



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 | Kiran Grewal | Mission College | Julian Branch | 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) | | | 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 | | | Vacant, Community Partnership Specialist | Shreyas Mandyam, Web/Tech Specialist | Willard Williams, AWD Specialist |
| | | | Michelle Gonzales, Administrative Assistant | | |



Steering Committee Special Meeting Agenda · April 26, 2024 · 11:00 AM - 12:30 PM

Location - San Jose City College, 600 S. Bascom Ave., San Jose, CA 95128, Room T-415

AGENDA

| | | | |
|-------|--|-----------------|-------------|
| 11:00 | <p>Open Session</p> <p>1) Call to Order</p> <p>Kishan called the meeting to order at 11:07am</p> | Kishan | ACTION |
| 11:05 | <p>2) Approval of April 26, 2024 Steering Committee Meeting Agenda</p> <p>Motion to approve the agenda for the April 26, 2024 Steering Committee Meeting</p> <p>M/S/C: Narayanan/Casto</p> <p>Approved</p> | All | ACTION |
| 11:10 | <p>3) Approval of April 19, 2024 Steering Committee Special Meeting Minutes</p> <p>Motion to approve the minutes from the March 8, 2024 Steering Committee Meeting</p> <p>M/S/C: Williams/Narayanan</p> <p>Abstained: Brahim, Casto</p> <p>Approved</p> | All | ACTION |
| 11:15 | <p>4) Public Comments</p> <p>No comment</p> | All | INFORMATION |
| 11:20 | <p>5) Consultation Council Report</p> <p>David Grant, gave the Consultation Council update on behalf of Margarita and Phil:</p> <p>David shared the discussion had by the Council concerning the perceived drift of intent with the Consortium, meaning that there was a sense that current practices had moved away from the stated intentions in the early stages of SBCAE’s implementation of AB104. David highlighted the perception that duplication of services was increasing, and the challenges with turnover in SBCAE members which introduces challenges with group cohesion and ensuring alignment of effort. David asked if any Steering Committee retreats had been planned and shared the recommendation that the group renew its focus on the original goals of pathways and transitions.</p> <p>Additionally, David highlighted the following questions:</p> <ul style="list-style-type: none"> - Are there any surveys to capture student impressions of their services from consortium wide supports that serve all schools? - A status update on Transition services at Santa Clara Adult Ed, the Council’s understanding is that there should be more bandwidth there based on the bylaws | Margarita, Phil | INFORMATION |

- Were there any updates on the open Transition Specialist positions at Mission College and Evergreen Valley College

11:25

6) Approve Proposed CFAD

Kishan

ACTION

Kishan presented the spreadsheet which detailed the proposed CFAD. In his presentation, he briefed the group on the calculations behind the member level allocations in columns B through F..

Kishan went into detail regarding the funding allocated to consortia wide positions at each agency, noting how much funding was in balance following as surplus or deficit projected from 2023-24, and how that summed with the projected requirements for 2024-25.

Kishan continued by highlighting the summarization of consortia wide positional balances with any additional consortia wide carryover at each agency where this was applicable.

Kishan finished his presentation by reminding the group of the adult ed functions at SJCC moving from the District office in the prior year and noting that final accounting may free up a little more money.

2024-25 Proposed Preliminary Allocations 03/08/2024 (CFAD due on May 2, 2024)

| 2023-24 Allocations | Est COLA 0.0075422 | Member Allocation with COLA 2024-25 | Consortium Portion | District's Portion |
|---------------------|---------------------|-------------------------------------|--------------------|---------------------|
| 0.0075995 | | | | |
| CUHSD | \$4,317,897 | \$2,814 \$4,350,711 | \$460,409 | \$3,890,302 |
| ESUHSD | \$8,440,150 | 64,141 \$8,504,291 | \$279,464 | \$8,224,827 |
| MetroED | \$3,250,918 | 24,705 \$3,275,623 | \$0 | \$3,275,623 |
| MUSD | \$999,326 | 7,594 \$1,006,920 | \$0 | \$1,006,920 |
| SIECCD | \$1,425,166 | 10,831 \$1,435,996 | \$298,345 | \$1,137,651 |
| SCUSD | \$2,418,359 | 18,378 \$2,436,737 | \$168,773 | \$2,267,965 |
| WVMCC | \$548,821 | 4,172 \$552,992 | \$0 | \$552,992 |
| Total | \$21,400,637 | 162,635 \$21,563,271 | \$1,206,992 | \$20,356,279 |
| | | | Total (E+F) | \$21,563,271 |


