South Bay Consortium for Adult Education

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 on time • Members come prepared • Decision making is by consensus • Presume good intentions • Focus on issues, not people • Impact on students most important • One person speak at a time • All members are given opportunity to be heard

Public Comment

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

Meeting Information

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

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

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meeting of the 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		**Alternate**	**SBCAE District**	**Member**	**Alternate**
Campbell Adult & Community Education	Usha Narayanan	Leslie Johnson-Tatsuta	**East Side Adult Education**	Traci Williams *AE Co-Chair*	Shawn Tran
Milpitas Adult Education	Priti Johari	Giuliana Brahim	**Santa Clara Adult Education**	Carrie Casto	Christine Berdiansky
Silicon Valley Adult Education	Kiran Grewal	Patricia Pottorff-Croghan	**Mission College**	Jackie Escajeda	vacant
San José Evergreen CCD	Kishan Vujjeni *CC Co-Chair*		**West Valley College**	Eric Grabiel	vacant
Evergreen Valley College/San Jose CC	Maniphone Dickerson	Robbie Kunkel			
			SBCAE Staff		
David Grant, Santa Clara Adult Education			Ilse Pollet, Director	Rick Abare, Data Analyst	Brenda Flores, Data & Accountability Specialist

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

South Bay Consortium for Adult Education

Steering Committee Meeting Agenda · September 16, 2022 · 11:00 AM - 12:30 PM

Pursuant to AB361, the meeting will be held via teleconference: https://cuhsd.zoom.us/j/93054785778

AGENDA – September 16, 2022

11:00	1) Call to Order Co-Chair Traci Williams called meeting to order at 11:04 AM	Co-Chair	ACTION
11:02	2) Approval of September 16, 2022 Meeting Agenda Motion: To approve the September 16, 2022 Meeting Agenda as presented. M/S/C : Narayanan/Escajeda unanimous	All	ACTION
11:05	3) Approval of August 19, 2022 Steering Committee Meeting Minutes Motion: To approve the August 19, 2022 Steering Committee Meeting Minutes as presented. M/S/C: Brahim/Narayanan unanimous	All	ACTION
11:10	4) Public Comments none	All	INFORMATION
11:15	5) Consultation Council Report The Consultation Council met prior to the Steering Committee meeting. Co-Chair Phil Crawford was absent due to a family emergency. The Council discussed the issue of hiring and recruiting teachers, which has become incredibly difficult in our region. The Council is aware there are strategies in the Three Year Plan to address this, but there needs to be an action plan to avoid classes being canceled our late starts to classes. A lot of teachers are retired K-12 teachers, not attracting new people to the profession. Margarita Ortiz (CACE) will be the new adult ed Consultation Council Co-Chair and representative to the Steering Committee, replacing David Grant (SCAE). Kishan Vujjeni mentioned compensation for adult school teachers is problematic, compared to the colleges' higher pay rates. Kishan Vujjeni and Traci Williams thanked David Grant for his many years of service on the Consultation Council.	David, Phil	INFORMATION

11:25	6) Member Effectiveness Committee Report Traci Williams gave a report on the Committee's progress. Committee members are Traci Williams, Kishan Vujjeni, Giuliana Brahim, Robbie Kunkel, Ilse Pollet and Phil Crawford. The group meets weekly on Tuesdays, 1-2 pm via Zoom. To date, the Committee has defined committee goals and purpose, reviewed member effectiveness terminology from the CAEP office (CAEP Member Effectiveness Memo + CFAD assurances). Presentation: 	Traci	INFORMATION

Committee Goals:

Define Purpose of Committee

To develop processes and procedures to measure member effectiveness in accordance with the CAEP Certification and Assurances as well as Education code 8400-84920.

Committee Goals:

Establish process and procedures for assessing member effectiveness

1. Review CAEP memo and develop common understanding
2. Review Certification and Assurances
3. Review original Allocation Funding Formula
4. Establish a timeline to complete the process and procedures to be included in governance documents.

Committee Goals: Determine what tools to use to measure member effectiveness

1. 3yr/Annual Plan
2. Self-Assessment Tool
3. Performance Data (exclude pandemic years)
4. Student enrollment/recruitment/retention/outcomes/transition information - as defined by CAEP (3YP metrics) or deemed relevant to the consortium
5. Exit Survey (TE Survey)
6. Budget/expense reports
7. Leveraging funds
8. New initiatives

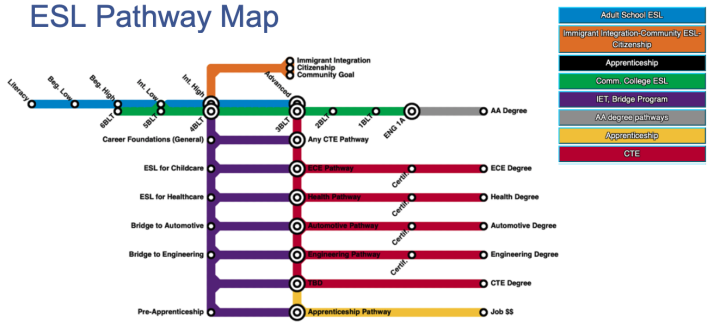
Committee Goals

Develop procedures to address ineffective members.

