I.    Summary of Activities based on the objectives submitted from the Request for Proposal and Activity Chart. These should reflect the goals of AEBG including but not limited to integrative programming for noncredit pathway bridge courses and certificates, internship/placement programs, integrative learning strategies, progress of program working groups and task force. List and describe their progress.

Activity 1. Objective 2: An evaluation of current needs for adult education programs with the regions.
Activity Description: Update of current technology certificates:

**2$^{nd}$ Quarterly Report Update:**
The due dates for the course outlines have been moved to August 1 and the curriculum to Sept 15.

Certificate 1:    Harness the Cloud to Maximize Work Performance
        Courses:    Best Business Apps
                How to use Google Drive to Maximize Performance
                The Best Cloud Backup Options to Protect Your Data

Certificate 2:    Social Media for Business
        Courses:    Facebook for Business
                LinkedIn
                Twitter

Activity 2. Objective 5:The CSI must not only enhance existing certificates but develop new certificates/badges to meet the demands of the New World of Work.

**2$^{nd}$ Quarterly Report Update:**
Faculty are in the process of developing the curriculum for these courses.  Stipends for all work excluding Process Improvement have been submitted to the board.  Process Improvement will be developed during the Fall of 2016.  Curriculum for all other courses are due August 1, 2016, unless otherwise indicated.

We are also working with the Curriculum Coordinator to make sure all courses are submitted to the Chancellor's Office for approval.

        Project Management (Certificate)
                Process Improvement (Course)
                Project Management for Non-Project Manager (Course)
                Innovation and Creativity (Course)
                Building High Performance Teams (already exists)
        Enterprise Communication 2(Certificate)
                Emotional Intelligence(Course)
                Assertive Communication (Course) (CAC approved)
                Resolving Differences in the Workplace(Course) (CAC approved)
                Workplace Politics(Course)
        Emerging Leaders(Certificate)
                Leadership Skills (Course)(CAC approved)
                Increasing Productivity (Course)(CAC approved)
                Supervisory Skills (Course(CAC approved)
                Motivation Techniques for Self and Others (CAC approved)
        Thrive and Survive in the Workplace(Certificate)
                Secrets of a Great Employee(Course)
                Championing Diversity in the Workplace(Courses) (CAC approved)
                Professional Etiquette(Course)
                Accountability (Course) (CAC approved)

Activity 3.  Objective 5 Develop 3rd party certifications with the Computer Information Systems department.

        **2nd Quarterly report update:**

We are still waiting for Chancellor Office Approval.  We are monitoring this on a daily basis. Curriculum has already been developed.

        Windows Server Administration Certificate
            CIS NC 003 Installing and Configuring Windows Server (32 hours)
            CIS NC 004 Administering Windows Server (32 hours)
       VMware vSphere Install, Configure, Manage Certificate
            CIS NC 005 VMware Install and Configure (24 hours)
            CIS NC 006 VMware Manage (24 hours)

Activity 4:

Objective 2: Schedule regular faculty meetings to ensure course development follows CSI standards.

**2nd Quarterly report update:**

We have held ongoing meetings with faculty during the Spring and Summer semesters. Stipends have been submitted and faculty will be paid in August.

Status: Continue to hold CSI Orientation meetings for new CSI faculty.

From this point forward we will be holding a semester in-service on the Friday before each semester begins.  For example, the Fall semester faculty orientation for all CSI faculty is scheduled for August 19, 2016.

Activity 5.

Objective 5: Use effective marketing of CSI to address the four top clusters of employer in our areas that need low cost training.

Timeline: Fall 2016

**2nd Quarterly report update**

We will be ordering new catalogs by August 1, 2016 and creating Fall flyers.   We will not be doing a mass mailing but instead be using the marketing funds to create video that can be distributed to highlight our program.

## II.    Data Reporting:

**2nd Quarterly report update**

See attached spreadsheet.  The data reflects our first Summer session for 2016 which ran from May 16-June 2

III.    Budget Update

**2nd Quarterly report update**
**See attached spreadsheet.**

IV.    Marketing Efforts. Please list and describe marketing and outreach efforts to advertise your program.

**2nd Quarterly report update**

The CSI Catalogs will be ordered by August 1, 2016.  New flyers are being created for Fall 2016 and will be ordered by August 1, 2016.   We are waiting for a proposal on the videos that we will be using for marketing purposes.