



YR 6 2020-2021
California Adult Education Program
Santa Barbara Adult Education Consortium (SBAEC) - ACTIVITY CHART
DUE: October 22, 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, but now through virtual meetings and remote access	Continue with Literacy and Works! programs with attention toward virtual and remote access.	01/10/2021	Devon Cahill	Maintain success rates in both SBPL Works! and Adult Literacy with increased accessibility
2	Virtual Volunteer Literacy Tutor Training	First of quarterly virtual trainings for the year.	01/31/2021	Devon Cahill	All participants trained for virtual program
3	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	03/15/2021	Devon Cahill	Improved access to Adult Education services.
4	Improve learning databases offerings for Adult Literacy learners.	Purchase subscriptions for Learning Upgrade database.	03/15/2021	Devon Cahill	Improved offerings of learning databases accessible to Adult Education patrons.
5	Marketing	Radio Ad / Print Ad	03/15/2021	Devon Cahill	Increased awareness of services
6	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	04/15/2021	Devon Cahill	Quantify user end feedback in alignment with CAEP standards
7	Virtual Volunteer Literacy Tutor Training	Second of quarterly virtual trainings for the year.	04/31/2021	Devon Cahill	All participants trained for virtual program

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
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.
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
11	Collect data for reporting	Collect data for end of fiscal year report and communicate with partnering agencies	07/31/2021	Devon/Eric Castro	Improved program effectiveness assessment ability and strengthened partnership
12	Virtual Volunteer Literacy Tutor Training	Third of quarterly virtual trainings for the year.	07/31/2021	Devon Cahill	All participants trained for virtual program
13	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
14	Marketing	Radio Ad / Print Ad	09/15/2021	Devon Cahill/Ahmad Merza	Continue to increase awareness of services
15	Virtual Volunteer Literacy Tutor Training	Fourth of quarterly virtual trainings for the year.	10/31/2021	Devon Cahill	All participants trained for virtual program
16	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
17	Volunteer Literacy Tutor Training	First of quarterly trainings for the year.	01/31/2022	Devon Cahill	All participants trained for virtual and in-person program
18	Marketing	Radio Ad / Print Ad	03/15/2022	Devon Cahill/Ahmad Merza	Continue to increase awareness of services
19	Virtual Volunteer Literacy Tutor Training	Second of quarterly virtual trainings for the year.	04/31/2022	Devon Cahill	All participants trained for virtual and in-person program
20	Renew/activate subscriptions to various software and databases available	Renew subscriptions to Big Interview, etc.	06/01/2022	Devon Cahill	Uninterrupted vocational and language literacy services.
21	Continue ServSafe food managers' and handlers'	Purchase subscriptions for ServSafe food managers' and	07/01/2022	Devon Cahill / Ahmad Merza	Uninterrupted partnership program

	program in partnership with SBCC's School of Extended Learning.	handlers' exams			
22	Collect data for reporting	Collect data for end of fiscal year report and communicate with partnering agencies	07/31/2021	Devon/Eric Castro	Improved program effectiveness assessment ability and strengthened partnership
23	Virtual Volunteer Literacy Tutor Training	Third of quarterly virtual trainings for the year.	07/31/2022	Devon Cahill	All participants trained for virtual and in-person program
24	Marketing	Radio Ad / Print Ad	08/01/2022	Devon Cahill/Ahmad Merza	Continue to increase awareness of services
25	End of program evaluation	Assess/measure effectiveness at end of the grant period	08/01/2022	Devon Cahill	Assess which components are working, need improvement, or should be discontinued.