



**YR 7 2021-2022**

**California Adult Education Program**

**Santa Barbara Adult Education Consortium (SBAEC) - ACTIVITY CHART** (activities between September 1, 2021 – March 31, 2023)

**DUE: September 3, 2021**

**Email this form to [sbaebg@gmail.com](mailto:sbaebg@gmail.com)**

<b>YOUR PROGRAM/AGENCY NAME:</b>					
COVID-19 Recovery: Hybrid Services Initiative for Adult Education Programs / Santa Barbara Public Library					
<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	Bi-monthly CAEP partner program development meeting	First meeting with partnering agencies to plan and ensure smooth rollout of proposed programming	12/15/2021	SBPL / SBCC	Building effective curriculum and scheduling regular programming.
2	Continue to meet “success” and “working toward goals” targets in Adult Literacy and SBPL Works! programs through in-person, virtual meetings, remote access through Library on the Go van and homebound services	Continue with Literacy and Works! programs with attention toward virtual and remote access.	01/15/2022	Devon Cahill / Eric Castro	Maintain success rates in both SBPL Works! and Adult Literacy with increased accessibility throughout South County.
3	Volunteer Literacy Tutor Training (virtual or in-person)	First of quarterly virtual trainings for the year.	02/28/2022	Devon Cahill	12-25 participants trained for virtual program
4	Bi-monthly CAEP partner program development meeting	Second meeting with partnering agencies to plan and ensure smooth rollout of programming.	3/15/2022	SBPL / SBCC	Curriculum and scheduling regular programming confirmed.
5	Increase number of Chromebooks and Wi-Fi hotspots for short term check-out and limited in-house use as Library transitions to reopening	Purchase additional Chromebooks, equip with management software, and ready for check-out	03/15/2022	Devon Cahill	Improved access to Adult Education services.
6	Improve learning databases offerings for Adult Literacy learners	Purchase subscriptions for Leamos and Learning Upgrade databases.	03/15/2022	Devon Cahill	Improved offerings of learning databases accessible to Adult Education patrons.

7	Expand ESL Adult Literacy learning cohort in the community.	Teacher and Tutor Forum #1	3/31/2022	SBPL/SBCC	Professional development for SBCC ESL faculty and SBPL volunteer tutors. Increased awareness of respective programs.
8	Complete 1st ServSafe Food Managers course in partnership with SBCC	ServSafe Food Managers Course #1	4/30/2022	SBPL / SBCC	Improved access to free essential training for food industry employees
9	Marketing	Radio Ad / Print Ad Campaign	05/15/2022	Devon Cahill	Increased awareness of services
10	Bi-monthly CAEP partner program development meeting	Meeting with partnering agencies to implement programming.	5/15/2022	SBPL / SBCC	Curriculum established and regularly scheduled programming made available to community members
11	Develop user end survey	Develop survey to track successes and challenges for all CAEP supported Adult Education Programs in alignment with required CAEP reporting standards	05/15/2022	Devon Cahill	Quantify user end feedback in alignment with CAEP standards
12	Volunteer Literacy Tutor Training (virtual or in-person)	Second of quarterly virtual trainings for the year.	05/31/2022	Devon Cahill	All participants trained for virtual program
13	Evaluate Program	<ol style="list-style-type: none"> <li>1. Assess/measure effectiveness and value of the program after 6 months.</li> <li>2. Meet with ServSafe and ESL program partners to plan for continuation of program.</li> </ol>	05/30/2022	SBPL / SBCC	Effectiveness evaluated to create informed action plans to reinforce successful aspects of program and reevaluate less successful aspects
14	Renew/activate subscriptions to various software and databases available	Renew subscriptions to JobsNow / VetNow, etc.	06/01/2022	Devon Cahill	Uninterrupted vocational and language literacy services.
15	Expand ESL Adult Literacy learning cohort in the community.	Teacher and Tutor Forum #2	6/30/2022	SBPL/SBCC	Professional development for SBCC ESL faculty and SBPL volunteer tutors. Increased awareness of respective programs.
16	Continue ServSafe food managers and handlers program in partnership with SBCC's School of Extended Learning.	Purchase new subscriptions for ServSafe food manager's and handlers exams based on demand trends	07/01/2022	SBPL / SBCC	Uninterrupted partnership program
17	Bi-monthly CAEP partner program development meeting	Meeting with partnering agencies to implement and assess programming	7/15/2022	SBPL/SBCC	Programs for patrons continue. Assessment to ensure fine-tuning of programs to meet community need
18	Collect data for reporting	Collect data for end of fiscal year report and communicate with partnering agencies	07/31/2022	Devon/Eric Castro	Improved program effectiveness assessment ability and strengthened partnership

