

## Steering Committee Meeting Agenda - August 24, 2018 - 12:30-3:30pm

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

**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 <i>AS Co-Chair</i>	Burr Guthrie	East Side Adult Education	Traci Williams	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	Peter Mac Donald	Norma Martinez	West Valley Mission CCD	Valerie Jensen	Rob Gamble	
San José Evergreen CCD	Kishan Vujjeni <i>CC Co-Chair</i>		West Valley Mission CCD	Mae Conroy		
San José Evergreen CCD	William Watson	Lynette Gray	Guests:			

12:00	1) Networking Lunch	All	
12:30	2) Call to Order	Co-Chair	ACTION
12:35	3) Approval of Meeting Agenda	All	ACTION
12:40	4) Public Comments/Announcements – 3-minute limit	All	INFORMATION
12:50	5) Approval of August 10 Public Governance Meeting Minutes	All	ACTION
1:00	6) Regional Educational Options Meeting regarding ASE Student Enrollment	Peter MacDonald	INFORMATION
1:10	7) Prepping for September 21 Study Session – a) Three years of data on demographics and outcomes b) Agenda for study session – Consultation Council	Bob, Co-Chairs, Data Team	INFORMATION
1:45	8) Consider Professional Development Survey Launch – Project 9.1	Giuliana Brahim	INFORMATION
2:00	9) Faculty Work Groups Members, Chairs and SC Support Assignments	Bob, Co-Chairs and All	INFORMATION
2:30	10) NOVA 2017-18 Q4 Expenditure Report Update	Kishan	INFORMATION
2:40	11) Three-Year Plan Updates a) Regional Demographic Data b) Faculty Survey draft and process	Bob, Co-Chairs	INFORMATION

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3:15	12) Agenda Development	Co-Chairs, All	INFORMATION
3:30	13) Adjournment	Co-Chair	ACTION

Future Agenda Items : Consultation Council compensation clarity

**CALENDAR 2018**

July 16	Community Focus Group-3YRP
July 20	Steering Committee
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August 1	Final Program Year Rept Due/Q4 Student Data Submitted
August 10	Steering Committee (Public Governance)
August 15	Annual Plan for 18/19/Faculty Survey
August 24	Steering Committee
August 24	Consultation Council with SC <b>CANCELLED</b>
August 24	Data Team present 3YR data rept
TBD	AEBG funding disbursed
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Sept. 1	16/17 & 17/18 Q4 Expense Rept
Sept. 10-14	Student Focus Groups I Community leader focus interviews
Sept. 13	Transition Specialists
Sept. 14	Steering Committee <b>CANCELLED</b>
Sept. 21	Steering Committee / Data Study Session
Sept. 21	Consultation Council w/SC
Sept. 27	Transition Specialists (open)
Sept. 28	Steering Committee <b>CANCELLED?</b>
Sept. 28	Consultation Council <b>CANCELLED</b>
Sept. 30	Q4 Exp Rept Certified/Budget due (Inc. c/over & 18/19 funds)
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Oct. 11	Transition Specialists
Oct. 12	Steering Committee
Oct. 12	Consultation Council?
Oct. 15	ALLIES EPN meeting, 12:30-3pm
*Oct. 19	Faculty Work Groups (PD Day?) POSSIBLE CONFLICT
Oct. 15-19	Student Focus Groups II
Oct. 25	Transition Specialists (open)
Oct. 26	Steering Committee
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Nov. 8	Transition Specialists
Nov. 9	Steering Committee
Nov. 9	Consultation Council with SC
Nov. 9	First draft 3YRP
Nov. 12	Second Community Focus Group-3YRP
Nov. 29	Transition Specialists (open)
Nov. 30	Steering Committee
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Dec. 1	Q1 Expense Rept due
Dec. 7	Faculty Work Groups (3YRP?)
Dec. 13	Transition Specialists (open)
Dec. 14	Steering Committee
Dec. 20	Data & Account budget changes due (old system)
Dec. 31	Q1 Expense Rept certified

**2019**

Jan. 18	Steering Committee
Jan. 28-31	Student Focus Groups III
Jan. 31	Transition Specialists
Jan. 31	Student data due in TOPSPro Q2
Jan. 31	Data & Accountability due (old system)
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Feb. 8	Steering Committee
Feb. 8	Consultation Council with SC - Reviewing 2 <sup>nd</sup> draft 3YRP
Feb. 11	3YRP
Feb. 11	2 <sup>nd</sup> Draft 3YRP to community
Feb. 14	Transition Specialists (open)
Feb. 22	2 <sup>nd</sup> Draft 3YRP
Feb. 25	Data & Accountability narrative
Feb. 28	Prelim 29-20/20-21 allocations
Feb. 28	Transition Specialists
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March 1	Steering Committee
March 1	Q1 Expense Rept due
*March 8	Faculty Work Groups POSSIBLE CONFLICT
March 14	Transition Specialists (open)
March 15	Steering Committee
March 28	Transition Specialists
March 29	3YRP
March 31	Q2 Expense Rept Certified
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April 1	Plan due to state
April 5	Steering Committee
April 25	Transition Specialists (open)
April 26	Steering Committee
April 30	Student data due in TOPSPro Q3
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May 2	CFADs for 19-20 due
May 3	Faculty Work Groups (PD Day?)
May 9	Transition Specialists (open)
May 10	Steering Committee
May 10	Consultation Council
May 23	Transition Specialists
May 24	Steering Committee
May (or June)	3Y Strategic Plan & Evaluation rept due from Consortia
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June 14	Steering Committee
June 28	Steering Committee

\*On 6/29/18 SC approved calendar with Faculty Work Group dates pending.