

# Iowa Adult Literacy State Staff Development Guidelines 2008-2009

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#### State Staff Development 2008-2009

#### Mission

The mission of the statewide ABE staff development committee is "to meet the professional needs of ABE staff, individually and collectively, which, in turn; will directly and positively affect the delivery of services" (Iowa Department of Education 1999)

#### Vision

- The literacy rates for Iowa's adult populations will be benchmarked through the National Adult Literacy Survey (NALS) and the Iowa State Adult Literacy Survey (IASALS);
- The concept of distance learning will be an accepted instructional strategy for adult and continuing education through the use of technology and fiber optics communication (Iowa Communication Network: ICN);
- All basic skills instruction, curriculum, assessment strategies and methodologies will be competency-based and evidence-based;
- Learning gains will be measured in terms of student outcomes and specific quantifiable competencies;
- Basic literacy skill certificates will be awarded to adult learners for attainment of predetermined levels of performance in selected subject areas (i.e. reading, mathematics, writing and listening);
- A total articulation system, utilizing a common data base (TOPSpro), has been developed and utilized across all agencies and other entities involving students' learning needs and goals;
- The existing community college consortium based delivery system for adult literacy programs will continue to serve the literacy needs of Iowa's adult target populations;
- The GED pass rate for Iowa's GED candidates will be 92%-96% [94% PY09];
- All instructional strategies, curriculum, and methodologies will be aligned to content standards;
- A community college-based family literacy model will be developed;
- The adult literacy program will achieve 90%-100% of negotiated benchmark levels for the local program providers and the Iowa Department of Education (Iowa Department of Education 2004)

#### Overview

- Peer Support/Orientation Visits: Adult Literacy staff members accompany the state consultant to other community colleges to observe, learn and give feedback through prearranged monitoring visits. This includes orientation for new ABE Coordinators.
- ABE Institute: A two-day conference with keynote speakers and concurrent sessions for adult literacy practitioners Iowa adult literacy personnel will present the majority of the small group sessions.
- State and National Conferences: Attendance to the CASAS Summer Instittue by State trainers is critical. Funding for trainers every other year is provided.

- Writing: The State Staff Development Committee supports the CASAS Writing Cadre and Iowa's Certification initiative and encourages activities that benefit adult literacy staff
- CAELA and Other Professional Development Activities: The State Staff Development Committee supports professional development for ESL instruction, ABE/GED instruction and data collection for achievement

## Guidelines for Approval for State Sponsored Staff Development Activities

The listed guidelines are to be followed in approval and reimbursement of state sponsored staff development activities:

- Reimbursement requests of the expenditures must be submitted within 30 business days after the conclusion of the activity. Forms may vary based upon contracts/meeting expense activities. State guidelines for meals, lodging, and mileage will apply
- The state staff development project will reimburse expenses incurred by CASAS certified national and state level trainers for expenses incurred for required activities to maintain or enhance trainer certification requirements.

# ABE Staff Development Writing Support Activity Form

Complete the following form and submit with an itemized invoice/list of costs incurred for the project

- 1. Your itemized invoice with your DE contract number listed on the invoice
- 2 List of participants (teachers) and dates
- 3 Table or spreadsheet record listing what materials were purchased, from whom, when, and the cost of the materials

There is a limit of \$442 00 total per program for FY 2009. Any taxes due on this compensation are your responsibility.

Activity	Title:	
1.		Direct reimbursement to COLLEGE for Essay Reader(s) work (List amount per hour, number of hours)
2.		Direct reimbursement for Writing Training (List amount per hour, number of hours, participants and materials etc).
3		Indirect project to motivate staff/students in support of Iowa's Writing Certification initiative (List cost incurred Also write a brief description below of the project and its goal(s) or attach description to this form.)
verify th	hat th	e above information is true and accurate.
ABE Co	oordir	nator Date
Name ar	nd Ad	dress of College to receive reimbursement:
Approv	al	
Signatu	ıre	Date

H:\My Documents\\Writing Support Activity Form2009

#### Peer Support/Orientation Visits

Adult literacy ABE Coordinators/staff members may accompany the state consultant to other community colleges to observe, learn and give feedback through prearranged visits. The purpose is to enhance local adult literacy programming by sharing with peers. The visit may also provide orientation for new ABE Coordinators

The visiting college and the host college will both benefit from the exchange ABE Coordinators have a chance to learn new skills, develop new professional contacts, and gain knowledge through an interchange of ideas. It also offers the opportunity to interact with new student populations, observe varied administrative settings, and experience different programs, educational philosophies and services

The visiting coordinator and host coordinator will each submit a report following the site visit to the Iowa Department of Education, and the host community college will receive a written review from the state consultant and visiting ABE Coordinator (form provided) within 30 days of visit

Mail to:

Phyllis Hinton, Adult Literacy Consultant

Department of Education

Bureau of Community Colleges Grimes State Office Building Des Moines, Iowa 50319-0146

#### Report from the Visiting ABE Coordinator

# Evaluation by the Visiting College to Department of Education PY 2009

Due: No later than 30 days following site visit.

