

PY 2013 Adult Literacy  
Professional Development

*March 4, 2013*

| Date      | Description  | Time/Location   | Contact  |
|-----------|--|---|--|
| July 26   | <p style="text-align: center;">Data Dictionary</p> <p style="text-align: center;">Participants will review TOPSpro TE Data Dictionary<br/><a href="#">Meeting Objectives</a></p>   | <p style="text-align: center;">1:30 – 3:00 p.m.<br/>Adobe Connect Pro</p>                         | <p style="text-align: center;"><a href="#">Amy Vybiral</a><br/>515.339-4520</p>    |
| August 29 | <p style="text-align: center;">Introduction to Navigating CASAS Enterprise<br/><a href="#">Register Here</a></p> <p style="text-align: center;">Objective of Class:</p> <ol style="list-style-type: none"> <li>1. Define eO implementation process</li> <li>2. Learn and Practice               <ol style="list-style-type: none"> <li>a. Class Creation</li> <li>b. eO Session Set-up</li> <li>c. TE Navigation</li> <li>d. Entry, Test, Update Record Entry</li> <li>e. Mobile Laptop Implementation</li> <li>f. Define Proxy Process</li> </ol> </li> </ol> | <p style="text-align: center;">9:00 a.m. – 4:00<br/>p.m.<br/>Room 158 -<br/>DMACC<br/>Carroll</p> | <p style="text-align: center;"><a href="#">Phyllis Hinton</a><br/>515.281.4723</p> |
| August 31 | <p style="text-align: center;">Introduction to Navigating CASAS Enterprise<br/><a href="#">Register Here</a></p> <ol style="list-style-type: none"> <li>1. Define eO implementation process</li> <li>2. Learn and Practice               <ol style="list-style-type: none"> <li>a. Class Creation</li> <li>b. eO Session Set-up</li> <li>c. TE Navigation</li> <li>d. Entry, Test, Update Record Entry</li> <li>e. Mobile Laptop Implementation</li> <li>f. Define Proxy Process</li> </ol> </li> </ol>  | <p style="text-align: center;">9:00 a.m. – 4:00<br/>p.m.<br/>KCC - Cedar Rapids</p>               | <p style="text-align: center;"><a href="#">Phyllis Hinton</a><br/>515.281.4723</p> |

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| September<br>11 | <p style="text-align: center;">CASAS Implementation Training<br/> <a href="#">Register here</a> by September 6, 2012</p>  | <p style="text-align: center;">9:00 a.m. – 4:00<br/>p.m.<br/>ICN Locations</p>     | <p style="text-align: center;"><a href="#">Phyllis Hinton</a><br/>515.281.4723</p> |
| September<br>18 | <p style="text-align: center;">CASAS Implementation Follow-up<br/> <a href="#">Register here</a> by September 14, 2012</p> <p>Materials for Follow-Up Sessions<br/>           (Modified version of CASAS Beyond Implementation Training)</p> <p>You must log in to the CASAS website to download training materials. Register an account on the CASAS web site (if you don't already have one) here:<br/> <a href="https://www.casas.org/Registration.aspx">https://www.casas.org/Registration.aspx</a>.</p> <p>It is important to do this PRIOR to the training workshop</p> <p>Download training materials (printing is optional):</p> <ul style="list-style-type: none"> <li>• Training PPT: <a href="http://www.casas.org/docs/training-materials/bit_ppt.pdf?sfvrsn=6">http://www.casas.org/docs/training-materials/bit_ppt.pdf?sfvrsn=6</a></li> <li>• Activity Booklet: <a href="http://www.casas.org/docs/training-materials/bit_activity.pdf?sfvrsn=4">http://www.casas.org/docs/training-materials/bit_activity.pdf?sfvrsn=4</a></li> <li>• Case Study: <a href="https://www.casas.org/docs/training-materials/BIT_CaseStudy_Part.pdf?sfvrsn=4?Status=Master">https://www.casas.org/docs/training-materials/BIT_CaseStudy_Part.pdf?sfvrsn=4?Status=Master</a></li> <li>• CASAS Basic Skills Content Standards for Reading:<br/> <a href="https://www.casas.org/docs/pagecontents/readingcontentstandards_2009.pdf?Status=Master">https://www.casas.org/docs/pagecontents/readingcontentstandards_2009.pdf?Status=Master</a></li> </ul> <p>CASAS Competencies:<br/> <a href="http://www.casas.org/docs/pagecontents/competencies.pdf?Status=Master">http://www.casas.org/docs/pagecontents/competencies.pdf?Status=Master</a></p> <p>CASAS alignment to the common core: <a href="http://www.casas.org/docs/research/table-3-casas-reading-to-common-core.pdf?sfvrsn=3?Status=Master">http://www.casas.org/docs/research/table-3-casas-reading-to-common-core.pdf?sfvrsn=3?Status=Master</a></p> | <p style="text-align: center;">1:30 p.m. – 2:30<br/>p.m.<br/>Adobe Connect Pro</p> | <p style="text-align: center;"><a href="#">Phyllis Hinton</a><br/>515.281.4723</p> |

