Santa Barbara AEBG Consortium Quarterly Reporting of Program Deliverables 2016-2017

The Santa Barbara AEBG Consortium is committed to providing excellence in adult education programming in order to accelerate transitions to transfer or career success. To this end, it is the Consortium's overarching goals to
1) to provide excellent programming for adults in a variety of program areas based on proven community needs;
2) to develop student support services specifically focused on the needs of adult learners, to assist in transfer acceleration and career success;
3) to support innovative professional development for staff and faculty;
4) to set meaningful outcomes captured by various measurements and tools and shared with our stakeholders

In order to meet these goals, the Santa Barbara Consortium unanimously agreed that communicating our programs' benchmarks allows transparency and provides the Consortium with the data needed to report to the State on the status and implementation of Adult Education programming in our region.

The Consortium has requested members to report the progress of their respective programs in writing and in a public meeting. The data submitted for review and presentation should align with the Consortium approved Request for Proposal and Activity Chart. Please note, all reports are posted on the website for Consortium Members, Public & Entity review for Consortium Public Meetings.

The 2016-2017 timeline for the submission of the Quarterly Reporting of Program Deliverables is the following:

March 24
1st Quarter report due

April 5
Consortium Meeting: Consortium hears Public and Entity Comments
and approves 1st Quarter Progress Reports

June 7

1st Program Leader presentation

June 23
2nd Quarter report due

July
Consortium Recess

August 2
Consortium Meeting: Consortium hears Public and Entity Comments
and approves 2nd Quarter Progress Reports

September 22
3rd Quarter report due

October 4
Consortium Meeting: Consortium hears Public and Entity Comments
and approves 3rd Quarter Progress Reports

December 6
2nd Program Leader presentation

January 12, 2018
4th Quarter report due

February 7, 2018
Consortium Meeting: Consortium hears Public and Entity Comments
and approves 4th Quarter Progress Reports

Instructions:
(1) Complete the Progress and Deliverables Report below.
(2) Once this report is submitted, it will be reviewed by the Santa Barbara AEBG Consortium. Members
may be asked by the AEBG Coordinator for clarification prior to the subsequent Public Meeting.
(3) Members are expected to make their best efforts to expend funding by December 31, 2017 for
AEBG Grant Year 1 and August 31, 2018 for AEBG Grant Year 2. The timeline of activities should reflect
expenditures by the deadline.

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Program Name: **Career Skills Institute - Post Incarcerated training Program**

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☐ I. Summary of Activities based on the objectives submitted from the Request for Proposal and
Activity Chart. These should reflect the goals of AEBG including but not limited to integrative
programming for noncredit pathway bridge courses and certificates, internship/placement

programs, integrative learning strategies, progress of program working groups and task forces. List and describe their progress.

Activity 1: Create a new CSI Badge entitled CSI Transitions. This badge will consist of the following:

Badge	Course Outline/Curriculum Deadline	Chancellor's Office Approval projection
Strategies for Success (32 hours) Part 1 - People Strategies 16 hrs Part 2 - Work Strategies 16 hrs 32 Hours	• Badge narrative to be completed by 8/1/17 • Course Outline to be completed by 8/1/17 • Curriculum developed by8/1/17	Course outlines and program to be approved by Chancellor's office by Summer 2018
Career Strategist Badge (16hrs) Personalized Career Planning(8hrs) Strategic Job Search (8hrs)	Already exists	Will be approved by Fall 2017
Advanced Word Skills Badge(16-24hrs) Word Level 1 (8 Hours) Word Level 2 (8 Hours) Word Level 3 (8 Hours)* Optional 8 hours of training	• Badge narrative to be completed by 8/1/17 • Course Outline to be completed by 8/1/17 • Curriculum developed by8/1/17	Course outlines and program to be approved by Chancellor's office by Summer 2018
Microsoft ExcelBadge (16 hours) Intro to Excel (16hrs) Advanced Excel (16 hrs)	• Badge narrative to be completed by 8/1/17 • Course Outline to be completed by 8/1/17 • Curriculum developed by8/1/17	Course outlines and program to be approved by Chancellor's office by Summer 2018
Microsoft Excel Pathway Badge (32 hours) Intro to Excel (16hrs) Advanced Excel (16 hrs) Comp 109 (credit class 4 units)-class exists and this is the bridge to the credit program.	• Badge narrative to be completed by 8/1/17 • Course Outline to be completed by 8/1/17 • Curriculum developed by8/1/17	Course outlines and program to be approved by Chancellor's office by Summer 2018

