**Advisory Council Meeting**

**September 8, 2022**

**AALRC**

**Called to Order**

Barbara Hamilton called the meeting of the Arkansas Adult Education Advisory Council to order at 10:08 am.

**Attendees**

*Members*: Barbara Hamilton, Dr. Debbie Faubus-Kendrick, Dorissa Kaufman, Tammie Lemmons, LaRhonda Fulcher, Carol Birth, Jenna Robbins, Bill Ritter

*State Staff*present: Dr. Trenia Miles, LaJuana Delph, Bridget Criner, Dianne Doyle, Michael Judge, Marsha Taylor

1. Statewide Open House (Dr. Miles)- Flyers for Open House are being reprinted due to incorrect dates. Programs were sent a $100 check to help with food costs. Directors shared plans for the Statewide Open House, which included Lunch and Learn Basic Computer Skills, Bring A Friend Day, Advisory Council Meetings, and Cookout with Employers and Businesses.
2. WAGE Executive Committee Meeting (Dr. Miles and LaJuana)- The WAGE Executive Committee Meeting met on August 12, 2022.
3. Meetings are held every 2nd Friday of the month starting at 9 am. During the meeting, the committee discussed program design, implementation, onboarding process, and SWOT Analysis. Executive Committee Members consist of 23 members, with a total of 65 members making up the total body which includes the following seven sub-committees:
* Technology and Training
* Curriculum
* Workforce Preparation
* Business Engagement
* Corrections
* ESL
* Student Supports

The purpose of the WAGE committee is to discuss and approve changes to the program to ensure it meets the needs of Business/Industry. TABE scores will be reviewed at the next meeting, and how the scores impact WAGE participation and retention. Going forward, program success will be the focus of the WAGE.

The state team will reach out to directors who don't have anyone participating in WAGE. Workshops will be held on September 20 for WAGE 101 and November 15 for WAGE 201, which is for more advanced levels. All teachers should be teaching workforce skills. Over $16,000 in scholarships have been awarded.

WAGE is the responsibility of the entire program, not just the Director or WAGE Coordinator. Teachers should know about the 16 careers clusters and integrate them into instruction.

1. Statewide Academic Software Usage- (Dr. Miles) Directors shared how software usage for students and teachers is monitored at the program level. Concerns were shared that new teachers may feel overwhelmed with learning so many software programs. Dr. Miles shared that some programs across the state are not using the software. We want to make sure programs are effective by helping students make gains. The state will review which programs and the number of teachers are using the software.
2. Distance Learning Update (Michael Judge) Open enrollment on Canvas is only available for some. There were 18,000 people enrolled and over 12,000 accounts were deleted. There were Russian, Indonesian, and Pakistan hackers who had created accounts. The instructions sent out regarding enrolling students into Canvas is the new process; it will register the student in the instructor's course and allow them to create a Canvas account. Students are in the course once they accept the invitation to enroll. If there are any issues, fill out a helpdesk ticket. Online forms will be sent out to directors for instructors to help assess instructor skill levels.
3. LACES Training Update (Dr. Miles)- All LACES training has been revamped. LACES Data Entry reviews the intake form, custom views, and who is responsible for data entry. There is also a pretest and post-test. LACES 101 gives an overview of the NRS reporting system, utilization of tables, performance indicators, funding, and measures used.  The training ties LACES data entry and NRS back to funding and student progress.  LACES for Teachers allow teachers to review class rosters and customized reports. Teachers are asked to check the system to ensure student hours are entered correctly. LACES for Directors was postponed, which includes hands-on training on how to look for trends in your program.
4. Ready for Life is developing a new platform. Programs can continue to use the Ready for Life Workday platform for WAGE 2 content until there is more clarification regarding new platform.
5. Web Grants Update (Bridget)- The new web grants system is in the review stage. A pilot will start before the end of the calendar year to allow programs to test the system.
6. State Forms Automation (Dr. Miles)- The state is currently automating most state forms.
7. Find a Center Response Form (Group Discussion)- Find A Center Response is a part of state marketing efforts. The number is captured if a student calls a center and it's transferred. The Design Group contacts the student to ensure they receive the assistance needed.  Every week, notifications are sent out to program directors. This is the state's effort to help increase enrollment across the state.
8. Legislative Update (Debbie) October 27 is the Meet & Greet with Legislators. Marsha sent out Save the Date invitations. Directors are required to attend. The Mixer will be held at the Robinson Center in the GrandStill Ballroom. A slide show presentation will play on the screen and attendees will receive two tickets for the cash bar.
9. AACAE Update (Dorissa)- The AACAE Conference is October 26-28, 2022. The Pre-conference is October 26. Please encourage staff to register to attend the conference. Currently, presenters are needed.
10. Concerns from the Field:
	1. The state's 2022/2023 Assessment Policy is not yet updated and available. When will this policy be updated? The Assessment Policy on the website is the current policy for the 2022-23 program year. The state office will update the title.