

## Charge and Membership

<b>Name of Committee or Task Force</b>	<b>Adult Education (Noncredit) Subcommittee</b>
<b>Purpose</b>	The Adult Education Subcommittee provides leadership, coordination and support for the college's adult education agenda, noncredit instruction, and implementation of the annual California Adult Education plan.
<b>Function</b>	<p>The Adult Education Subcommittee will:</p> <ul style="list-style-type: none"> <li>• Monitor the implementation of the LBCC portion of the Long Beach Adult Education Consortium (LBAEC) plan as required by the Chancellor's Office.</li> <li>• Recommend strategies for integrating noncredit instruction and completion into the college.</li> <li>• Assist in mobilizing workgroups, as needed, to implement the LBCC portion of the LBAEC plan.</li> <li>• Provide leadership and direction to build a pathway that will integrate adult education students into the college.</li> <li>• Collaborate with the Curriculum Committee to support the creation of noncredit instructional programs.</li> <li>• Support the communication to the campus and community partners about the goals of the LBAEC plan and report on the progress of implementing the plan and reaching the plan's stated objectives.</li> <li>• Collaborate with Institutional Effectiveness to collect and examine program data to ensure the progress of AE goals.</li> </ul>
<b>Annual Timeline of Outputs</b>	Provide regular summaries of progress on implementing the plan to the Student Success Committee and the College Planning Council.
<b>Reporting</b>	Reports to the Student Success Committee
<b>Membership</b>	<ul style="list-style-type: none"> <li>• Faculty Co-Chair appointed by the Academic Senate</li> <li>• Adult Education Director Co-Chair</li> <li>• 1 Instructional Dean appointed by the Vice President of Academic Affairs</li> <li>• 1 Administrative Dean from Student Services appointed by the Vice President of Student Services</li> <li>• 1 Full-time Faculty from each of the following areas English as a Second Language, Learning and Academic Resources, Career Technical Education, and Disabled Student Programs and Services appointed by Academic Senate</li> <li>• 1 part time faculty appointed by Certificated Hourly Instructors (CHI)</li> <li>• 1 Counseling faculty appointed by the Academic Senate</li> <li>• Curriculum Chair or designee</li> <li>• 2 Classified representatives (from Admissions and Records and Student Services); 1 appointed by AFT and 1 appointed by Classified Senate</li> </ul>

	<ul style="list-style-type: none"> <li>• 1 Student appointed by the Associated Student Body</li> <li>• Research analyst appointed by the Dean of Institutional Effectiveness</li> <li>• 1 Workforce Development manager appointed by the Vice President, Workforce and Economic Development</li> </ul> <p>Resource:</p> <ul style="list-style-type: none"> <li>• Credit for Prior Learning Coordinator</li> </ul> <p>Appointed faculty serve a three-year term limit that is renewable for a second term.</p>
<b>Meeting Frequency and Schedule</b>	Monthly, 3 <sup>rd</sup> Friday 10:00AM to 11:30AM