

Steering Committee Meeting Agenda - October 26, 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) Approval of October 12 Steering Committee Meeting Minutes			All		ACTION
12:50	5) Public Comments/Announcements – 3-minute limit			All		INFORMATION
1:10	6) Consultation Council Report			David, Phil		INFORMATION
1:25	7) Human-Centered Design Team Report			Kathy and Team		INFORMATION
2:05	8) 3 Year Planning Process/Activities			Bob, Co-Chairs		INFORMATION
2:20	9) Professional Development Survey Administration			Christine, Giuliana, Mae		ACTION
2:30	10) SBCAE Member’s Budget Review Process			Bob, Co-Chairs		INFORMATION
2:40	11) Data & Accountability Training-Oct 24 th Meeting Brief			Bob, Co-Chairs		INFORMATION
3:00	12) Prepare for Transition Specialist Job Description Review Meeting – (Members are Expected to Bring a Copy of their TS Job Description.)			Peter, Bob		INFORMATION
3:20	13) Agenda Development			All		INFORMATION

3:30	14) Adjournment	Co-Chair	ACTION
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CALENDAR 2018

July 16 Community Focus Group-3YRP
 July 20 Steering Committee

 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 **CANCELLED**
 August 24 Data Team present 3YR data rept
 TBD AEBG funding disbursed

 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 **CANCELLED**
 Sept. 21 Steering Committee / Data Study Session
 Sept. 21 Consultation Council w/SC
 Sept. 27 Transition Specialists (open)
 Sept. 28 Steering Committee **CANCELLED?**
 Sept. 28 Consultation Council **CANCELLED**
 Sept. 30 Q4 Exp Rept Certified/Budget due (Inc. c/over & 18/19 funds)

 Oct. 5 Faculty Work Groups
 Oct. 12 Steering Committee
 Oct. 12 Consultation Council?
 Oct. 15 ALLIES EPN meeting, 12:30-3pm
 Oct. 19 Faculty Work Groups **CANCELLED**
 Oct. 15-19 Student Focus Groups II
 Oct. 24 3YP Data Regional Training
 Oct. 25 Transition Specialists
 Oct. 26 Steering Committee

 Nov. 8 Transition Specialists CP Training at CACE, 9am-2pm
 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

 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)

 Feb. 8 Steering Committee
 Feb. 8 Consultation Council with SC -
 Reviewing 2nd draft 3YRP
 Feb. 11 3YRP
 Feb. 11 2nd Draft 3YRP to community
 Feb. 14 Transition Specialists (open)
 Feb. 22 2nd Draft 3YRP
 Feb. 25 Data & Accountability narrative
 Feb. 28 Prelim 29-20/20-21 allocations
 Feb. 28 Transition Specialists

 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

 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

 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

 June 14 Steering Committee
 June 28 Steering Committee

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