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| State Spreadsheet SBCAE Total including COLA | \$21,563,271 |
| SBCAE COLA | \$162,635 |

CONSORTIUM FUNDS ACCOUNTING

| School/College | SBCAE Support Positions | 2023-24 Allocation | 2023-24 Projected Deficit/Surplus as of June 30, 2024 | 2024-25 with COLA | 2024-25 Projections | 2024-25 Projected Deficit/Surplus as of June 30, 2025 | 2023-24 + 2024-25 Total Surplus/Deficit (add Col D and G) | 2024-25 Final Allocation for Positions | 2024-25 Projected End Balance |
|----------------|--|--------------------|---|-------------------|---------------------|---|---|--|---|
| CACE | Comm Specialist (Vacant) | \$110,162 | \$56,494 | \$110,999 | \$135,010 | (\$24,011) | \$32,482 | \$135,010 | CACE |
| | Consortium Director (Rick) | \$238,956 | \$42,145 | \$240,771 | \$213,468 | \$27,303 | \$69,448 | \$213,468 | (1) Consortium Fund Carryover from 2023-24 (after expenses such as Fair, supplies, etc.) \$10,001 |
| | CACE Sub-total | \$349,118 | \$98,639 | \$351,770 | \$348,478 | \$3,292 | \$101,930 | \$348,478 | (2) Total Positions Deficit/Surplus \$101,930 |
| | Total Carryover | | | | | | | | \$111,931 |
| ESAE | Web Tech Specialist (Shreyas) | \$157,043 | (\$7,713) | \$158,236 | \$166,756 | (\$8,521) | (\$16,233) | \$166,756 | |
| | Departmental Secretary (Michelle) | \$75,780 | (\$2,226) | \$76,356 | \$0 | \$76,356 | \$74,129 | \$0 | ESUHSD |
| | Data & Accountability (SBCAE) -Brenda | \$0 | \$0 | \$0 | \$40,264 | \$0 | (\$40,264) | \$40,264 | (1) Consortium Fund Carryover from 2023-24 \$0 |
| | Co-Chair (Traci) | \$54,999 | \$0 | \$54,812 | \$30,000 | \$24,812 | \$24,812 | \$30,000 | (2) Total Positions Deficit/Surplus \$42,445 |
| | ESAE Sub-total | \$287,222 | (\$9,939) | \$289,404 | \$237,020 | \$92,647 | \$42,445 | \$237,020 | Total Carryover \$42,445 |
| SACAE | AWD Specialist (Will) | \$147,054 | (\$201) | \$148,171 | \$148,554 | (\$383) | (\$584) | (\$584) | SCUSD |
| | SACAE Sub-total | \$147,054 | (\$201) | \$148,171 | \$148,554 | (\$383) | (\$584) | \$149,138 | (1) Consortium Fund Carryover from 2023-24 (after Credentialing Program expenses approved by SC) \$20,219 |
| | Total Carryover | | | | | | | | (2) Total Positions Deficit/Surplus (\$584) |
| SIECCD | Research Analyst II (Rick/New Hire) | \$159,840 | \$31,025 | \$181,054 | \$129,000 | \$32,054 | \$63,079 | \$129,000 | Total Carryover \$19,635 |
| | Co-Chair -TBA | \$0 | \$0 | \$0 | \$30,000 | \$0 | \$0 | \$30,000 | |
| | Division Admin (Shana - left over money) | \$75,691 | \$0 | \$76,266 | \$0 | \$76,266 | \$76,266 | \$0 | SIECCD |
| | Innovation Dollars | \$300,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | Total Positions Deficit/Surplus \$139,345 |
| | SIECCD Sub-total | \$535,531 | \$31,025 | \$237,320 | \$159,000 | \$108,320 | \$139,345 | \$159,000 | Total Carryover \$139,345 |

