

2019 - 2020 Santa Barbara Adult Education Consortium: ACTIVITY CHART
CAEP Santa Barbara Adult Education Consortium Emergency Funding in Response to COVID-19
Funding Period: June 15, 2020 – June 30, 2021

YOUR PROGRAM/AGENCY NAME:					
SB Public Library: SBPL Adult Education Covid 19 Response Initiative					
NO.	OBJECTIVE	ACTIVITY DESCRIPTION	TIMELINE FOR COMPLETION (Month/Year)	PERSON OR AGENCY RESPONSIBLE	OUTCOME
1	Gather data in alignment with CAEP reporting standards	Develop client intake interview for clients in order to collect data required by CAEP	7/01/2020	Devon Cahill/ Ahmad Merza/	Increases amount of useful data collected on SBPL Works! clients for both internal and external (CAEP) reporting.
2	Staff Professional Development	Complete Training Modules For Proctoring Exams	7/20/2020	Ahmad Merza/ Devon Cahill/ Eric Castro	Allows SBPL staff to proctor ServSafe Exams
3	Train Staff and Volunteers	Train all SBPL staff on new service and registration process	7/28/2020	Ahmad Merza / Devon Cahill	All participants trained for integrated program
4	Acquire necessary hardware and subscriptions	Purchase WiFi Hotspots and prepare them for checkout	8/01/2020	Devon Cahill	WiFi Hotspots will be available to SBPL Adult Education patrons
5	Marketing for new initiative	Ads in local and social media. (Radio Bronco)	8/15/2020	Ahmad Merza	Advertises program
6	Mid – Point evaluation of program	Assess/measure effectiveness at mid-point of the initiative	1/18/2021	Ahmad Merza / Devon Cahill	Develops strategic plan to account for unanticipated challenges
7	Evaluate Program	Assess/measure effectiveness and value of the initiative	6/25/2021	Ahmad Merza / Devon Cahill	Evaluates effectiveness to create informed action plans to reinforce successful aspects of program and reevaluate less successful aspects

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