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| September<br>20 - 21 | <p style="text-align: center;">Numeracy Academy<br/><b>Register by September 17, 2012</b></p> <p style="text-align: center;"><b>Activity dates: September 20, 2012 - March 9, 2013</b></p> <p style="text-align: center;">This course is offered as a non-credit course<br/>AND a two credit recertification course.<br/>Please select the option you wish to register for below.<br/><a href="#">Non-credit</a>   <a href="#">Credit</a></p>  | <p style="text-align: center;">9:00 a.m. – 4:00<br/>p.m.<br/>State Library<br/>Olla Babcock-Miller<br/>Bldg.<br/>3rd floor ICN Room<br/>1112 East Grand<br/>Ave.,<br/>Des Moines, IA</p> | <p style="text-align: center;"><a href="#">Phyllis Hinton</a><br/>515.281.4723</p> |
| September<br>25      | <p style="text-align: center;">CASAS Implementation Follow-up<br/><a href="#">Register here</a> by September 14, 2012</p> <p>Materials for Follow-Up Sessions<br/>(Modified version of CASAS Beyond Implementation Training)</p> <p>You must log in to the CASAS website to download training materials. Register an account on the CASAS web site (if you don't already have one) here:<br/><a href="https://www.casas.org/Registration.aspx">https://www.casas.org/Registration.aspx</a>.</p> <p>It is important to do this PRIOR to the training workshop</p> <p>Download training materials (printing is optional):</p> <ul style="list-style-type: none"> <li>• Training PPT: <a href="http://www.casas.org/docs/training-materials/bit_ppt.pdf?sfvrsn=6">http://www.casas.org/docs/training-materials/bit_ppt.pdf?sfvrsn=6</a></li> <li>• Activity Booklet: <a href="http://www.casas.org/docs/training-materials/bit_activity.pdf?sfvrsn=4">http://www.casas.org/docs/training-materials/bit_activity.pdf?sfvrsn=4</a></li> </ul> | <p style="text-align: center;">1:30 p.m. – 2:30<br/>p.m.<br/>Adobe Connect Pro</p>   | <p style="text-align: center;"><a href="#">Phyllis Hinton</a><br/>515.281.4723</p> |

