

2016 - 2017 Santa Barbara AEBG Consortium: Adult Education Block Grant ACTIVITY CHART

YOUR PROGRAM/AGENCY NAME: Passport to Public Service in Paradise/County of Santa Barbara (COSB) Employees' University						
IDENTIFY OFFICIAL AEBG PROGRAM AREA 1 – 7 as identified in the AEBG Three-Year Plan: Area #6: Careers and Technical Education						
NO.	OBJECTIVE	ACTIVITY DESCRIPTION	TIMELINE FOR COMPLETION	PERSON OR AGENCY RESPONSIBLE	OUTCOME	DATA CAPTURE METHOD
1.	Ensure accurate recordkeeping in alignment with County and consortium requirements	A. Operational Task: Create new Program Code in Financial Information Network (FIN-COSB) to track costs according to SBCC coding	September 15, 2016	COSB HR-Budget Analyst	Accurate tracking of grant costs	Financial Information Network (FIN-COSB)
		B. Operational Task: Create Activity Codes in Employee Self Service (ESS-COSB) for time-coding associated with AEBG work	September 15, 2016	COSB HR-Budget Analyst	Accurate coding of work time for grant work	Employee Self Service (ESS-COSB)
2.	Develop detailed program for adult learners, to build pathways to employment and career success at the County of Santa Barbara	A. Map each population to skill/placement tiers (novice, intermediate, proficient), success indicators (meet MQ's, pass exam, placement on certified list, etc) and associated learning blueprints	September, 2016	COSB HR-	Detailed program model and learning blueprints	Diagram
		B. Match individual learning/success blueprints to targeted positions as defined on career ladders	September, 2016	COSB HR-	Defined individual career path	Diagram and Excel spreadsheet

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2.	<i>Develop detailed program for adult learners, to build pathways to employment and career success at the County of Santa Barbara</i>	<i>continued...</i>				
		C. Determine Intake Methodology; application, minimum standards, assessments and program placement	October, 2016	COSB-HR	Triage and placement process	Application, App Tracking Spreadsheet, written position exams, Corporate Executive Board (CEB/SHL) Talent Assessment online skill assessment
		D. Determine ongoing standards and required commitment: total weeks, minimum hours and progress towards goal	October, 2016	COSB-HR	Clear, reasonable and transparent expectations and standards	Letter of Commitment
		E. Plot Program Delivery Calendar	October, 2016	COSB-HR and SBCC CSI	Achievable timeline	PP to PS in P Program Calendar
		F. Finalize notification process for accepted and rejected applicants	October, 2016	COSB-HR	Respectful and kind response to all applicants	App Track Spreadsheet
3.	Define a curriculum based on community needs for adult learner success in employment at COSB	A. Overall curriculum planning: course selection, development, enhancement, tailoring & design work	October, 2016 – May, 2017	COSB-HR	A strategic, comprehensive and vigorous curriculum	Excel Spreadsheet and ePersonality (eP) HRIS

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3.	<i>Define a curriculum based on community needs for adult learner success in employment at COSB</i>	<i>continued...</i>				
		B. Create integrated list of COSB/Employees' University and SBCC/CSI courses and resources; indicating existing vs. to be developed	September, 2016	COSB-HR and CSI	A collaborative, coordinated and diverse course library with 2 distinct points of view	Excel Spreadsheet and ePersonality (eP) HRIS
		C. Capture course content, materials and process in Instructional Manuals	September 2016 – June, 2017	COSB-HR	Formal course delivery documents to ensure a consistent iterative process	Word and Publisher Documents
4.	To set meaningful outcomes captured by various measurements and tools and shared with consortium stakeholders	Design program tracking & reporting A. Delineate use and timing of assessment: CEB/SHL online assessments, participant interview and instructor debriefs for creation of progress reports (spot checks, bi-monthly and final)	October, 2016	COSB-HR	Data based decision making through quantitative and objective criteria	CEB/SHL (same assessments used by the County for recruiting purposes), ePersonality (eP-COSB) for tracking training and Excel spreadsheet for case notes
		Design program tracking & reporting B. Determine process for progress report delivery and follow-up with participants; using sign in sheets, pre/post testing, activity logs, case notes, performance reports	October, 2016	COSB-HR	Clear, ongoing and respectful communication with all program participants	Progress and observation notes to file and one-on-one performance meetings

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5.	To attract a diverse pool of applicants through creative and engaging marketing and communication	A. Collaborate with SBCC and WRC regarding opportunities for cross promotional advertising and tie-ins	October, 2016	COSB-HR	Advertising that reaches largest target audience	Word
		B. Create Marketing Plan and message, event calendar, collateral and presentation materials	November, 2016	COSB-HR	Accessible marketing that appeals to an array of individuals, cultures and backgrounds	Word, Publisher, Adobe
		C.. Conduct internal (COSB) and external (community) outreach to recruit applicants; leverage existing CBO contacts	November & December, 2016	COSB-HR	A minimum of 100 applicants	Applications
6.	Deliver a compelling and effective learning program that leads to employment and career success	Deliver Program: A. Conduct outreach, intake, assessment, triage, assignment, courses and periodic check-in and review (Conduct pre and post program assessment for benchmarking purposes.)	November 2016 – June, 2017	COSB-HR	Placement of 50-75 candidates in a learning population and skill tier with individualized Learning Blueprints mapped to specific career ladders; Capture of metrics for program evaluation	Excel Spreadsheet
		B. Set up a “buddy system” and match candidate with County mentor employee	December, 2016	COSB-HR	Informal support system	Excel Spreadsheet
		C. Create a cohort social/communication and coaching platform (Moodle)	December, 2016	COSB-HR	Informal support system and cohort communication tool	Moodle

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6.	<i>Deliver a compelling and effective learning program that leads to employment and career success</i>	<i>continued...</i>				
		D. Fine-tune/course correct as necessary, track modifications and progress	January – June, 2017	COSB-HR	Continuous improvement of process and service	Excel Spreadsheet
7.	Use strategic follow-up and future planning to create a positive and sustainable program	A. Conduct “commencement” ceremony, celebration and advertise success	July, 2017	COSB-HR and SBCC	Recognition as a positive and worthwhile endeavor.	Word Documents
		B. Debrief with internal and external partners, use surveys and focus groups, collect testimonials, success stories, chart learned efficiencies and possible improvements	July, 2017	COSH-HR and SBCC	Identification of areas for improvement and streamlining	Written survey of participants and partners and verbal debrief
		C. Compile year-end comprehensive report and submit to consortium and board; review ongoing data tracking for long term follow up	July, 2017	COSB-HR	Meaningful data that supports the investment and details the personal, organizational and community impact.	SurveyMonkey, Excel Spreadsheet, Word Documents