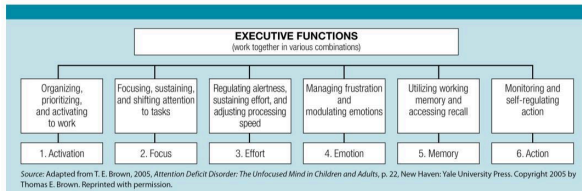
Motion to approve the CFAD as presented

M/S/C: Williams / Narayanan

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| | <p>Discussion:</p> <p>Robbie asked for clarification about the funds that were moved from SJECCD to the Colleges. Kishan clarified that the money that was moved from the district were consortia-wide funds and not school allocations.</p> <p>Abstented: Kunkle</p> <p>Approved</p> | | |
| 11:35 | <p>7) Draft SBCEA 2024-25 Calendar</p> <p>Rick briefly noted that a draft calendar was attached to the meeting materials, that he would discuss further in Agenda item 9, and ceded the remainder of his time on this item.</p> | Rick | INFORMATION |
| 11:40 | <p>8) AWD Support Specialist Update</p> <p>Willard Williams, SBCEA AWD Specialist presented to the body regarding his function, details around evaluations and shared data on services provided thus far through 2023-24.</p> <div data-bbox="267 940 760 1837" style="border: 1px solid black; padding: 10px;"> <p>2023 /2024</p> <p>Disability Specialist School Psychologist</p>  <p>Willard Williams Sr. EdD Disability Specialist for the Consortium</p> <p>*My major Roles and Functions are as a practicing school psychologist include psychoeducational assessment, consultation, interventions, research and evaluation, in-service education, and administration.</p> <p>*Psychological testing may sound intimidating, but it's designed to help you. Psychologists use tests and other assessment tools to measure and observe a patient's behavior to arrive at a diagnosis and guide treatment plans.</p> <p>*Providing services to 5 different Adult Schools which include:</p> <ul style="list-style-type: none"> * Campbell Adult, Milpitas Adult, Silicon Valley Adult, Santa Clara Adult school, and the Eastside Adult school. <p>*One pathway into (or back into) academics or towards employment for adult learners is the adult basic education system:</p> <p>*The initial referral begins the process. The classroom teacher with student concerns seeking assistance creates this initial referral.</p> <p>*Student contacted receive an electronic form to complete an resubmit immediately to me for evaluation prior to initial face to face conference to discuss concerns or request for psychoeducational support and options.</p> <p>4/26/2024 3</p> </div> | Willard | INFORMATION |

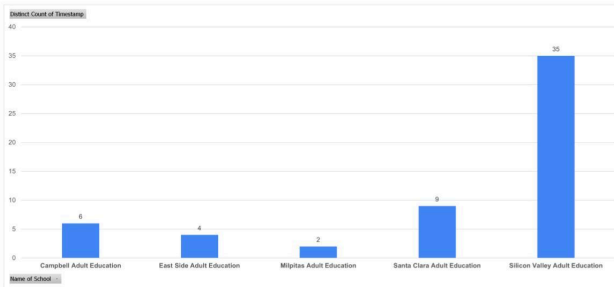
•The Brown Executive Function/Attention Scales (Brown EF/A Scales) provide an easily understandable, standardized tool to collect information about the problems an individual demonstrates or reports with executive functions, the self-management functions that support attention in multiple tasks of daily life. Results are compared with norms to indicate how any reported problems over the past 6 months (or since the assessment was last administered) compared to other people of similar age.