- 1 Describe your activities and observations during the visit. If you need more space, please use the back side of this paper
- 2 Describe your reactions to the exchange experience
- 3 Would you participate in a similar exchange program again? Why or why not? 4. Please give any suggestions which would improve the exchange program.

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Date of Visit	Site of Visit (Community College)	
Report Written By:		·
	Name and Title	
	Institutional Affiliation	

Please complete the requested information and return within 30 days of the visit to:

Phyllis Hinton, Adult Literacy Consultant Department of Education Bureau of Community Colleges Grimes State Office Building Des Moines, Iowa 50319-0146 W: 515-281-4723 or Sandy 515-281-7308

F: 515-281-6544

E: phyllis hinton@iowa.gov

#### Report from the Visited College

Please provide a brief but thorough feedback report regarding your recent site visit. Please consider the following questions when preparing your report:

- How did the visit from the state consultant and ABE Coordinator help to support your program(s)?

- How will the visit help you in future planning?

- What recommendations would you make to other community colleges as they prepare for a site visit?

- How could the site visits be more helpful or effective?

(Name of your Community College)

Date of Visit:

Name and Community College of Visiting ABE Coordinator:

(Name and Title)

Please complete the requested information and return within 30 days of the visit to:

Phyllis Hinton, Adult Literacy Consultant Department of Education Bureau of Community Colleges Grimes State Office Building Des Moines, Iowa 50319-0146

W: 515-281-4723 or Sandy 515-281-7308

F: 515-281-6544

E: phyllis hinton@iowa gov

Feedback Report Written By:

#### ABE/ADULT LITERACY INSTITUTE

Iowa's adult literacy personnel are invited to participate in the ABE Institute, a unique 2-day conference held annually in July. Diverse topics are presented as concurrent sessions by Iowa adult literacy staff. In addition, keynote speakers are carefully chosen for their knowledge and experience in adult learning and education. Between sessions, participants may browse through or even borrow from among a sample of the Iowa Literacy Resource Center collection. Finally, the institute is a wonderful opportunity to share and exchange ideas with peers from across the state.

Hotel room and three meals are provided through State Staff Development funds. Dress is casual and participants should be prepared to listen, share, and learn. In addition, participants will meet new people and come away with new ideas as well as a deeper understanding of Iowa's adult literacy program.

Adult literacy personnel are encouraged to contribute to the institute. They may share knowledge and experience with peers by presenting a concurrent session and/or by becoming involved with the planning of the institute. The quality of the institute depends upon the willingness of adult literacy personnel to become involved and share talents and gifts with others around the state. For more information contact committee members:

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(Attach supporting documentation to the back of this form)

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#### STATE AND NATIONAL CONFERENCES

Iowa's CASAS state trainers will attend the CASAS Summer Institute every other year to receive training and remain current with best practices. State Staff Development will reimburse transportation, lodging and meals using the following voucher (\*State rates and regulations apply).

## State Staff Development Officers for 2007-2008

Chair	Phyllis Hinton Adult Literacy Consultant Department of Education Bureau of Community Colleges Grimes State Office Building Des Moines, Iowa 50319-0146 W: 515-281-4723 or Sandy 515-281-7308 F: 515-281-6544 E: phyllis hinton@iowa gov
Secretary	Sally Barrett (319) 385-8012 x1933 sbarrett@scciowa.edu

# **State Staff Development Committee**

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Cindy Burnside Home: 20787 Highway J5T Moravia, IA 52571 W: 641-724-9588 E: buckcreek@iowatelecom.net	DE: Helene Grossman 400 E 14 <sup>th</sup> St, Grimes Building Des Moines, Iowa 50319-0146 W: 515-281-3640 Helene grossman@iowa.gov
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## Key Contact Information – 2007-2008 Staff Development Matrix

Iowa Literacy Resource Center						
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Filling out CASAS' TOPSpro entry, update and test	records according to the TOPSpro Data Dictionary;					
One-on-one training for 1 DE: Amy Vybiral	OPSpro record specialists Other:					
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National Reporting System information about federal g	RS: uidelines including filling out federal tables, end of year ining for ABE Coordinators					
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CAS	SAS:					
	ncluding Implementation Training					
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Providing Options for the Workplace, Education and Re	VER: chabilitation, POWER is a performance-based assessment to have developmental disabilities.					
Cheryl Sandholm Village Northwest Unlimited 330 Village Circle Sheldon, IA 51201 W: 712-324-4873 X 5240 E: cheryls@villagenorthwest.org	Other: Ginny Posey, gposey@casas.org					

E	SL:
English as a Second Language including asse	ssment, citizenship and methods of instruction.
Larisa Conner	Other:
Southeastern Community College	
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	ng: orientation to ABE, adult learning and methods
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Fourteen (14) Community Colleges have had grant fund	Literacy: ling to implement family literacy programs in cooperation izations/agencies
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