

2020 - 2021
Santa Barbara Adult Education Consortium: ACTIVITY CHART

YOUR PROGRAM/AGENCY NAME:					
SBCC NONCREDIT STUDENT SUPPORT SERVICES PROGRAM					
NO.	OBJECTIVE	ACTIVITY DESCRIPTION	TIMELINE FOR COMPLETION (Month/Year)	PERSON OR AGENCY RESPONSIBLE	OUTCOME
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 Project Assistant	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 Project Assistant	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 Project Assistant	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.
8	Provide bilingual outreach to community members to inform them about services provided by Noncredit Student Support Services and Noncredit	Discover and execute inreach / outreach plans along with noncredit program leads. Liaise with School of Extended	August 31, 2021	Part-time Noncredit Student Support Services Outreach Consultant	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

EMAIL THIS FORM TO SBAEBG@GMAIL.COM

2020 - 2021
Santa Barbara Adult Education Consortium: ACTIVITY CHART

	programs. This objective ties to the following key performance indicators: #1, 2, 3, 4, 5, 6, 7	Learning marketing consultant,			from non-traditional and under-represented backgrounds.
9	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	Part-time Noncredit Student Support Services Outreach Consultant	Information will be provided for community members in appropriate locales regarding School of Extended Learning Noncredit programs and services provided by Noncredit Support Services.
10	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	Part-time Noncredit Student Support Services Outreach Consultant	Information will be provided for community members in appropriate locations regarding job and career counselling provided by Noncredit Support Services.
11	Provide outreach information packets, fliers and online information to community regarding educational plan and job / career counselling. This	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 will have means to provide outreach to community members, and information folders to students.

EMAIL THIS FORM TO SBAEBG@GMAIL.COM

2020 - 2021

Santa Barbara Adult Education Consortium: ACTIVITY CHART

	objective ties to the following key performance indicators: #1, 2, 3, 4, 5, 6, 7				

EMAIL THIS FORM TO SBAEBG@GMAIL.COM