EXECUTIVE FUNCTION ASSESSMENT 4/26/2024



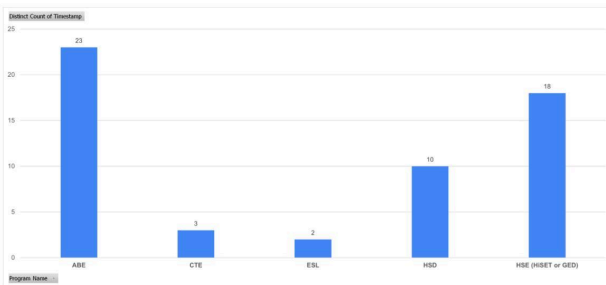
4/26/2024 Sample Footer Text 5

2023-24 Referrals from each Member



4/26/2024 Sample Footer Text 6

Programs from which students were referred



4/26/2024 Sample Footer Text 7

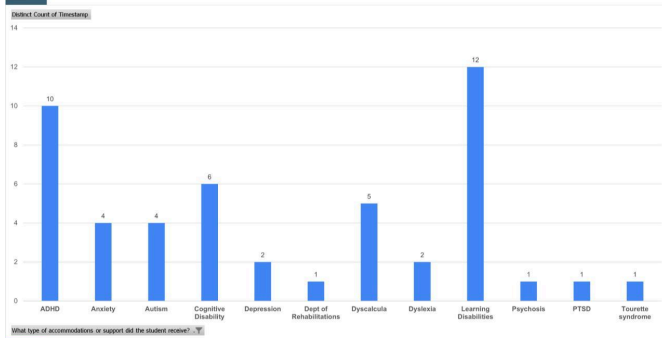
Detailed documentation requirements: Candidates who are requesting accommodations are generally expected to provide a **current**, comprehensive psychoeducational or neuropsychological evaluation report with recommended accommodations.

Request for test accommodations is inherently individualized and need to be considered on a case-by-case basis.

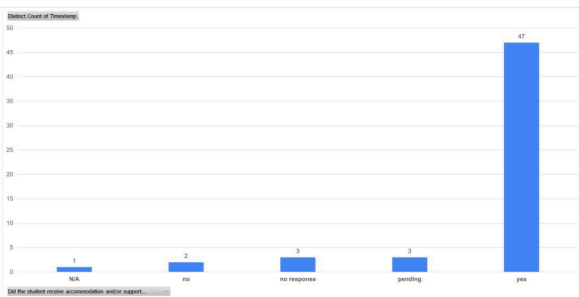
The accommodations process varies slightly depending on whether you are intending to take the GED® test or the HISET®.

Accommodations are available for test takers (GED or HISET) with diagnosed disabilities that include, but are not limited to:

- Attention deficit/ hyperactivity disorder.
- Learning and other cognitive disabilities
- Physical disorders/chronic health disabilities
- Intellectual disabilities
- Hearing and visual impairment
- Psychological and Psychiatric disorders



Accommodations Attained



Following his presentation, Willard invited questions from the Steering Committee and attendees.