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|   | <ul style="list-style-type: none"> <li>• Case Study: <a href="https://www.casas.org/docs/training-materials/BIT_CaseStudy_Part.pdf?sfvrsn=4?Status=Master">https://www.casas.org/docs/training-materials/BIT_CaseStudy_Part.pdf?sfvrsn=4?Status=Master</a></li> <li>• CASAS Basic Skills Content Standards for Reading:<br/><a href="https://www.casas.org/docs/pagecontents/readingcontentstandards_2009.pdf?Status=Master">https://www.casas.org/docs/pagecontents/readingcontentstandards_2009.pdf?Status=Master</a></li> <li>CASAS Competencies:<br/><a href="http://www.casas.org/docs/pagecontents/competencies.pdf?Status=Master">http://www.casas.org/docs/pagecontents/competencies.pdf?Status=Master</a></li> <li>CASAS alignment to the common core: <a href="http://www.casas.org/docs/research/table-3-casas-reading-to-common-core.pdf?sfvrsn=3?Status=Master">http://www.casas.org/docs/research/table-3-casas-reading-to-common-core.pdf?sfvrsn=3?Status=Master</a></li> </ul> |  |  |
| <p style="text-align: center;">September<br/>26</p> | <p style="text-align: center;">LINCS Integration of Technology<br/><a href="#">Register here</a> by September 19, 2012</p> <p style="text-align: center;">You may attend all or part of the day.<br/>Please see registration for a breakdown of the day</p>  | <p style="text-align: center;">8:00 a.m. – 4:00<br/>p.m.<br/>West Davenport<br/>Center<br/>EICCD<br/>2950 N. Fairmont<br/>Street<br/>Davenport, IA</p> | <p style="text-align: center;"><a href="#">Phyllis Hinton</a><br/>515.281.4723</p> |
| <p style="text-align: center;">September<br/>27</p> | <p style="text-align: center;">LINCS Integration of Technology<br/><a href="#">Register here</a> by September 19, 2012</p> <p style="text-align: center;">You may attend all or part of the day.<br/>Please see registration for a breakdown of the day</p>  | <p style="text-align: center;">8:00 a.m. – 4:00<br/>p.m.<br/>SWCC – Tech II<br/>Room 117<br/>1500 Townline<br/>Street<br/>Creston, IA</p>              | <p style="text-align: center;"><a href="#">Phyllis Hinton</a><br/>515.281.4723</p> |

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| September 28 | <p style="text-align: center;">LINCS Integration of Technology<br/> <a href="#">Register here</a> by September 19, 2012</p> <p style="text-align: center;">You may attend all or part of the day.<br/>           Please see registration for a breakdown of the day</p>  | <p style="text-align: center;">8 a.m. – 4 p.m.<br/>           WITT – Room B150<br/>           4647 Stone Ave<br/>           Sioux City, IA</p>   | <p style="text-align: center;"><a href="#">Phyllis Hinton</a><br/>           515.281.4723</p> |
| October 11   | <p style="text-align: center;">Adult Literacy Instructor Handbook Committee Meeting</p>  | <p style="text-align: center;">9 a.m. – 4 p.m.<br/>           Grimes Building<br/>           400 East 14<sup>th</sup> St.<br/>           Des Moines, IA</p>                              | <p style="text-align: center;"><a href="#">Phyllis Hinton</a><br/>           515.281.4723</p> |
| October 18   | <p style="text-align: center;">New Coordinator Workshop<br/> <a href="#">Register Here</a> by October 12, 2012</p>   | <p style="text-align: center;">10 a.m. – 4 p.m.<br/>           Grimes Building<br/>           400 East 14<sup>th</sup> Street<br/>           Des Moines, IA<br/>           Room B-50</p> | <p style="text-align: center;"><a href="#">Phyllis Hinton</a><br/>           515.281.4723</p> |
| October 19   | <p style="text-align: center;">GED Chief Examiner Training<br/> <a href="#">Register Here</a> by October 12, 2012</p>  | <p style="text-align: center;">8 a.m. - 4 p.m.<br/>           Grimes Building<br/>           400 East 14<sup>th</sup> Street<br/>           Des Moines, IA<br/>           Room B-100</p> | <p style="text-align: center;"><a href="#">Alex Harris</a><br/>           515.281.3640</p>    |
| October 24   | <p style="text-align: center;">ESL Regional Specialists Training of Trainers in Transitions<br/>           Session will cover:</p> <ol style="list-style-type: none"> <li>1. Educational, social, and personal challenges related to transitioning adult ESL students to academic/vocational studies</li> <li>2. Gaps between what we cover in adult ESL instruction and the requirements</li> </ol> | <p style="text-align: center;">9 a.m. – 4 p.m.<br/>           Grimes Building<br/>           400 East 14<sup>th</sup> St.<br/>           Des Moines, IA</p>                              | <p style="text-align: center;"><a href="#">Phyllis Hinton</a><br/>           515.281.4723</p> |

