**UPDATED 01/11/20 SBCC Career Skills Institute & Career Skills Institute Jail Program – ACTIVITY CHART**

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| **NO.** | **OBJECTIVE** | **ACTIVITY DESCRIPTION** | **TIMELINE FOR COMPLETION** | **PERSON OR**  **AGENCY RESPONSIBLE** | **OUTCOME** |
| 1 | Develop a total of 12 new business and technology classes that would be combined with existing classes to create 12 new certificates.\*  Faculty and Community Liaison Work at the County Jail to ensure smooth delivery of educational program and to connect students to educational resources.  This objective ties to 2019-2021 CAEP Objectives 2, and 3*\** | Create:  5 new courses in Business to create 6 new certificates related to nonprofits. SB County has more nonprofits per capita than other County in the country.  7 new classes in Technology and combine with existing classes to form 6 more certificates  Identify education levels of those currently incarcerated and work with discharge specialists to connect students to School of Extended Learning Student Program Advisors. | Course outlines written and submitted to SBCC Curriculum Advisory Committee (CAC) by October 31, 2020. Curriculum will be written and submitted to CSI by August 31, 2020.  Ongoing. | SBCC Career Skills Institute Instructors  SBCC CSI instructors who also teach at the Jail. | Program narratives and Course Outline will be and submitted to  CAC and then to the Chancellor’s Office for approval. Curriculum will be developed and courses will be added to the CSI Catalog. The courses will be offered in Fall 2021.  By connecting students to educational resources (ex: SBCC GED) both while incarcerated and after release, students will have higher rate of gaining employment and lower rate of being re-incarcerated. |
| 2. | Update marketing materials for CAEP partners and local employers.  As individuals and employers must first become aware of classes before taking them, this objective ties to 2019-2021 CAEP Objectives 2, and 3. \* | Update CSI Marketing materials . |  | SBCC Career Skills Institute. | Increase in enrollment by 5%. During the 2018-2019 Fiscal Year, CSI had 5400 enrollments. During the 2019-2020 Fiscal Year, we anticipate at least a 5% increase to 5700 enrollments. |

\* CAEP 2019-2021, Objective 2: Programs for immigrants eligible for educational services in citizenship, English as a second language, and workforce preparation.

CAEP 2019-2021, Objective 3: Programs for adults, including, but not limited to, older adults that are primarily related to entry or re-entry into the workforce.