

## 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
<b>January</b>		
24		Grant YR 2: 4th Quarter Reports due
<b>February</b>		
7	*	SB AEBG Consortium Public Meeting
<b>March</b>		
7	*	SB AEBG Consortium Public Meeting: Grant YR 2 Presentation of Programs from Partners
<b>April</b>		
4	*	SB AEBG Consortium Public Meeting
20		Grant YR 2 & 3: 1st Quarter Reports due
<b>May</b>		
2	*	SB AEBG Consortium Public Meeting: Consortium hears Public and Entity Comment and approves 1st Quarter Reports
<b>June</b>		
6	*	SB AEBG Consortium Public Meeting
<b>July</b>		
20		Grant YR 2 & 3: 2nd Quarter Reports due
<b>August</b>		
1	*	SB AEBG Consortium Public Meeting: Consortium hears Public and Entity Comment and approves 2nd Quarter Reports
<b>September</b>		
5	*	SB AEBG Consortium Public Meeting: Grant YR 2 & 3 Presentation of Programs from Partners
<b>October</b>		
3	*	SB AEBG Consortium Public Meeting
26		Grant YR 2 & 3: 3rd Quarter Reports due
<b>November</b>		
7	*	SB AEBG Consortium Public Meeting: Consortium hears Public and Entity Comment and approves 3rd Quarter Reports
<b>December</b>		
5	*	SB AEBG Consortium Public Meeting
<b>2019 January</b>		
9	*	SB AEBG Consortium Public Meeting
25		Grant YR 2 & 3: 4th Quarter Reports due

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Program Name

Digital Literacy Hub

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.

SBPL launched the program rebranded as SBPL Works! in June 2017, with two hourly library technicians dedicated to the program. The techs met with patrons one-to-one to improve their resumes, teach MS Office, and look for and apply for jobs online.

In March 2018, six laptops were delivered to the program so that we were able to start offering classes in Resume and Cover Letter Writing, Basic Computing, and MS Excel weekly.

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## 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

Since June of 2017 we have had 85 clients, 68% of whom have met their goals, 26 of whom have been hired. Since we started offering classes in March, we have had 21 students attend the classes. At present we have classes scheduled through June.

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## 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...

We have spent the funds designated for salaries and benefits, including the funds reallocated from the software budget to salaries and benefits, and will be submitting requests for reimbursement for those funds as well as the funds spent on hardware acquisition soon.

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

In addition to promoting the program at the downtown One-stop center (formerly Workforce Resource Center), advertising via flyers, posters, and notices at local businesses, churches, and community centers, we have recently placed an advertisement on MTD buses.

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## 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.

Leslie and Elias are a married couple who recently moved from Santa Maria to live at the Santa Barbara Rescue Mission. Leslie came to us for help finding a job and we helped her create a resume to highlight her customer service experience, search for openings, and write cover letters. She quickly got a part time job at K-Mart. While working with Elias on his resume and electronic job applications, we learned that he had recently got out of jail; that both are working hard to stay clean and sober; that they take the bus to Santa Maria twice a month to be present at court for their 2 incarcerated sons; that their 2 minor children live for now with their grown daughter in Santa Maria. Elias was hired full time at the 99 Cent Store, and Leslie quickly followed so they now are both employed full time at the same work place and saving up for a home of their own.

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