



TITLE OF CALL

DATE

TIME OF CALL

*Notes in grey are best practices for using this template and executing your agenda.

Delete notes and sample when you create your agenda.

Quick Links

- It is very handy to insert links here to documents and websites needed for the call

AGENDA

***6 to mute / *6 again to unmute**

X:00	Welcome/Introductions Ask folks to state name/affiliation
X:00	Re-cap of last call As a standard practice we re-cap the last call if there was one. We likewise make sure people are clear on the overall purpose being worked on and a quick history of how we arrived at this point. We do this in 5 minutes or less
X:00	Purpose of the Call List topics here, space for a detailed description follows. More than 4 objectives, unless some are very quick, are difficult to unless the call is long Leave with clear next steps (this is the last objective on all BACCC Agendas as it forces clarity at the end of every meeting or call)
X:00	Background / Context Since we last met... • Where we left off, where we are picking up again on this call...
X:00	Insert Agenda Item Insure you have a PROCESS to accomplish your agenda item – pure discussion rarely achieves the outcome, there has to be a process behind it
X:00	Insert Agenda Item
X:00	Insert Agenda Item
X:00	Updates as desired
X:00	Next Steps Work with the group to outline realistic next steps clarifying who, how, and by when. Avoid coming up with these yourself – if they come from the group, they are more likely to be accomplished. • Set date for next call, if applicable
X:00	Adjourn

sample call agenda:



BACCC CALL
Thursday, November 21, 2013
9:30-10:45AM

Quick Links (also posted at baccc.net)

- Doing What Matters Campaign / [Website](#)
- [Career Education Practices](#) formerly Career Technical Education (CTE)
- [Division of Workforce and Economic Development](#) formerly EWD

TENTATIVE AGENDA

*6 to mute / *6 again to unmute

9:30	Welcome/Introductions
9:35	Purpose of the Call • Quick update on SB 1070 & Career Pathways Trust effort - recommended elements from Regional Consortia • Requests as needed from CCCCD & Foothill to meet the 12/2/13 deadline • Discuss CNA Programs being explored in the Bay Area • Insure regional transparency around Contract Ed Marketplace efforts • Run idea of a regular <i>Professional Development Hour</i> by the region for <u>candid</u> feedback • BACCC Business / Reports
9:40	Program Endorsements 1. Consent Agenda (see pg 2) - (None) 2. Requests for Discussion (None) 3. Review/populate: Programs Under Development

	<i>BACCC is aware of exploration around</i> • <i>Certified Nursing Assistant (Solano, Napa Valley, San Mateo, and possibly Hartnell)</i> • <i>Cyber Security (SRJC / Foothill) &</i> • <i>Occupational Therapy (Foothill) - any others?!</i> • <i>Physical Therapy Aide (Cabrillo)</i> • <i>A.S. Global Trade & Logistics - College of Alameda</i> Next Deadline: Friday, November 29, 2013
9:45	Quick update on SB 1070 & Career Pathways Trust effort - recommended elements from Regional Consortia
9:50	Requests as needed from CCCC&D & Foothill to meet the 12/2/13 deadline • Communication with CEOs / CIOs
10:00	Discuss CNA Programs being explored in the Bay Area John Carrese, Cynthia Harrison, & Barbara Brock
10:15	Insure regional transparency around Contract Ed Marketplace efforts • Health Coach Training Proposal to market to Health Care employers region-wide ◦ audience = incumbent Medical Assistants ◦ initial partners = Cabrillo, Ohlone, Cañada

	• Project Management Training Proposal to market to Bay Region WIBs ◦ audience = WIB customers ◦ initial partners = Cabrillo, CLPCCD, SJECCD Workforce Institute
10:25	Run idea of a regular Professional Development Hour by the region for candid feedback
10:30	Reports / Discussion • CCCAOE - Deborah Mann • Chancellors Office - Paul Barth / Joanne Vorhies

10:40	Alerts/Announcements • DSN call today, 1-2PM, Regional Advisories discussion (among others) • CEO/CIO engagement • Other?
	Questions of Each Other (as time allows)
10:45	ADJOURN

Next Call: Thursday, December 19, 2013, 9:30-10:45AM

Next DSN Call: Thursday, December 19, 2013, 1:00-2:00PM