

**2018 - 2019 Santa Barbara AEBG Consortium: Adult Education Block Grant ACTIVITY CHART**

<b>YOUR PROGRAM/AGENCY NAME:</b> Passport to Public Service in Paradise/County of Santa Barbara (COSB) Employees' University						
<b>IDENTIFY OFFICIAL AEBG PROGRAM AREA 1 – 7 as identified in the AEBG Three-Year Plan:</b> Area #6: Careers and Technical Education						
<b>NO.</b>	<b>OBJECTIVE</b>	<b>ACTIVITY DESCRIPTION</b>	<b>TIMELINE FOR COMPLETION</b>	<b>PERSON OR AGENCY RESPONSIBLE</b>	<b>OUTCOME</b>	<b>DATA CAPTURE METHOD</b>
1.	<b>Ensure accurate recordkeeping in alignment with County and consortium requirements</b>	<b>A. Operational Task:</b> Continue to use Program Code in Financial Information Network (FIN-COSB) to track costs according to SBCC coding	Continuous	COSB HR- Budget Analyst	Accurate tracking of grant costs	Financial Information Network (FIN-COSB)
2.	<b>Develop detailed program for adult learners, to build pathways to employment and career success at the County of Santa Barbara</b>	<b>A.</b> Provide resources to participants for free resources at the EU and SBCC to enrich and enhance job and employment skills	Continuous	COSB HR	Detailed program model	Tracking sheet
3.	<b>Define a curriculum based on community needs for adult learner success in employment at COSB</b>	<b>A.</b> Overall curriculum improvement and development: course selection, development, enhancement, tailoring & design work	Continuous	COSB- HR/Employees' University	A strategic, comprehensive and vigorous curriculum	Excel Spreadsheet
		<b>B.</b> Create integrated list of COSB/Employees' University and SBCC/CSI courses and resources	Continuous	COSB-HR and CSI	A collaborative, coordinated and diverse course library with 2 distinct points of view	Excel Spreadsheet
		<b>C.</b> Capture course content, materials and process in Instructional Manuals	Continuous	COSB-HR	Formal course delivery documents to ensure a consistent iterative process	Word and Publisher Documents

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4.	<b>To set meaningful outcomes captured by various measurements and tools and shared with consortium stakeholders</b>	<b>Design program tracking &amp; reporting</b> A. Send follow-up surveys, and emails to workshop attendees to track employment development and obtain progress reports	Continuous	COSB-HR	Clear, ongoing and respectful communication with all program participants	Excel spreadsheet for case notes; survey monkey, NEOgov applicant tracking system
5.	<b>To attract a diverse pool of applicants through creative and engaging marketing and communication</b>	A. Conduct recruitments leveraging existing CBO contacts, local employment agencies, local colleges/university, and online job boards	Continuous	COSB-HR	Advertising that reaches largest target audience	Word, neogov, email contacts, flyers, online job posting boards, County of SB HR page
6.	<b>Deliver a compelling and effective learning program that leads to employment and career success</b>	<b>Deliver Program:</b> A. Create a cohort social/communication and coaching platform (Moodle)	Continuous	COSB-HR	Informal support system and cohort communication tool	Excel Spreadsheet, email
		B. Fine-tune/course correct as necessary, track modifications and progress	Continuous	COSB-HR	Continuous improvement of process and service	Excel Spreadsheet
7.	<b>Use strategic follow-up and future planning to create a positive and sustainable program</b>	A. Debrief with internal and external partners, use surveys and focus groups, collect testimonials, success stories, chart learned efficiencies and possible improvements	Continuous	COSB-HR	Identification of areas for improvement and streamlining	Written survey of participants and partners, verbal debrief, survey monkey, email
		B. Compile year-end comprehensive report and submit to consortium and board; review ongoing data tracking for long term follow up	Continuous	COSB-HR	Meaningful data that supports the investment and details the personal, organizational and community impact.	Survey monkey, Excel Spreadsheet, Word Documents