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

YOUR PROGRAM/AGENCY NAME:

SBCC NONCREDIT STUDENT SUPPORT SERVICES

IDENTIFY OFFICIAL AEBG PROGRAM AREA 1 – 7 as identified in the AEBG Three-Year Plan:

ALL PROGRAMS SUBJECT TO NONCREDIT STUDENT SUPPORT SERVICES

NO.	OBJECTIVE	ACTIVITY DESCRIPTION	TIMELINE FOR COMPLETION	PERSON OR AGENCY RESPONSIBLE	OUTCOME	DATA CAPTURE METHOD
1	Hire 3 part-time employees	AEBG Coordinator to oversee the hiring of 3 part-time employees	Immediate upon funding availability	AEBG Coordinator	3 part-time hourly workers hired	Timecards and Project Completion
2	Have Orientation materials and video available for students and community dissemination	Create necessary orientation materials specifically focused on the needs of Noncredit student orientation processes	October 31, 2017	NC Student Support Services Staff	Quality ORI videos and materials in place with wide usage	Keep a record of what materials have been produced; Track usage and dissemination
3	Develop data collection controls and systems for Noncredit Student Support Services	New part-time hourly hired to assist in the development of data controls and systems to support the AEBG data collection metrics and objectives	October 31, 2017	AEBG Coordinator	Create a sustainable data collection process for Noncredit Student Support Services	To be determined since determining data capture is the project

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4	Transform paper student files to an online storage and retention system	Hire a new part-time hourly work to complete the records transfer project	October 31, 2017	AEBG Coordinator in conjunction with Student Support Services Staff	Have all historic student records scanned and filed	A report of completion and a sustainability program
5	Purchase materials to support the Noncredit Student Support Services office and these objectives	Noncredit Student Support Services will order supplies and equipment as approved by the AEBG Consortium and as monitored by the AEBG Coordinator	October 31, 2017	AEBG Coordinator in conjunction with Student Support Services Staff	Fully functioning Noncredit Student Support Services office	Record of purchases provided

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