumentation, accessibility, time for students to get familiarized with vocabulary, and translation.</p>		
12:15	<p>9) Member Updates & Announcements</p> <ul style="list-style-type: none"> ○ CAEP Due Dates: <ul style="list-style-type: none"> ● Dec 1: July 1, 2023 to June 30, 2024 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium ● Dec 1: 22/23, 23/24 & 24/25 Member Expense Report Due in NOVA (Q1) ● Dec 31: 22/23, 23/24 & 24/25 Member Expense Report certified by Consortia in NOVA (Q1) ● Dec 31: End of Q2 ○ Member Updates: <p>SCAE: The superintendent has resigned from the district.</p> <p>SVAE: They are posting for vacancies at the school. They are hiring for teachers, CTE instructors on HVAC, culinary, and python. Their ELL pathway is starting in the spring and a teacher is already working on the curriculum for medical terminology.</p> <p>CACE: There have been upgrades at Blackford campus. There is an opening level one ESL class in the morning and evening coming up.</p> <p>WVC: No updates.</p> 	All	INFORMATION

	<p>MAE: The students are currently engaged in a coop for the government and held a mock election. The topic was food collection for Emery Drive and they are planning on taking it to city hall. They are also planning two more trips to community colleges. They have new ESL support. They are also in the process of getting into CAL Regional.</p> <p>SJCC: The president has retired from Evergreen Community College so there is now an interim president. They got their first ELL grant payment of 50% and the subsequent payment will be due quarterly.</p> <p>ESAE: Plan to enhance their medical classes offering. Challenge of instructors and teachers as the first semester is finishing. They are looking for new ESL support. They also have an opportunity to renew one of the advertisement boards at Eastridge and ESAE is willing to fund it if the Consortium would like to advertise there. They are also looking for teachers.</p> <p style="text-align: center;">○ Announcements:</p> <p>No announcements presented.</p>		
12:25	<p>10) Agenda Development</p> <p>SCAE will be putting a proposal for a program analyst and will let the group know when that is ready to be agendized. SVAE would like to explore the possibility to develop a consortium wide resource of what CTE classes are offered and where.</p>	All	INFORMATION
12:30	<p>11) Adjournment</p> <p>Meeting adjourned at 12:25PM</p>	All	ACTION

2024 – 2025 Calendar

2024

Oct 1:	Transition Specialist Meeting 2:30 – 4:30 (PD)	Nov 8:	Faculty Networking Group Meetings 1:00 – 4:00
Oct 8:	Transition Specialist Meeting 2:30 – 4:30 (PD)	Nov 12:	Transition Specialist Meeting 2:30 – 4:30
Oct 15:	Transition Specialist Meeting 2:30 – 4:30	Nov 14:	Community Connections 1:00 - 2:00
Oct 25:	Steering Committee Meeting 12:30 - 3:30	Nov 15:	Consultation Council Meeting 10:00 – 11:00
Oct 28-30:	CAEP Summit 8:00 - 1:00	Nov 15:	Steering Committee Meeting 11:00 – 12:30
Oct 30:	24/25 Member Program Year Budget and Work Plan certified by Consortia in NOVA *	Nov 15:	Data Study Session 1:00 – 3:00
Oct 31:	Student data due in TOPSPro (Q1)	Nov 26:	Transition Specialist Meeting (PD) 2:30 – 4:30
Oct 31:	Employment and Earnings Follow-up Survey	Dec 1:	July 1, 2023 to June 30, 2024 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *
Nov 7:	Data Community of Practice 2:30 - 3:30		

Dec 1:	22/23, 23/24 & 24/25 Member Expense Report Due in NOVA (Q1)	Dec 13:	Steering Committee Meeting 12:30 - 3:30
Dec 10:	Transition Specialist Meeting 2:30 – 4:30	Dec 31:	22/23, 23/24 & 24/25 Member Expense Report certified by Consortia in NOVA (Q1)
Dec 12:	Community Connections 1:00 – 2:00	Dec 31:	End of Q2
 <u>2025</u>			
Jan 7:	Transition Specialist Meeting 2:30 – 4:30 (PD)	March 31:	21/22 and 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q2) *
Jan 16:	Community Connections 1:00 - 2:00	March 31:	End of Q3
Jan 17:	Steering Committee Meeting 12:30 – 3:30	April 4:	Steering Committee 12:30 - 3:30
Jan 21:	Transition Specialist Meeting 2:30 – 4:30	April 10:	Community Connections 1:00 - 2:00
Jan 31:	Student Data due in TOPSPro (Q2)	April 22:	Transition Specialist Meeting 2:30 – 4:30
Jan 31:	Employment and Earnings Follow-up Survey	April 25:	Steering Committee 12:30 - 3:30
Feb 4:	Transition Specialist Meeting 2:30 – 4:30 (PD)	April 29:	Community Resource Fair (evening) 5:00 - 8:00
Feb 6:	Community Connections 1:00 - 2:00	April 30:	Community Resource Fair (day) 10:00 - 1:00
Feb 6:	Data Community of Practice 2:30 - 3:30	Apr 30:	Student Data due in TOPSPro (Q3)
Feb 7:	Consultation Council Meeting 10:00 – 11:00	Apr 30:	Employment and Earnings Follow-up Survey
Feb 7:	Steering Committee Meeting 11:00 – 12:30	May 1:	Community Connections 1:00 - 2:00
Feb 7:	Data Study Session 1:00 – 3:00	May 1:	Data Community of Practice 2:30 - 3:30
Feb 11:	Transition Specialist Meeting 2:30 – 4:30	May 2:	CFAD for 2024-25 due in NOVA *
Feb 28:	Preliminary allocations for 2024-25 and 2025-26 released by this date	May 2:	Faculty Networking Group Meetings 1:00 - 4:00
March 1:	22/23, 23/24 & 24/25 Member expense report is due in NOVA. (Q2)*	May 6:	Transition Specialist Meeting 2:30 – 4:30 (PD)
March 4:	Transition Specialist Meeting 2:30 – 4:30 (PD)	May 13:	Transition Specialist Meeting 2:30 – 4:30
March 7:	Steering Committee Meeting 12:30 – 3:30	May 16:	Consultation Council Meeting 10:00 – 11:00
March 13:	Community Connections 1:00 – 2:00	May 16:	Steering Committee Meeting 11:00 – 12:30
March 18:	Transition Specialist Meeting 2:30 – 4:30	May 16:	Data Study Session 1:00 – 3:00
		June 1:	23/24 and 24/25 Member Expense Report due in NOVA (Q3)



- June 13: Steering Committee Meeting 12:30 – 3:30
- June 20: CAEP Three-year regional plan due
- June 30: 23/24 and 24/25 Member Expense Report certified by Consortia in NOVA (Q3) *
- June 30: End of Q4