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|            | of postsecondary education that impact students' success in transitions (i.e., community college entrance/placement exams, academic language skills, "soft skills" related to studying/finding financial aid/using campus resources. |   |  |
| October 25 | Adult Literacy Leadership Committee<br><a href="http://iowa.adobeconnect.com/allleadership/">http://iowa.adobeconnect.com/allleadership/</a>   | 1:30 – 2:30 p.m.<br>via Adobe Connect   | <a href="#">Phyllis Hinton</a><br>515.281.4723 |
| October 26 | Numeracy Academy<br>2 <sup>nd</sup> Session  | 9 a.m. – 4 p.m.<br>400 East 14 <sup>th</sup> Street<br>Grimes Building #<br>B50<br>Des Moines, IA | <a href="#">Phyllis Hinton</a><br>515.281.4723 |
| November 7 | LINCS Numeracy<br><a href="#">Register Here</a> by October 31, 2012<br><br>You may attend all or part of the day.<br>Please see registration for a breakdown of the day  | 8:00 a.m. – 4:00<br>p.m.<br>DMACC<br>Maple Room<br>Ankeny, IA                                     | <a href="#">Phyllis Hinton</a><br>515.281.4723 |
| November 8 | LINCS Numeracy<br><a href="#">Register Here</a> by October 31, 2012<br><br>You may attend all or part of the day.<br>Please see registration for a breakdown of the day  | 8:00 a.m. – 4:00<br>p.m.<br>WITCC<br>4647 Stone Ave #<br>B153<br>Sioux City, IA                   | <a href="#">Phyllis Hinton</a><br>515.281.4723 |
| November 9 | LINCS Numeracy<br><a href="#">Register Here</a> by October 31, 2012  | 8:00 a.m. – 4:00<br>p.m.<br>KCC   | <a href="#">Phyllis Hinton</a><br>515.281.4723 |

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|   | <p style="text-align: center;">You may attend all or part of the day.<br/>Please see registration for a breakdown of the day</p>   | <p style="text-align: center;">1030 5<sup>th</sup> Avenue SE<br/>Cedar Rapids, IA</p>                   |   |
| <p style="text-align: center;">January 17</p> | <p style="text-align: center;">CASAS Enterprise Federal Reporting</p> <p>Class Objectives</p> <ol style="list-style-type: none"> <li>1. eO Defaults set to state requirements</li> <li>2. TE Federal Reporting Requirements</li> <li>3. TE Reports/Drill Down</li> <li>4. 2013 Year End Process</li> </ol> <p style="text-align: center;"><a href="#">Register here</a> by December 14th</p> | <p style="text-align: center;">8:30 – 4:00<br/>WITCC<br/>4647 Stone Ave<br/>Sioux City, IA</p>          | <p style="text-align: center;"><a href="#">Amy Vybiral</a><br/>515-339-4520</p> |
| <p style="text-align: center;">January 18</p> | <p style="text-align: center;">CASAS Enterprise Federal Reporting</p> <p>Class Objectives</p> <ol style="list-style-type: none"> <li>1. eO Defaults set to state requirements</li> <li>2. TE Federal Reporting Requirements</li> <li>3. TE Reports/Drill Down</li> <li>4. 2013 Year End Process</li> </ol> <p style="text-align: center;"><a href="#">Register here</a> by December 14th</p> | <p style="text-align: center;">8:30 – 4:00<br/>EICC<br/>2950 N. Fairmont St.<br/>West Davenport, IA</p> | <p style="text-align: center;"><a href="#">Amy Vybiral</a><br/>515-339-4520</p> |
| <p style="text-align: center;">January 23</p> | <p style="text-align: center;">CASAS Enterprise Federal Reporting</p> <p>Class Objectives</p> <ol style="list-style-type: none"> <li>1. eO Defaults set to state requirements</li> <li>2. TE Federal Reporting Requirements</li> <li>3. TE Reports/Drill Down</li> </ol>   | <p style="text-align: center;">8:30 – 4:00<br/>IVETC<br/>206 East Church St.<br/>Marshalltown, IA</p>   | <p style="text-align: center;"><a href="#">Amy Vybiral</a><br/>515-339-4520</p> |

