DA-CBE Grant Implementation Meeting Agenda

Meeting Time: 8:00AM–4:30 PM
Audience: Newly formed Direct Assessment–Competency Based Education (DA-CBE) Committee, Bakersfield College
Purpose: Reintroduce the committee to CBE and DA-CBE, share what has already been completed, introduce the consultant hired to assist the effort, and dedicate the majority of the day to completing the Department of Education application so implementation can continue moving toward Spring 2027.

Desired Outcomes

- Refresh the committee's shared understanding of CBE, DA-CBE, and why this model matters for Bakersfield College.
- Review work completed to date, including planning, grant-related activity, committee formation, and preparation for implementation.
- Identify the information, decisions, and documentation needed for the Department of Education application.
- Introduce the consultant and clarify how the consultant will support the committee and application process.
- Confirm immediate next steps, owners, and deadlines for moving the application and Spring 2027 implementation forward.

Proposed Full-Day Agenda: 8:00 AM–4:30 PM

Time	Topic	Lead	Purpose / Discussion Focus
8-8:30	Breakfast		
8:30–8:45 AM	Welcome, Introductions, and Goals for the Day	Dr. Karis L. Clarke	Welcome the newly formed DA-CBE committee, confirm the purpose of the full-day working session, review expected outcomes, and establish norms for

			productive application work.
8:45–9:30 AM	Reintroduction to CBE and DA-CBE	Dr. Laurie Dodge	Provide a shared refresher on competency-based education, direct assessment, how DA-CBE differs from traditional seat-time models, and why Bakersfield College is pursuing this model.
9:30–10:00 AM	What Has Been Done Already	Mrs. Michelle Hart	Review completed work, including grant development, committee formation, prior planning, program or pathway discussions, documentation gathered, and early decisions already made.
10:00–10:20 AM	Break		Short break before beginning the application work blocks.
10:20 AM–12:00 PM	Department of Education Application Work Block 1: Application Requirements and Current Draft	Dr. Karis L. Clarke/Consultant/Committee	Review the application structure, confirm required sections, identify what is already complete, note gaps, and assign real-time work groups for missing or incomplete sections.
12:00–12:30 PM	Working Lunch	Committee	Continue informal application discussion, clarify questions, and prepare for focused

			drafting and revision in the afternoon.
12:30–1:45 PM	Department of Education Application Work Block 2: Narrative and Program Design Sections	Dr. Laurie Dodge/Consultant/ Assigned Work Groups	Draft, revise, or finalize application language related to program rationale, CBE model, direct assessment approach, student population, program design, competencies, assessments, and implementation goals.
1:45–2:00 PM	Break		Short break before continuing application completion work.
2:00–3:15 PM	Department of Education Application Work Block 3: Operations, Compliance, and Student Support Sections	Mrs. Michelle Hart / Assigned Work Groups	Complete or refine application sections related to academic operations, faculty roles, student support, financial aid considerations, technology, assessment processes, institutional approvals, reporting, and compliance requirements.
3:15–3:45 PM	Department of Education Application Work Block 4: Review, Gaps, and Final Assignments	Dr. Laurie Dodge/Consultant/Committee	Review progress made during the day, identify remaining gaps, confirm outstanding documentation needs, and assign owners and deadlines for any application sections that cannot be completed during the session.

3:45–4:15 PM	Spring 2027 Implementation Timeline	Mrs. Michelle Hart	Connect the application work to the Spring 2027 implementation timeline, identify critical milestones, and confirm near-term priorities after the application is completed.
4:15–4:30 PM	Action Items, Next Meeting, and Closing	Dr. Karis L. Clarke	Confirm final action items, owners, deadlines, next meeting date, communication process, and immediate follow-up needed to complete and submit the Department of Education application.

Key Discussion Questions

- **CBE refresher:** What shared understanding of CBE and DA-CBE does the committee need before finalizing the Department of Education application?
- **Progress to date:** What work has already been completed, and which completed materials can be used directly in the application?
- **Application completion:** Which Department of Education application sections are complete, partially complete, or not yet started?
- **Evidence and documentation:** What evidence, data, approvals, policies, or supporting documents are needed to strengthen the application?
- **Consultant support:** How will the consultant help the committee complete, revise, and finalize the application?
- **Follow-up:** What work must be completed after today, by whom, and by what deadline?

Action Item Capture

Action Item	Owner	Due Date	Notes / Dependencies
Confirm application sections that are complete, partially complete, and not yet started.			
Assign work groups for each remaining Department of Education application section.			
Draft or revise priority application sections during the full-day session.			
Identify supporting documents, data, approvals, and evidence needed for the application.			
Confirm consultant deliverables, review schedule, and communication process.			
Set deadlines for any application sections or materials not completed during the session.			
Confirm the next meeting date and application submission timeline.			

Suggested Preparation for Meeting

- Review available CBE and DA-CBE background materials before the meeting.
- Bring the most current Department of Education application draft, instructions, section requirements, and submission timeline.
- Bring completed DA-CBE planning materials, grant documents, program descriptions, competency or assessment drafts, timelines, and approval-status updates.
- Identify which application sections need committee input, data, documentation, or decision-making.
- Prepare questions for the consultant about application completion, review expectations, implementation planning, and Spring 2027 readiness.