

Steering Committee Meeting Minutes - 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 AS Co-Chair	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 CC Co-Chair		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 Kishan Vujjeni called the meeting to order at 12:40pm.	Co-Chair	ACTION
12:35	3) Approval of Meeting Agenda Traci Williams moved to approve the meeting agenda; the motion was seconded and carried unanimously.	All	ACTION
12:40	4) Public Comments/Announcements – 3-minute limit Kathy Frye would like a Human Centered Design presentation done in October. This will be added to future agenda items. Peter MacDonald attended a meeting with the Silicon Valley Leadership Group. They discussed a options of partnering with industry and getting students into bridge classes (including tax credits) especially as we move into the new 3yp. Bob Harper suggests an entrepreneurship presentation to the Transition Specialists. Usha Narayanan discussed WIOA. Campbell Adult Education is starting a class at Santa Clara Adult Education, working with Working Partnerships USA, recruiting students for the TOPS program, Construction Trades. Phil Crawford shared SJCC will apply for new pre-apprenticeship grants in September. Kishan Vujjeni updated on the Open Doors Pathway Tools progress and the concerns addressed including ADA compliance, etc.	All	INFORMATION

12:50	<p>5) Approval of August 10 Public Governance Meeting Minutes Traci Williams moved to approve the August 10 Public Governance Meeting Minutes; the motion was seconded and carried with one abstention by William Watson.</p>	All	ACTION
1:00	<p>6) Regional Educational Options Meeting regarding ASE Student Enrollment Peter MacDonald would like to bring everybody all together at once including consortium counselors, k-12 counselors and Transition Specialists. The plan would be for them to all meet together and then break out into separate rooms. This gathering will help identify the students for a warm hand off and smooth transition to adult school. This feeds all ASE programs. SVAE will host this. Bob Harper suggested setting a date in the Fall. The counselors will also share best practices. Kathy Frye shared she has done something similar to this. She shared details on how they ran their events. Peter suggested WIOA funds can be utilized. Giuliana shared that MUSD is working on awareness of ABE and support for students with Transition Specialists.</p>	Peter MacDonald	INFORMATION
1:10	<p>7) Prepping for September 21 Study Session – a) Three years of data on demographics and outcomes Judy Gehman updated that last year they shared mostly data on 2016/17. This year they went back to 2015 to see trends. Limited data for colleges was collected in the classes. There was much more detailed and complete data for adult schools. Accountability outcomes; CASAS testing, high school diploma, post-secondary training completion (needs to be better defined), job placement, wages (EDD matching), transition into post-secondary/CTE (noncredit certificates count). Need to identify the gaps and how to make this valid. Colleges need to push to capture same data required by TE and WIOA. b) Agenda for study session – Consultation Council On September 17, the data team will share reports with the Steering Committee members to prepare for the study session. The data team will present the first hour on the 21st. WASC – identified needs. Members will share what is working and solutions. Each adult school will have 15 minutes to share. Colleges’ role – values community demographic data. Mae suggests using student ed plans to measure success. For colleges, they will take the data from colleague. Next year there will be more data because of forced MIS. 10-11am Consultation Council meet alone 11am-12pm Consultation Council meet with Steering Committee – overview summary 12-1pm Data Team presentation 1-3:30pm Member will each give 15 mins. /study session Discussion on data handout from Bob. He asked for a subcommittee to continue to gather and work with this data: William Watson, Rommel Bunuan.</p>	Bob, Co-Chairs, Data Team	INFORMATION

1:45	<p>8) Consider Professional Development Survey Launch – Project 9.1</p> <p>Proposed timeline for survey to go out. Changes will be made thru August 31 then it will be prepared to send out. Shana will send this survey out for Steering Committee and Consultation Council to make revisions before 8/31.</p>	Giuliana Brahim	INFORMATION
2:00	<p>9) Faculty Work Groups Members, Chairs and SC Support Assignments including Transition Specialists and Data Team</p> <p>We need to confirm all who all the reps are. Who are the chairs, what does that mean and what are the expectations? Who are the supports? And what does that mean?</p> <p>Co-chair function: convene the meeting, develop the agenda, overall communication with their work group, overall leadership, record notes in the meeting, (group will assign responsibilities)</p> <p>Support roles added to master list. Shana will send out draft.</p>	Bob, Co-Chairs and All	INFORMATION
2:30	<p>10) NOVA 2017-18 Q4 Expenditure Report Update</p> <p>Kishan shared that there is a glitch in the system not allowing us to submit at the moment. They will let us know when it is fixed and we can submit. There is a request for an email stating permission for late submission.</p>	Kishan	INFORMATION
2:40	<p>11) Three-Year Plan Updates</p> <ul style="list-style-type: none"> a) Regional Demographic Data b) Faculty Survey draft and process <p>Don't give the faculty survey now because we are giving out PD survey now. Consultation Council will help craft what we are asking teachers about the 3YRP.</p>	Bob, Co-Chairs	INFORMATION
3:15	<p>12) Agenda Development</p> <p>Human Centered Design presentation - Kathy F.</p> <p>Consultation Council compensation clarity – David G.</p> <p>Superintendents to provide parental support groups to family support groups/services. Work with k-12 partners to identify those resources. (8.3) – Peter M.</p> <p>*Update calendar to Oct. 5 for Faculty WG meeting, Overfelt Adult Center, 1-4pm.</p> <p>Update on AB705 – William W.</p> <p>*Possibly keep meeting on 9/28 and have William Watson speak on AB705 and look at regional demographics.</p> <p>(Add ab705 to work plan)</p> <p>AWD second annual convening summit, West Valley College, 11/16, 9am-4pm. AWD/SBCAE morning/afternoon joined by employers. – Mae Conroy</p> <p>Nov. 28-30 -2 days in Sacramento. Mae recommends TS attend. About marginalized populations and working between two systems. She would like to figure out a way to fund the TS' to attend. \$325/pp. Can register ahead of time and asked to be invoiced after SC meeting and decision on funding. (JSPAC.org)</p>	Co-Chairs, All	INFORMATION

3:30	13) Adjournment Traci Williams move to adjourn the meeting at 3:11pm; with no objection the meet was adjourned.	Co-Chair	ACTION
------	--	----------	--------