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II. Data Reporting: Fall 2016 - Present (work with AEBG Coordinator on data tracking)

Program not developed yet. Data will be provided as soon as program begins in Fall 2018.

3. Number of students who have met with Academic Advisor/Faculty member to discuss

bridge/transfer plan.

Bridge transfer plan: Meetings will be held in Fall 2017 to develop an Academic Advisement process for CSI students. This process will be implemented for the recently incarcerated in Fall 2018.

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III. Budget Narrative. Members are expected to make their best efforts to expend funding by: December 31, 2017 for AEBG Grant Year 1 (2015-2016 programs) and August 31, 2018 for AEBG Grant Year 2 (2016-2017 programs). The timeline of activities should reflect expenditures by this deadline. Please describe your efforts to expend these funds. Examples include hiring faculty and/or faculty, narratives, programmatic committee meetings, purchasing of supplies...

1. Activity 1
   a. New badge narrative for Transitions badge — $500
   b. Course outline for 32 hr 2 part PD class — $1,000
   c. Curriculum development for PD class — $1,000
   d. New badge narrative for Advanced Word Skills — $500
   e. Course outline for 3 new Word classes — $3,000
   f. Curriculum development for 3 Word classes — $3,000
   g. New badge narrative for Excel badge — $500
   h. New badge narrative for Excel pathway badge — $500
   i. Course outlines for 2 Excel classes — $2,000
   j. Curriculum development for 2 Excel classes — $2,000
2. Activity 2
   a. An expert with post-incarcerated individuals will be hired to coordinate with the jail and ensure individuals are properly enrolled and have someone to check in with on an ongoing basis throughout the semester. This consultant will also assist students up to completion of the CSI Transitions badge to bridge to the appropriate program at SBCC.

Budget detail:

1000/2000/3000 Detail:	$14,000 by 8/1/17 for new courses and badges
	$2,800 by 8/1/17 for benefits @ 20%
40000 Detail	None
50000 Detail	$2,707 for consultant
	Total $19,507

IV. Marketing Efforts. Please list and describe marketing and outreach efforts to advertise your program.
Activity 3:The Career Skills Institute will work with agencies such as the Workforce Development Board,the County Jail of Santa Barbara, and the Parole Board to ensure those due to be released will be informed about this program and provided assistance with enrolling. The consultant we hire will play a key role in this process.

V. AEBG Practices with Promise: due no later than the 3rd Quarter Report, September 22, 2017. Please visit the AEBG Practices with Promise webpage for successful submissions at http://aebgpracticeswithpromise.com/.

The Practices with Promise Showcase is one of the tools provided for the AEBG Adult Education Regional Consortium Program to support stakeholders in developing and sharing best practices. Partners must submit a written or video success story or emerging practice that highlights your program. Success stories, testimonials and innovations which will be shared on the AEBG website.

Stories should include how your program positively changed adult education to better serve the educational needs of adult via regional collaboration in the following ways: integration and student transitions, accelerating students to reach educational or career goals, collaborative and coordinated professional development, leveraging of resources. Please submit short 1 paragraph answers to the following 3 questions: (1) The Challenge: Briefly describe the challenge the user(s) faced. (2) The Solution: What was done to help them overcome the challenge(s). (3) The Data: What is the proof of the outcome.