

**2019 - 2020**  
**Santa Barbara Adult Education Consortium: ACTIVITY CHART**

<b>YOUR PROGRAM/AGENCY NAME:</b>					
<b>SBCB Work Readiness and Career Planning Program for Adults with Disabilities</b>					
<b>NO.</b>	<b>OBJECTIVE</b>	<b>ACTIVITY DESCRIPTION</b>	<b>TIMELINE FOR COMPLETION (Month/Year)</b>	<b>PERSON OR AGENCY RESPONSIBLE</b>	<b>OUTCOME</b>
1	Initiate a Community Liaison position (stipend of 4 hours per week during the semester plus stipend over SBCC breaks for current course instructor) to provide high touch customer service for our current students and certificate recipients.	Create an outline of the responsibilities for the Community Liaison role. Establish a workspace and a schedule with support from DSPS Director. Work with the Associate Director of the School for Extended Learning to establish stipend.	February 2020	Consultant, DSPS Director, and SBCC SEL Associate Director	Community Liaison role is established to provide current students and certificate recipients with high touch customer service related to achieving their educational and vocational goals.
2	Learn about and further establish relationships with SBCC student services, local districts, and adult service community agencies.	Establish a list of SBCC student services, partner programs and community resources relevant to students' vocational needs. Establish contacts and process for supporting reciprocal student referrals.	March 2020	Consultant and Community Liaison	Relationships established between Community Liaison, student services, partner schools, and community organizations to maximize high touch referrals to SBCC Student Services and community adult service organizations to expedite student entry into the workforce and increase referrals into the program.
3	Market Community Liaison services to students and certificate recipients and provide weekly office hours.	Create and establish a marketing campaign to inform prospective and current students and certificate recipients of the Community Liaison.	Ongoing	Consultant and Community Liaison	Potential and prospective students and certificate recipients access the support of the Community Liaison.
4	Community Liaison provides student supports.	Community Liaison hosts ongoing office hours during fall and spring semester to provide high	Ongoing	Community Liaison with Consultant Support	Students receive supports from Community Liaison to facilitate educational and vocational goal

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		touch customer service to students and certificate recipients.			achievement and expedite entry into the workforce.
5	Community Liaison uses SBCC student services and community agency knowledge to continually improve the curriculum offered in the Work Readiness and Career Planning Courses.	During semester breaks, Community Liaison works to incorporate new knowledge into course curriculum and draw new student referrals by engaging with community organizations and agencies who serve our target population.	Summer Break and Winter Break	Community Liaison and Consultant	Community Liaison uses knowledge gained from SBCC Student Services, partner schools, and community service organizations to improve the Work Readiness Program curriculum. Community Liaison also uses relationships with community partners and student services as a way to encourage student referrals into the Work Readiness program.
6	Consultant will continue to oversee the operations of the Work Readiness Program, data-based program improvement, and the CAEP grant process, budget and future RFPs support and guidance from the DSPS Director.	Consultant to oversee Work Readiness Program, CAEP grant process and budget, as well as future RFP submissions for program expansion and improvement.	Ongoing	Consultant and DSPS Director	Work Readiness Program will continue to operate with the necessary resources including curricular materials, sufficient and qualified staff, and grant funding for future program expansion and improvements.
7	Consultant and Program Liaison will market the program in the local disability community and its related networks.	Consultant to oversee marketing with support from Community Liaison including creating and distributing materials, giving presentations, and participating in disability-related events and fairs.	Ongoing	Consultant, Program Liaison and DSPS Director	The program will maintain steady enrollment through marketing to our target population and related networks. If additional sections are needed due to increasing enrollment, Consultant will facilitate growth with support of DSPS Director.
8	Establish bridge from credit to non-credit through the Neurodiversity Club and Autism support network on Main Campus for students who would benefit from career-related course content.	Consultant will serve as a bridge from credit to non-credit by referring current students from the SBCC Neurodiversity Club, Shoreliners, and DSPS to the Work Readiness Program and other SEL offerings.	Ongoing	Consultant	Students who are currently enrolled in credit courses who are struggling and would benefit from additional vocational or self-advocacy training and support will receive high touch referrals to our Work Readiness Program and other SEL offerings.

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