

2019 - 2021

Santa Barbara Adult Education Consortium: ACTIVITY CHART

YOUR PROGRAM/AGENCY NAME:						
SB Public Library: SBPL Works! Workforce Development Program						
IDENTIFY OFFICIAL AEBG PROGRAM AREA 1 – 7 as identified in the AEBG Three-Year Plan:						
1. Programs in elementary and secondary basic skills 2. Programs for immigrants and English as a Second Language 3. Adults Entering or Re-entering the Workforce 4. Adults who assist secondary school students						
NO.	OBJECTIVE	ACTIVITY DESCRIPTION	TIMELINE FOR COMPLETION	PERSON OR AGENCY RESPONSIBLE	OUTCOME	DATA CAPTURE METHOD
1	Gather data in alignment with CAEP reporting standards	Develop client intake interview for SBPL Works! clients in order to collect data required by CAEP	12/15/2019	Devon Cahill	Increase amount of useful data collected on SBPL Works! clients for both internal and external (CAEP) reporting.	Google Sheet / Excel
2.	Lynda.com available to patrons	Renew Lynda.com subscription	03/15/2020	Devon Cahill	Maintain access to skill training resources for in-library and remote learning	Excel
3.	Continue with Literacy and Works! programs	Continue with Literacy and Works! programs with attention toward crossover and integration	03/15/2020	Devon Cahill	Maintain success rates in both SBPL Works! and Adult Literacy	Excel
4.	Develop user end survey	Develop survey to track successes and challenges for all Adult Education Programs in alignment with	04/15/2020	Eric Castro / Devon Cahill	Quantify user end feedback in alignment with CAEP standards	Excel

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		required CAEP reporting standards				
5.	Track rate of crossover between Adult Literacy and SBPL Works! programs	Develop Google form and maintain Google sheet to track learners and clients who are using both services in alignment with required CAEP reporting standards	04/15/2020	Eric Castro	Develop strategic plan to increase crossover between services and eventual integration.	Google sheets / Excel / Word
6.	Marketing	Radio Ad / Print Ad	05/15/2020	Devon Cahill	Increased awareness of services	Excel
7.	Complete Training Modules	Finish development of training program for Works! staff and volunteers' integration training	07/15/2020	Devon Cahill	Lab equipped to meet client and staff need	Excel
8.	Make subscriptions to various software and databases available	Renew subscriptions to Big Interview, etc.	09/01/2020	Devon Cahill	Uninterrupted vocational and language literacy services.	Excel
9.	One year evaluation of program	Assess/measure effectiveness at mid-point of the initiative	12/15/2020	Devon	Develop strategic plan to account for unanticipated challenges	Excel
10.	Finish preparation for training	Purchase supplies for training and print in house manuals	01/15/2021	Devon Cahill	Staff prepared for roll-out of training program	Excel
11.	Train Staff and Volunteers	First of quarterly trainings for staff and volunteers	01/31/2021	Devon Cahill	All participants trained for integrated program	Excel

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12.	Marketing for new initiative	Ads in local and social media. Coordinate with School of Extended Learning for cross promotion	02/15/2021	Devon Cahill	Classes advertised	Excel
13.	Evaluate Program	Assess/measure effectiveness and value of the program 6 months after the first training.	08/30/2021	Devon	Effectiveness evaluated to create informed action plans to reinforce successful aspects of program and reevaluate less successful aspects	Excel