

Steering Committee Meeting Agenda

April 27, 2018 · 12:00 – 3:30 pm
San José City College Technology Building
600 S. Bascom Ave., Room T112, San Jose, CA 95128

Purpose: As the South Bay Consortium Steering Committee members represent individual districts and as a region plan, develop, recommend and implement adult educational programs 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

SBCAE District	Member	Alternate	SBCAE District	Member	Alternate	Faculty
Campbell Adult & Community Education (CACE)	Usha Narayanan	Burr Guthrie	East Side Adult Education	Richard Uribe, AS Co-Chair	Kathy Frye	David Grant Santa Clara Adult Education
Milpitas Adult Education	Greg Barnes	Giuliana Brahim	Santa Clara Adult Education	Brenda Carrillo	Christine Berdiansky	Phil Crawford San José City College
Silicon Valley Adult Education	Gloria Curd	Norma Martinez	Mission College	Brian Miller	Rob Gamble	
San José Evergreen CCD	Kishan Vujjeni, CC Co-Chair		West Valley College	Mae Conroy		
San José Evergreen CCD	William Watson	Lynette Gray	Guests:			
12:00	Working lunch			All		
12:30	1) Call to Order			Co-Chair		ACTION
12:35	2) Approval of Agenda			All		ACTION
12:40	3) Announcements			All		INFORMATION
12:55	4) Approval of March 16 Steering Committee Meeting Minutes			All		ACTION
1:00	5) Human Centered Design (HCD): May 11 PD Day, SVAE a) Need head count by 5/1 b) Select HCD Team to be Trained			Bob, Kishan, Rich		INFORMATION
1:30	6) Revised Calendar – Retreat, June 12			Bob, Rich, Kishan		ACTION
1:45	7) Proposed Timeline and Plan Activities for 3-Year Plan			Bob		ACTION
2:05	8) Marketing Update a) CTE Portal Progress/Career Pathway Design b) Concepts for Next Media Campaign https://global.gotomeeting.com/join/168194589 United States: +1 (646) 749-3122 · Access Code: 168-194-589			Full Capacity Marketing		INFORMATION

2:35	9) Data Sharing and Services Agreements (DSSAs)	Bob	INFORMATION
2:50	10) HISET Test Fee a) Quantity Estimate Needed for Purchase for 2018-19	David, Bob	INFORMATION
3:30	11) Adjournment	Co-Chair	ACTION

CALENDAR 2018

- Apr 27 Steering Committee
- May 3-5 CCAE State Conference, Fresno
- May 10 Transition Specialists
- May 11 PD Day, SVAE
- TBD Consultation Council
- May 18 Faculty Work Groups
- May 21 Public Governance Meeting
- May 24 Transition Specialists
- May 25 Steering Committee
- June 7 Transition Specialists
- June 8 Steering Committee
- June 20-21 Steering Committee Retreat? Needs to be changed
- June 21 Transition Specialists (Retreat?)
- June 22 Steering Committee
- June 22 Public Governance/Partner Meeting?