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| <p>Christina Grant asked about whether students meetings occurred on or off-site. Willard noted instances where both on-site and off-site locations were used depending on the schedule of the student.</p> <p>Carrie noted that it was good to see that there were only three students who did not respond to Willard’s outreach upon his receipt of their referral. She described her work with Willard to touch base about cases and emphasized the power of the service that is being provided.</p> <p>David asked if all the Hi-Set students had received accommodations. Willard reviewed the process that each student undertakes to submit their accommodation request forms, explaining that once the form is submitted, ETS contacts the student directly. ETS also provides that list to proctors. David noted that the form is complex and recommended that we anticipate that need such that specific support can be provided with respect to the timeline of the students process. Guiliana agrees that it is very important to clearly identify who the support system is for this process. Willard agreed and described how he does build in support for these considerations.</p> <p>Mali asked a clarifying question about the presence of ESL students in the graph of programs. Willard mentioned that his service area has expanded to cover some ESL situationally and described the complexity of a language disorder, along with LD, mental health issues, or other comorbidities. Mali noted one of her teachers referred almost their whole group. Did Will feel that was necessary, and what was his recommendation for how to coach teachers on what referrals are appropriate? Willard responded that he does check in with teachers on referrals to be sure they are appropriate..</p> <p>Usha thanked Willard for the report and asked if the test that Will administered is available in multiple languages? Will said that primarily English to Spanish, and translation should be acquired for other languages if that is a barrier for any students. Will noted that for the most part ESL level 3 and above can handle the questions. Usha asked about what ESL students are looking for as it may not be extra time on tests. Will referred back to his list of Executive Functions as examples of accommodations that are necessary for those types of students. Will then provided a specific example.</p> <p>Usha requests that when Willard gives the paperwork back to the student that he should include the teacher / TS on that communication so that the built-in support is aware, as that is the student’s wraparound services are able to help them. Will agreed and noted that his experience with students over the last couple of years supports this request.</p> <p>Usha asked about students meeting with clinicians, do students enter with these clinical relationships or does this evaluation help get them? Will answered that both types occur: gave an example of a student identifying as ADHD via the Brown eval and them having a previous diagnosis. Usha then asked for clarification about directly referring to a clinician, to which Willard clarified that he doesn’t do direct referrals but will follow up with a provider if they need to consult with him.</p> <p>Mali asked if the spreadsheet can be populated with as much information as possible so that other staff can be in the loop.</p> | | |
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| <p>12:00</p> | <p>9) Annual Plan Update</p> <p>Rick presented slides to update the Committee on four items. First he reviewed the intended timeline for working on the 2024-25 Annual Plan. Rick noted that the plan is due to be submitted in NOVA, and approved by all members, by August 15, 2024. He continued by noting that a data review and Strategy revision would occur in May-June, to be reviewed at the June Steering Committee meeting. Following the process review in June, a wideband solicitation of specific Strategy feedback would go out, be incorporated, and would drive the creation of the rest of the narrative in July. The goal is to have this draft ready for review in the last week of July such that it can be approved at the August Steering Committee meeting.</p> <p>Next, Rick gave details about next steps needed prior to approval of the SBCAE 2024-25 Calendar. Specifically, Rick noted that he would need support from each member cross checking the SBCAE calendar against any dates that they know may conflict with SBCAE events, due to items that do not appear on their district calendars. Rick also noted placeholder dates have been included for SBCAE PD Day and a Consortia-wide resource fair.</p> <p>Continuing, Rick noted that calls to update Rosters for the various consortia-wide groups would begin in June and go out each month through September.</p> <p>Finally, Rick encouraged members to attend the quarterly data study session that would take place following this meeting.</p> | <p>Rick</p> | <p>INFORMATION</p> |
| <p>12:15</p> | <p>10) Member Updates & Announcements</p> <ul style="list-style-type: none"> ○ CAEP Due Dates: <ul style="list-style-type: none"> ● April 30: Q3 Data due in TOPSPro ● Apr 30: Employment and Earnings Follow-up Survey ● May 2: CFAD for 2023-24 due in NOVA ○ Member Updates: <p>Phil Noted that a Dual Enrollment Committee had formed in the Academic Senate at SJCC</p> <p>Moni Thanked Ana Rosa Camacho for her extensive effort organizing tours for Adult Ed students and her support of enrolling Adult Ed students. She also noted that the Research Analyst II position should be posting soon. Lastly, Moni noted that the ELL Healthcare Pathways grant MOU is going out so corresponding members should be on the lookout. Kishan chimed in with additional details, to answer a question from Giuliana.</p> <p>Giuliana Noted that the college tours had generated a lot of interest and applications. She also noted MAE is interviewing for a Coordinator 1 position.</p> <p>Robbie Introduced Alice Tran, the new EVC Transition Specialist, to the group.. Alice introduced herself and described her journey to California from Vietnam, her time at EVC, and how she met someone else from Vietnam who helped her register and feel comfortable. She shared details of her education at EVC and how it shaped her</p> | <p>All</p> | <p>INFORMATION</p> |