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|                             | <p style="text-align: center;">4. 2013 Year End Process</p> <p style="text-align: center;"><a href="#">Register here</a> by December 14<sup>th</sup></p>   |  |  |
| February 20                 | <p style="text-align: center;">Using CASAS Competencies and Content Standards to Develop Lesson Plans</p> <p>Do you have a basic understanding of the CASAS system? Have you heard about Competencies and Content Standard but you're not sure how they can help you in your classroom? Then this webinar is for you.</p> <p>Using CASAS Competencies and Content Standards to Develop Lesson Plans<br/>Training Objectives</p> <ul style="list-style-type: none"> <li>• Review CASAS Competencies with Task Areas</li> <li>• Review Content Standards</li> <li>• Identify Relationship of Competencies and Content Standards to CASAS Assessments</li> <li>• Identify Steps to use TOPSpro Reports and Content Standards in the classroom</li> <li>• Identify the Five-Step WIPPEA Plan</li> <li>• Use Lesson Plans that Integrate Content Standards and Competencies</li> <li>• Identify Available Resources</li> </ul> <p style="text-align: center;">Register <a href="#">HERE</a> by February 18, 2013 to receive the webinar link.</p> | 2:00 – 3:00<br>Webinar                           | <a href="#">Phyllis Hinton</a><br>515.281.4723 |
| March 5<br><b>Cancelled</b> | <p style="text-align: center;">Learning to Achieve Learning Disabilities Training</p> <p>Learning to Achieve is a program designed to help adult education and vocational training practitioners, social workers, and other human service providers understand learning disabilities (LD) in adults and learn how to actively support</p>  | 9:30 – 4:00<br>DMACC<br>Maple Room<br>Ankeny, IA | <a href="#">Phyllis Hinton</a><br>515.281.4723 |

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|          | <p>adults with LD in educational and workplace settings. All course materials are provided at no charge thanks to LINCS.</p> <p>Objectives:</p> <ol style="list-style-type: none"> <li>1) Describe consensus definitions for and controversies about learning disabilities (LD) and their practical applications</li> <li>2) Identify the legal, confidentiality, and self-disclosure issues that are relevant to service providers working with adults with learning disabilities (LD.)</li> <li>3) Describe how explicit instruction can be used to help adults with LD develop strategies to learn.</li> </ol> |   |  |
| March 8  | <p style="text-align: center;">TE and eOYear End Technical Assistance<br/><a href="#">Register Here</a></p>   | <p style="text-align: center;">9:00 – 4:00<br/>DMACC<br/>Urban Betts Bldg.<br/>Room 157</p> | <p style="text-align: center;"><a href="#">Amy Vybiral</a><br/>515.339.4520</p>    |
| March 14 | <p style="text-align: center;">TE and eOYear End Technical Assistance<br/><a href="#">Register Here</a></p>   | <p style="text-align: center;">9:00 – 4:00<br/>DOE<br/>Grimes Building<br/>Room B50</p>     | <p style="text-align: center;"><a href="#">Amy Vybiral</a><br/>515.339.4520</p>    |
| April 3  | <p style="text-align: center;">ESL Transitions Training</p> <p>A face-to-face Professional Development opportunity for ESOL teachers at all levels: Basic, Intermediate, and Advanced.</p> <p>Objectives of the Training:</p>   | <p style="text-align: center;">10:00<br/>NIACC<br/>Mason City</p>                           | <p style="text-align: center;"><a href="#">Phyllis Hinton</a><br/>515.281.4723</p> |