19	Complete 2nd ServSafe Food Managers course in partnership with SBCC	ServSafe Food Managers Course #2	8/15/2022	SBPL / SBCC	Improved access to free essential training for food industry employees
20	Bi-monthly CAEP partner program development meeting	Meeting with partnering agencies to implement and assess programming	09/15/2022	SBPL / SBCC	Programs for patrons continue. Assessment to ensure fine-tuning of programs to meet community need
21	LinkedIn Learning (Lynda.com) available to patrons	Renew LinkedIn Learning subscription	09/15/2022	Devon Cahill	Maintain access to skill training resources for in-library and remote learning
22	Marketing	Radio Ad / Print Ad Campaign	09/15/2022	Devon Cahill/Ahmad Merza	Continue to increase awareness of services
23	Expand ESL Adult Literacy learning cohort in the community.	Teacher and Tutor Forum #3	9/30/2022	SBPL/SBCC	Professional development for SBCC ESL faculty and SBPL volunteer tutors. Increased awareness of respective programs.
24	Volunteer Literacy Tutor Training (virtual or in-person)	Third of quarterly virtual trainings for the year.	09/30/2022	Devon Cahill	All participants trained for virtual program
25	Bi-monthly CAEP partner program development meeting	Meeting with partnering agencies to implement and assess programming	11/15/2022	SBPL / SBCC	Programs for patrons continue. Assessment to ensure fine-tuning of programs to meet community need
26	Complete 3rd ServSafe Food Managers course in partnership with SBCC	ServSafe Food Managers Course #3	8/15/2022	SBPL / SBCC	Improved access to free essential training for food industry employees
27	Volunteer Literacy Tutor Training (virtual or in-person)	Fourth of quarterly virtual trainings for the year.	12/31/2022	Devon Cahill	All participants trained for virtual program
28	One year evaluation of program	Assess/measure effectiveness at mid-point of the grant period	12/31/2022	Devon Cahill	Develop strategic plan to account for unanticipated challenges
29	Bi-monthly CAEP partner program development meeting	Meeting with partnering agencies to implement and assess programming	01/15/2023	SBPL / SBCC	Programs for patrons continue. Assessment to ensure fine-tuning of programs to meet community need
30	Literacy Tutor Training (virtual or in-person)	First of quarterly trainings for the year.	02/28/2023	Devon Cahill	All participants trained for virtual and in-person program
31	Marketing	Radio Ad / Print Ad Campaign	03/15/2023	Devon Cahill/Ahmad Merza	Continue to increase awareness of services
32	Bi-monthly CAEP partner program development meeting	Meeting with partnering agencies to implement and assess programming	3/15/2023	SBPL / SBCC	Programs for patrons continue. Assessment to ensure fine-tuning of programs to meet community need
33	Expand ESL Adult Literacy learning cohort in the community.	Teacher and Tutor Forum #4	3/31/2022	SBPL/SBCC	Professional development for SBCC ESL faculty and SBPL volunteer tutors. Increased awareness of respective programs.
34	Partners meeting and end of program evaluation	Assess/measure effectiveness at end of the grant period	03/31/2023	SBPL / SBCC	Assess which components are working, need improvement, or should be discontinued.