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| | <p>understanding of the importance of the support structure for students prior to her graduating EVC.</p> <p>Nanda Jain Noted that WVC, for the first time, was holding online data analyst and IT support classes.</p> <p>Usha Noted the CACE resource fair this week, and next week Tuesday AM in Blackford. She thanked the members for joining and sending staff, as well as echoing her thanks to SJCC and Ana for organizing the college tours. Usha also noted the applicants for the SBCAE Community Support Specialist, and that she is looking for an additional SC member for the screening committee. Giuliana volunteered to join.</p> <p>Mali Thanked Ana for all the work on tours as well. She then reminded the group about summer school at SVAE, specifically EKG tech, Medical Terminology, Diesel mechanic, and noted that EKG is almost full. Mali also clarified that Medical Terminology is synchronous online. Lastly, Mali mentioned that the SVAE Community Outreach position is open, and that it is a full time classified position.</p> <p>Carrie Further emphasized the work of Ana in organizing tours of SJCC. She also gave a shout out to Christine Berdiansky for submitting the paperwork for the Credentialing program. She then thanked Will for his work with the consortium and noted that he will be stepping down at the end of May.</p> <p>Traci Informed the group about the Summer boot camp for Medical Office Assistant for English Learners as part of the ELL Healthcare Pathways Grant and about efforts to partner with EVC on summer career counseling. She then noted that ESAE Program Supervisor for ASE is retiring, and that Jenner Perez will starting soon to fill that role</p> <p>Kishan Noted that for member effectiveness, members have been missing meetings, and noted that participation is a key component in the eyes of the state so, we need to align with the state.</p> <p style="text-align: center;">○ Announcements:</p> | | |
| 12:25 | 11) Agenda Development | All | INFORMATION |
| 12:30 | 12) Adjournment | All | ACTION |

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|--------------------|---|--------------------|--|
| Aug 4: | Steering Committee Meeting 12:30 – 3:30 | Oct 17: | Transition Specialist Meeting 2:30 – 4:30 |
| Aug 15: | Annual Plan for 2023-24 due in NOVA* | Oct 26: | Data Community of Practice 2:30 – 3:30 |
| Aug 31: | Data Community of Practice 2:30 – 3:30 | Oct 30: | 23/24 Member Program Year Budget and Work Plan certified by Consortia in NOVA * |
| Sept 1: | 21/22 and 22/23 Member Expense Report due in NOVA (Q4) | Oct 31: | Student data due in TOPSPro (Q1) |
| Sept 1: | July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (estimates only) in NOVA * | Oct 31: | Employment and Earnings Follow-up Survey |
| Sept 1: | 22/23 Certification of Allocation Amendment due in NOVA | Nov 3: | Steering Committee Meeting 12:30 – 3:30 |
| Sept 8: | Consultation Council Meeting 10:00 – 11:00 | Nov 9: | Community Connections 1:00 - 2:00 |
| Sept 8: | Steering Committee Meeting 11:00 – 12:30 | Nov 14: | Transition Specialist Meeting 2:30 – 4:30 |
| Sept 8: | Data Study Session 1:00 – 3:00 | Nov 17: | Faculty Networking Group Meetings 1:00 – 4:00 |
| Sept 14: | Community Connections 1:00 – 2:00 | Nov 28: | Transition Specialist Meeting (PD) 2:30 – 4:30 |
| Sept 19: | Transition Specialist Meeting 2:30 – 4:30 | Dec 1: | July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium * |
| Sept 26: | Transition Specialist Meeting 2:30 – 4:30 (PD) | Dec 1: | 20/21, 21/22 & 22/23 Member Expense Report Due in NOVA (Q1) |
| Sept 29: | Professional Development Day 8:30 – 3:00 | Dec 8: | Consultation Council Meeting 10:00 – 11:00 |
| Sept 30: | 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q4) * | Dec 8: | Steering Committee Meeting 11:00 – 12:30 |
| Sept 30: | 23/24 Member Program Year Budget and Work Plan due in NOVA | Dec 8: | Data Study Session 1:00 - 3:00 |
| Sept 30: | End of Q1 | Dec 12: | Transition Specialist Meeting 2:30 – 4:30 |
| Oct 3: | Transition Specialist Meeting 2:30 – 4:30 (PD) | Dec 14: | Community Connections 1:00 – 2:00 |
| Oct 10: | Transition Specialist Meeting 2:30 – 4:30 (PD) | Dec 31: | 21/22, 22/23 & 23/24 Member Expense Report certified by Consortia in NOVA (Q1) |
| Oct 12: | Community Connections 1:00 - 2:00 | Dec 31: | End of Q2 |
| Oct 13: | Steering Committee Meeting 12:30 – 3:30 | | |
| <u>2024</u> | | | |
| Jan 9: | Transition Specialist Meeting 2:30 – 4:30 (PD) | Jan 11: | Community Connections 1:00 – 2:00 |



