

Santa Barbara AEBG Consortium Quarterly Reporting of Program Deliverables

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.

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:
November 1, 2018 for AEBG Grant Year 2 (2016-2018 programs) and
November 1, 2019 for AEBG Grant Year 3 (2017-2018 programs)

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

Santa Barbara Adult Education Block Grant Consortium Grant Year 2 & 3: 2018 QUARTERLY REPORTING AND PRESENTATION TIMELINE		
Date	Public Meeting *	Quarterly Reporting and Presentation Timeline
January		
24		Grant YR 2: 4th Quarter Reports due
February		
7	*	SB AEBG Consortium Public Meeting
March		
7	*	SB AEBG Consortium Public Meeting: Grant YR 2 Presentation of Programs from Partners
April		
4	*	SB AEBG Consortium Public Meeting
20		Grant YR 2 & 3: 1st Quarter Reports due
May		
2	*	SB AEBG Consortium Public Meeting: Consortium hears Public and Entity Comment and approves 1st Quarter Reports
June		
6	*	SB AEBG Consortium Public Meeting
July		
20		Grant YR 2 & 3: 2nd Quarter Reports due
August		
1	*	SB AEBG Consortium Public Meeting: Consortium hears Public and Entity Comment and approves 2nd Quarter Reports
September		
5	*	SB AEBG Consortium Public Meeting: Grant YR 2 & 3 Presentation of Programs from Partners
October		
3	*	SB AEBG Consortium Public Meeting
26		Grant YR 2 & 3: 3rd Quarter Reports due
November		
7	*	SB AEBG Consortium Public Meeting: Consortium hears Public and Entity Comment and approves 3rd Quarter Reports
December		
5	*	SB AEBG Consortium Public Meeting
2019 January		
9	*	SB AEBG Consortium Public Meeting
25		Grant YR 2 & 3: 4th Quarter Reports due

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Program Name

Career Skills Institute

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.

Shortly before Fall 2017 began at SBCC, seven digital badges were approved by the State as CDCP (Career Development, Career Preparatory). Curriculum development for these employment-related badges was funded by AEBG: Enterprise Communication 2, Career Strategist, Thrive and Strive in the Workplace, Harness the Cloud to Maximize Work Performance, Project Management, Emerging Leaders, and Social Media for Business. By the time of our next quarterly report, we will have issued our first digital badges in these areas by the end of Spring Semester, 2018.

II. Data Reporting: (work with AEBG Coordinator on data tracking)

1. Current number of noncredit students served Spring 2017, and Summer 2017, Fall 2017, Spring 2018 in your program 2. Current number of students who have completed Career Skill Institute courses to receive a Digital Badge 3. Number of students who have met with Academic Advisor/Faculty member to discuss bridge/transfer plan

In Fall 2017, the Career Skills Institute had over 3000 enrollments. During Summer 2017, Career Skills Institute issued 32 digital badges and during Fall 2017, Career Skills Institute issued 37 digital badges.

III. Budget Narrative. Members are expected to make their best efforts to expend funding by: November 1, 2018 for AEBG Grant Year 2 (2016-2018 programs) and November 1, 2019 for AEBG Grant Year 3 (2017-2018 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...

(\$45,500 awarded by AEBG for Year 2 for the 1000 category / with \$9100 awarded for benefits in the 300 category) The previously-mentioned 7 badges comprise a total of 27 courses. Curriculum for 26 of these courses has been created, and the curriculum for the 27th course is currently underway. I am working with our local AEBG Coordinator to gather the exact amount of funds that has been expended and will have this final number by AEBG's June 6th meeting.

IV. Marketing Efforts. Please list and describe marketing and outreach efforts to advertise your program.

Spending the \$2500 awarded for marketing materials (4000 category) is currently underway. With 7 new badges, CSI needs to update its certificate catalogue. We are working with SurfMedia and currently have a draft of the updated catalogue. We anticipate expending the \$2500 for redesign and printing by June 30, 2018.

Of the \$17870 awarded for Marketing, (5000 category) we will have spent \$7500 by June 30, 2018. The money is being spent paying SurfMedia, a media/PR agency. They have been generating press releases on our programs, posting our classes/badges as calendar listings on websites such as Noozhawk, and creating targeted 'Nudge and Fills' that get sent as emails to our students. Nudge and Fills are for courses that have at least 10-12 students enrolled and that we feel have a potential to be full at 25+ students.

An additional \$7500-\$10370 will be expended by December 31, 2018.

V. AEBG Practices with Promise: due no later than May 15, 2018. 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.

This form was created inside of Santa Barbara City College.