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|   | <p>1) Attendees will be able to identify transition needs of ESOL students at all levels.</p> <p>2) Attendees will be able to identify gaps between transition skills offered through their current curriculum and those students will need to move to further education or work.</p> <p>3) Attendees will have an opportunity to develop activities to fill some of the identified gaps.</p> <p style="text-align: center;">Register <a href="#">HERE</a> no later than March 25, 2013</p>   |  |  |
| <p style="text-align: center;">April 19</p> | <p style="text-align: center;">Digging into the Reading Common Core Standards<br/>for grades 6-12/CASAS 221-251+</p> <p>By the end of the workshop, participants will be able to:</p> <ul style="list-style-type: none"> <li>• Plan appropriate classroom libraries and other reading materials to scaffold students to higher standards.</li> <li>• Apply grade-appropriate instructional strategies that enrich comprehension of complex text, vocabulary, and fluency.<br/>Incorporate reading comprehension strategies specific to informational texts.</li> <li>• Support ELL students in achieving the CCSS reading standards</li> </ul> <p style="text-align: center;">Seating is limited to 40. Register <a href="#">HERE</a> by April 15, 2013</p> | <p style="text-align: center;">9:30 a.m. – 4 p.m.<br/>400 East 14<sup>th</sup> Street<br/>Grimes Building #<br/>B50<br/>Des Moines, IA</p> | <p style="text-align: center;"><a href="#">Phyllis Hinton</a><br/>515.281.4723</p> |
| <p style="text-align: center;">April 25</p> | <p style="text-align: center;">ESL Transitions Training</p> <p>A face-to-face Professional Development opportunity for ESOL teachers at all levels: Basic, Intermediate, and Advanced.</p> <p>Objectives of the Training:</p>   | <p style="text-align: center;">10:00 - IHCC<br/>Ottumwa</p>  | <p style="text-align: center;"><a href="#">Phyllis Hinton</a><br/>515.281.4723</p> |

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|        | 1) Attendees will be able to identify transition needs of ESOL students at all levels.<br>2) Attendees will be able to identify gaps between transition skills offered through their current curriculum and those students will need to move to further education or work.<br>3) Attendees will have an opportunity to develop activities to fill some of the identified gaps.<br><br>Register <a href="#">HERE</a> no later than April 19, 2013 |  |   |
| May 6  | TE and eO Year End Technical Assistance<br><a href="#">Register Here</a>   | 9:00 – 4:00<br>400 East 14 <sup>th</sup><br>Grimes Building<br>Des Moines, IA<br>Room B100 | <a href="#">Amy Vybiral</a><br>515.339.4520 |
| May 14 | TE and eO Year End Technical Assistance<br><a href="#">Register Here</a>   | 9:00 – 4:00<br>400 East 14 <sup>th</sup><br>Grimes Building<br>Des Moines, IA<br>Room B50  | <a href="#">Amy Vybiral</a><br>515.339.4520 |
| May 22 | TE and eO Year End Technical Assistance<br><a href="#">Register Here</a>   | 9:00 – 4:00<br>400 East 14 <sup>th</sup><br>Grimes Building<br>Des Moines, IA<br>Room B50  | <a href="#">Amy Vybiral</a><br>515.339.4520 |
| May 30 | TE and eO Year End Technical Assistance<br><a href="#">Register Here</a>   | 9:00 – 4:00<br>400 East 14 <sup>th</sup><br>Grimes Building<br>Des Moines, IA<br>Room B100 | <a href="#">Amy Vybiral</a><br>515.339.4520 |

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| June 7  | TE and eO Year End Technical Assistance<br><a href="#">Register Here</a> | 9:00 – 4:00<br>400 East 14 <sup>th</sup><br>Grimes Building<br>Des Moines, IA<br>Room B50 | <a href="#">Amy Vybiral</a><br>515.339.4520 |
| June 19 | TE and eO Year End Technical Assistance<br><a href="#">Register Here</a> | 9:00 – 4:00<br>400 East 14 <sup>th</sup><br>Grimes Building<br>Des Moines, IA<br>Room B50 | <a href="#">Amy Vybiral</a><br>515.339.4520 |