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| Jan 12: | Steering Committee Meeting 12:30 – 3:30 | April 25: | Data Community of Practice 2:30 – 3:30 |
| Jan 23: | Transition Specialist Meeting 2:30 – 4:30 | April 26: | Consultation Council Meeting 10:00 – 11:00 |
| Jan 25: | Data Community of Practice 2:30 – 3:30 | April 26: | Steering Committee Meeting 11:00 – 12:30 |
| Jan 31: | Student Data due in TOPSPro (Q2) | April 26: | Data Study Session 1:00 – 3:00 |
| Jan 31: | Employment and Earnings Follow-up Survey | Apr 30: | Student Data due in TOPSPro (Q3) |
| Feb 2: | Consultation Council Meeting 10:00 – 11:00 | Apr 30: | Employment and Earnings Follow-up Survey |
| Feb 2: | Steering Committee Meeting 11:00 – 12:30 | Apr 30: | Community Resource Fair (evening) 5:00 - 8:00 |
| Feb 2: | Data Study Session 1:00 – 3:00 | May 1: | Community Resource Fair (day) 10:00 - 1:00 |
| Feb 6: | Transition Specialist Meeting 2:30 – 4:30 (PD) | May 2: | CFAD for 2024-25 due in NOVA * |
| Feb 8: | Community Connections 1:00 – 2:00 | May 7: | Transition Specialist Meeting 2:30 – 4:30 (PD) |
| Feb 13: | Transition Specialist Meeting 2:30 – 4:30 | May 9: | Community Connections 1:00 – 2:00 |
| Feb 28: | Preliminary allocations for 2024-25 and 2025-26 released by this date | May 10: | Steering Committee Meeting 12:30 - 3:30 |
| March 1: | 21/22 and 22/23 and 23/24 Member expense report is due in NOVA. (Q2)* | May 14: | Transition Specialist Meeting 2:30 – 4:30 |
| March 1: | Faculty Networking Group Meetings 1:00 – 4:00 | Jun 1: | 22/23 and 23/24 Member Expense Report due in NOVA (Q3) |
| March 5: | Transition Specialist Meeting 2:30 – 4:30 (PD) | June 14: | Steering Committee Meeting 12:30 – 3:30 |
| March 8: | Steering Committee Meeting 12:30 – 3:30 | Jun 30: | End of Q4 |
| March 14: | Community Connections 1:00 – 2:00 | | |
| March 19: | Transition Specialist Meeting 2:30 – 4:30 | | |
| March 31: | 21/22 and 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q2) * | | |
| March 31: | End of Q3 | | |
| April 11: | Community Connections 1:00 – 2:00 | | |
| April 23: | Transition Specialist Meeting 2:30 – 4:30 | | |