



YR 6 2020-2021

California Adult Education Program

Santa Barbara Adult Education Consortium (SBAEC) - ACTIVITY CHART

DUE: September 9, 2020

Email this form to sbaebg@gmail.com

YOUR PROGRAM/AGENCY NAME:						
SB Public Library: Remote Access Expansion for Integrated Adult Education Program						
NO.	OBJECTIVE	ACTIVITY DESCRIPTION	TIMELINE FOR COMPLETION (Month/Year)	PERSON OR AGENCY RESPONSIBLE	OUTCOME	
1	Continue to meet success targets in Literacy and Works! programs now through virtual meetings and remote access	Continue with Literacy and Works! programs with attention toward virtual and remote access.	11/30/2020	Devon Cahill	Maintain success rates in both SBPL Works! and Adult Literacy with increased accessibility	Google sheet
2	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	01/15/2021	Devon Cahill	Improved access to Adult Education services.	Google sheet / Excel
3	Improve learning databases offerings for Adult Literacy learners.	Purchase subscriptions for Learning Upgrade database.	01/15/2021	Devon Cahill	Improved offerings of learning databases accessible to Adult Education patrons.	Google sheet
4	Develop user end survey	Develop survey to track successes and challenges for all remote and virtual Adult Education Programs in alignment with required CAEP reporting standards	01/15/2021	Devon Cahill	Quantify user end feedback in alignment with CAEP standards	Google sheet
5	Virtual New Literacy Tutor Training for Virtual Learners	First of quarterly virtual trainings for the year.	01/31/2021	Devon Cahill	All participants trained for virtual program	Google sheet
6	Marketing	Radio Ad / Print Ad	03/15/2021	Devon Cahill	Increased awareness of services	Google sheet
7	Virtual New Literacy Tutor Training for Virtual Learners	Second of quarterly virtual trainings for the year.	04/31/2021	Devon Cahill	All participants trained for virtual program	Google sheet

8	Evaluate Program	<ol style="list-style-type: none"> 1. Assess/measure effectiveness and value of the program after 6 months. 2. Meet with ServSafe program partners to plan for continuation of program. 	05/30/2021	Devon Cahill / Ahmad Merza	Effectiveness evaluated to create informed action plans to reinforce successful aspects of program and reevaluate less successful aspects	Google sheet
9	Renew/activate subscriptions to various software and databases available	Renew subscriptions to Big Interview, etc.	06/01/2021	Devon Cahill	Uninterrupted vocational and language literacy services.	Google sheet
10	Continue ServSafe food managers and handlers program in partnership with SBCC's School of Extended Learning.	Purchase subscriptions for ServSafe food manager's and handlers exams	07/01/2021	Devon Cahill / Ahmad Merza	Uninterrupted partnership program	Google sheet
11	Virtual New Literacy Tutor Training for Virtual Learners	Third of quarterly virtual trainings for the year.	07/31/2021	Devon Cahill	All participants trained for virtual program	Google sheet
12	LinkedIn Learning (Lynda.com) available to patrons	Renew Lynda.com subscription	09/15/2021	Devon Cahill	Maintain access to skill training resources for in-library and remote learning	Google sheet
13	Virtual New Literacy Tutor Training for Virtual Learners	Fourth of quarterly virtual trainings for the year.	10/31/2021	Devon Cahill	All participants trained for virtual program	Google sheet
14	One year evaluation of program	Assess/measure effectiveness at mid-point of the grant period	12/15/2021	Devon Cahill	Develop strategic plan to account for unanticipated challenges	Google sheet