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	Member	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			
Consultation Council (non-voting members)			**SBCAE Staff**		
Margarita Ortiz-Minett, Campbell Adult and Community 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 · October 14, 2022 · 12:30 PM - 3:30 PM

Pursuant to AB361, the meeting will be held via teleconference: https://cuhsd.zoom.us/j/96643871377

AGENDA – October 14, 2022

12:30	1) Call to Order	Co-Chair	ACTION
12:32	2) Approval of October 14, 2022 Meeting Agenda	All	ACTION
12:35	3) Approval of September 16, 2022 Steering Committee Meeting Minutes	All	ACTION
12:40	4) Public Comments	All	INFORMATION
12:45	5) Consultation Council Report	Margarita, Phil	INFORMATION
12:55	6) Member Effectiveness Committee Report	Traci	INFORMATION
1:20	7) Navigation Project Updates *Presentation of updated draft ESL student journey map.* *Discussion of master course list review process.*	Ilse	DISCUSSION
1:40	8) Faculty Work Groups *Summary of September/October Faculty Work Group meetings*	Ilse	INFORMATION
2:00	9) Transition Specialist at EVC *Discussion and action on hiring a Transition Specialist for EVC*	Kishan	ACTION
2:10	10) Assembly Bill 1491 – Adult education: consortia: carryover of allocated funds *Information regarding AB 1491 Adult education: consortia: carryover of allocated funds, passed in September 2022.*	Co-Chair	INFORMATION
2:30	11) EnGen licenses *Information regarding EnGen (contextualized ESL) licenses available at West Valley College.*	Eric	INFORMATION
2:40	12) Consortium wide Professional Development Day venue *Discussion and decision on a venue for SBCAE PD Day (March 3, 2023)*	Co-Chairs	DISCUSSION/ACTION

2:50	13) Member Updates & Announcements
	
	   a. CAEP Due Dates:
	     • Oct 30: 22/23 Member Program Year Budget and Work Plan due in NOVA (Extended for 2022)
	     • Oct 31: Student data due in TOPSPro (Q1)
	     • Oct 31: Employment and Earnings Follow-up Survey
	
	   b. CAEP Summit: October 25-28, https://summit.caladulted.org
	   c. My Professional Journey (CPS) training: Tableau licenses & reports - date TBD
	   d. Regional CAEP training "**Using Data to Explore and Improve Equity and Impact in Adult Education**" hosted at SJCC – spring 2023, date TBD
	   e. Member Updates: Program Development
		All	INFORMATION

3:20	14) Agenda Development	All	INFORMATION
3:30	15) Adjournment	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