

YOUR PROGRAM/AGENCY NAME: Santa Barbara City College/Career Skills Institute

**IDENTIFY OFFICIAL AEBG PROGRAM AREA 1 – 7 as identified in the AEBG Three-Year Plan:
2016 - 2017 Santa Barbara AEBG Consortium: Adult Education Block Grant ACTIVITY CHART**

NO.	OBJECTIVE	ACTIVITY DESCRIPTION	TIMELINE FOR COMPLETION	PERSON OR AGENCY RESPONSIBLE	OUTCOME	DATA CAPTURE METHOD
1	<p>After thorough research from an outside consultant determine most relevant areas to develop additional curriculum for the CSI. This objective ties to the AEBG Consortium's 2015-2016 Objective 1: <i>Improve existing offerings by redesigning programs to ensure clear pathways to either internship or jobs.</i></p>	<p>The SBCC Career Skills Institute (CSI) has continued to develop certificates in areas of Business, Design and Technology. It is time to step back and review current trends in the workplace, review the organization of our program and adjust as needed along with add additional new workplace certificates as research indicates.</p>	<p>December 2016</p>	<p>SBCC Career Skills Institute working with an outside consultant.</p>	<p>Report showing latest labor market trends and the areas for most need for employability skills.</p>	<p>Outside research per consultant hired by CSI.</p>
2.	<p>Develop 11 new CSI certificates. This objective ties to the AEBG Consortium's 2015-2016 Objective 1: <i>Improve existing offerings by redesigning programs to ensure clear pathways to either internship or jobs.</i></p>	<p>The CSI must continue to remain relevant and vital. We will use the information gained from the research study and develop 11 new certificates. Each certificate will consist of 3 courses.</p>	<p>Course outlines written and submitted to SBCC Curriculum Advisory Committee(CAC) by January 15, 2017. Curriculum will be written and</p>	<p>SBCC Career Skills Institute faculty</p>	<p>Program narratives and Course Outline will be created and submitted to CAC and then to the Chancellor's Office for approval. Curriculum will be developed and</p>	<p>Argos reports created by Institutional Research Department of SBCC.</p>

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			submitted to the CSI by July 31, 2017.		courses will be added to the CSI Catalog. The new certificates will be offered in Fall 2018. 10 Completers of new certificates in Fall 2018.	
3.	Update marketing materials and continue CSI advertising campaign in our local community. This objective ties to the AEBG Consortium's 2015-2016 Objective 1: <i>Improve existing offerings by redesigning programs to ensure clear pathways to either internship or jobs.</i>	Update CSI Marketing materials and work with Surfmedia Communications to continue CSI Marketing in our local area. Including the ongoing development and enhancement of the CSI website.	While new programs will not be approved yet we will continue to market existing CSI catalog of programs during Fall 2016-Fall 2017.	SBCC Career Skills Institute working with Surfmedia Communications	Increase in enrollment by 30% from Spring 16. Spring 2016 had 1,340 students enrolled with 825 students completers. For Spring 2017 we look towards an increase in enrollment by 45%, an increase of 603 students enrolled with an increase of 371 student completers.	Argos reports created by Institutional Research Department of SBCC.

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4.	Schedule regular faculty meetings to ensure course development follows CSI standards. This objective ties to the AEBG Consortium's 2015-2016 Objective 1: <i>Improve existing offerings by redesigning programs to ensure clear pathways to either internship or jobs.</i>	Schedule regular faculty meetings for professional development to ensure course development follows CSI standards. This is a continuation of activity 1 on our 2015-2016 AEBG proposal.	Fall 2017	SBCC Career Skills Institute	Two meetings-1 per semester Spring 17 and Fall 17.	Agenda/minutes from meetings along with faculty sign in sheet.
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