- Appeals process and conflict resolution

Revisit allocation model for equity among members

	 Chat comments: Eric Grabiel: I would like to see we measure performance data that can both include and exclude pandemic years. It seems like we should include both and always have the ability to evaluate performance with and without it. - EG: do we see trends across all institutions or not? Would be good to analyze and include in our measurement - TW: thinking was if we're measuring how schools performed in pandemic years, we did not have control over performance during those years - EG: interesting idea. Will be interesting to see among colleges how they fared during the pandemic, can identify best practices Discussion: KV: observations 1) revisit allocation in current context compared to inception of consortium 2) member effectiveness: performance in alignment with criteria determined by CAEP and SBCAE TW: CAEP memo/ed code sets minimum standard for member effectiveness. We can decide as a consortium to add to it.		
11:35	7) Navigation Project Updates *Summary of progress and solicitation of feedback regarding draft student journey maps and master course list.* Ilse summarized progress made in the Navigation Project (Open Doors). The committee had a chance to provide feedback on a draft ESL pathway map and master course list. Overall the pathway map received positive feedback. It was requested that the visual and font be enhanced to increase readability. The pathway can also be used to jumpstart conversation about the appropriate transition point for ESL students exiting adult schools and entering community college ESL. The goal is to accelerate student progress as much as possible, and have them enter	Ilse	DISCUSSION

	college as close to English 1A as possible. The ESL FWG will be involved in assessing exit and entry standards, and Steering Committee members expressed a desire in establishing updated MOUs that clearly describe seamless transitions from adult school to community college for ESL students.
	
	There was discussion regarding including class dates and times on Open Doors. While this is relevant information for students, it's hard to keep this information up to date. It may be preferable, at least initially, to refer students to individual school/college websites for the most up to date information on class schedules.
	
	Navigation Project
	• **Strategy:**
	  • Develop a **goal-based pathway navigation protocol & tool** (Open Doors), along with clear **pathway maps**
	• **Year 1 Outcomes:**
	  • By June 30th, 2023, a prototype of both the goal-based navigation protocol and open doors website will be established, and Transition Specialists will have received training on how to use them.
	• **Team**:
	  • Shreyas, Rick, Ilse
	  • Expanded team coming soon
	• **Draft products for review:**
	  • ESL Pathway Map
	  • Master Course List
	
	ESL Pathway Map
	 
	
	Master Course List
	• Walk-through
	• Tags:
	  • Workforce preparation (general)
	  • Occupational skills builder (sector specific)
	  • Certificate
	  • English for Work
	• Do the columns capture what users need to know? What is missing?
	• Next steps: share course information with the team, review final draft when ready		

11:50	8) Faculty Work Groups *Update on Faculty Work Group rosters and meeting scheduling.*	Ilse	INFORMATION

	Faculty Work Group rosters have been finalized and group email lists are updated to reflect the new rosters. Reminder to send representatives to the CTE FWG that are connected to or interested in Health Pathways or Apprenticeship. First meetings for each work group have been scheduled. Objective of the first meeting is to align the activitiess of the FWG with the 3 Year and Annual Plan.		
11:55	9) Transition Specialist at EVC *Update on the vacant TS position at EVC* The temporary Transition Specialist contract expired at the end of August, there is a vacancy for a TS at EVC right now. There are new developments/restructuring going on at SJECCD, SJCC and EVC which may impact this issue. Kishan Vujjeni will work with Robbie Kunkel on how to open the position asap and have a physical presence at EVC.	Kishan	INFORMATION
12:05	10) Resource Fair & USCIS partnership *Review of proposal for SBCAE Consortium-wide Resource Fair. Potential partnership with USCIS for citizenship classes.* Katie shared about a partnership opportunity with USCIS (Nina Sachdev): - Nina Sachdev is a community relationship specialist for USCIS, she would like to extend reach into all adult schools. USCIS can provides presentations to students (in English and Spanish) regarding the citizenship application process. She can also offer Professional Development for school staff. - Nina/USCIS also co-facilitates monthly stakeholder meetings with Asian Law Alliance to answer questions related to citizenship pathways. - Katie met with a number of citizenship teachers and there seems to be interest in working more closely with USCIS.Katie will send Nina' info to Steering Committee members. Katie can assist with partnership development as needed. - USCIS is looking for hosts for citizenship ceremonies (monthly), needing 300-400 person capacity. Consortium-wide Resource Fair - Date and location have been determined: Santa Clara Adult Education, 3/9/2023 - Katie walked the committee through the resource fair proposal (will be emailed after the meeting) - Usha in chat: CACE has consortium funds that can be utilized for this purpose.	Katie	DISCUSSION
12:20	11) Member Updates & Announcements a. CAEP Due Dates: ● ***Sep 30****: 20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q4) ** ● ***Sep 30****: End of Q1*	All	INFORMATION

	b. CAEP Summit: October 25-28, https://summit.caladulted.org - ESAE: interviewed candidates for SBCAE administrative assistant and made a recommendation to HR. The candidate initially accepted but declined upon hearing there were no benefits. ESAE is recalculating the position at 25 hours (increased from 20h) + benefits. There are funds at ESAE for this purpose in the first year. Traci will share more details as they become available. - Kishan thanked all members for entering member expense reports and Q4 data in a timely manner. CAEP has extended the deadline but we already completed this.		
12:28	12) Agenda Development none	All	INFORMATION
12:30	13) Adjournment Motion: To adjourn the meeting at 12:24 PM. M/S/C: Vujjeni/Brahim unanimous	All	ACTION

South Bay Consortium for Adult Education

2022 – 2023 Calendar

2022

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

2023

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