

**2020 - 2021**  
**Santa Barbara Adult Education Consortium: ACTIVITY CHART**

<b>YOUR PROGRAM/AGENCY NAME:</b>					
<b>NONCREDIT STUDENT SUPPORT SERVICES AND EMPLOYMENT CENTER PROGRAM</b>					
<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	Provide bilingual assistance to students seeking appointments and advising. This objective ties to the following key performance indicators: #1, 2, 3, 4, 5, 6, 7	Welcome students by phone, email or in person, create appointments with student program advisers, assist with application and form-filling	August 31, 2021	Temporary Hourly for Project Assistance	All students receive appointments to create educational plan, ongoing support, ESL assessment and referrals to other departments or programs as needed
2	Maintain student records. This objective ties to the following key performance indicators: #1, 2, 3, 4, 5, 6, 7	Maintain student files, records hard copy and online using Starfish and other applications	August 31, 2021	Temporary Hourly for Project Assistance	All students are logged and tracked appropriately for purposes of retrieving information and compiling data and statistics
4	Maintain office supplies and effective functioning of office equipment. This objective ties to the following key performance indicators: #1, 2, 3, 4, 5, 6, 7	Maintain office supplies and order as needed, create work orders as needed for maintenance of equipment, order or make photocopies and student information packets.	August 31, 2021	Temporary Hourly for Project Assistance	Office supplies and equipment are maintained and provided for all staff using Student Support Services facilities. Information materials are supplied to all staff requiring them, leaving them with more time to provide advising to students.
5	Seek employment opportunities for students	Create a menu of potential employers in the private and public sector. Identify students seeking employment	August 31, 2021	Temporary Hourly for Project Assistance	Have at least 100 students be informed and have them participate in the Employment Center.

EMAIL THIS FORM TO [SBAEBG@GMAIL.COM](mailto:SBAEBG@GMAIL.COM)

2020 - 2021

Santa Barbara Adult Education Consortium: ACTIVITY CHART

6	Provide bilingual outreach to community members to inform them about services provided by Noncredit Student Support Services and Noncredit programs. This objective ties to the following key performance indicators: #1, 2, 3, 4, 5, 6, 7	Discover and execute inreach / outreach plans along with noncredit program leads. Liaise with School of Extended Learning marketing consultant,	August 31, 2021	Temporary Hourly for Inreach / Outreach	An inreach / outreach plan will effectively be enacted that will be targeted towards both native- and non-native English speakers, and particularly towards those students from non-traditional and under-represented backgrounds.
7	Disseminate information in the SBCC and local community and regarding events and services provided by Noncredit Student Support Services and Noncredit programs. This objective ties to the following key performance indicators: #1, 2, 3, 4, 5, 6, 7	Create and disseminate fliers, create advertisements, promotion and public service announcements. Deliver presentations on college and school campuses. Contact likely targets by phone and e-mail. Work closely with community, high school, and college contact to give information about Student Support Services and Noncredit programs.	August 31, 2021	Temporary Hourly for Inreach / Outreach	Information will be provided for community members in appropriate locales regarding School of Extended Learning Noncredit programs and services provided by Noncredit Support Services and Employment Center
8	Provide information regarding opportunities for educational advancement at SBCC and job / career plans information via appointments with Noncredit Support Services. This objective ties to the following key performance indicators: #1, 2, 3, 4, 5, 6, 7	Prepare information packets and fliers to college, high school and community members to ensure they know how to find and make appointments with Student Support Services. Provide advising, educational plans, and referrals as appropriate to ESL, Adult High School / GED, or Job & Career Counselling.	August 31, 2021	Temporary Hourly for Inreach / Outreach	Information will be provided for community members in appropriate locations regarding job and career counselling provided by Noncredit Support Services and Employment Center

EMAIL THIS FORM TO SBAEBG@GMAIL.COM

2020 - 2021

Santa Barbara Adult Education Consortium: ACTIVITY CHART

9	Promote and Illustrate that education is vital for anyone trying to enter the workforce or to be promoted in their jobs. Students with English proficiency, with a High School Diploma, a GED Certificate, with Badges from the Career Skills Institute, will be most likely to be employed. This objective ties to the following key performance indicators: #1, 2, 3, 4, 5, 6, 7	Outreach to high schools nonprofits, and the public sector in order to identify potential students refer them to Student Services Flyers & Pamphlet Development Flyer and Pamphlet Distribution, contact nonprofits and the community at large	August 31, 2021	Temporary Hourly for Inreach / Outreach	Increase enrollments in AHS/GED, ESL, and other programs by 10%. Secure at least 100 students to participate in the new Employment Center.
10	Provide outreach information packets, fliers and online information to community regarding educational plan and job / career counselling. This objective ties to the following key performance indicators: #1, 2, 3, 4, 5, 6, 7	Purchase folders, copy paper, and office supplies. Duplicate multiple copies of fliers and materials for information packets for students.	August 31, 2021	Non-instructional supplies	NC Student Support Services and Employment Center will have means to provide outreach to community members, and information folders to students.
11	Students will meet with a consultant and be trained in resume writing and soft skills development. Ongoing classroom regular curriculum instruction. This objective ties to the following key performance indicators: #1, 2, 3, 4, 5, 6, 7	Students will meet with a consultant and be trained in resume writing and soft skills development. Ongoing classroom regular curriculum instruction. Including one on one soft skills counseling, resume writing, and job interview preparation. Implement "interactive" career coaching workshops, creating a pathway to career strategy badge program. Provide one on	January 31, 2021	Career Coach	The Career Coach will help students develop basic employment skills with the ultimate goal of employment or career advancement. Students will build their confidence as student and employee. Students will be better informed of the resources that SBCC School of Extended Learning have for free, and receive guidance leading to an easy transition to credit campus based on individual goals. Students will also be referred to our partners in CSI, One Stop, and Career Counseling.

EMAIL THIS FORM TO SBAEBG@GMAIL.COM

2020 - 2021

**Santa Barbara Adult Education Consortium: ACTIVITY CHART**

		one career coaching assistance. Offer soft skills coaching along with resume writing and job application and interview preparation. Provide networking			
--	--	--	--	--	--

EMAIL THIS FORM TO [SBAEBG@GMAIL.COM](mailto:SBAEBG@GMAIL.COM)