**Arkansas Adult Education Advisory Meeting**

**April 12, 2023**

**AALRC**

**Minutes**

New Directors Training has been revamped to give new directors more in-depth training. The training will consist of four phases spread out over a year—each quarter, each phase consisting of 16 hours.

**LACES-**Andy Moysh

During the state review of credentials entered into LACES, there were data entry errors. Credentials needed to be entered in the correct place in LACES. Program Advisors will meet with individual programs to discuss credentials earned and where the certificates should be documented.

LACES Data Entry training will cover where to enter credentials. All Data Entry Specialists should go through the new training.

For a program to earn an MSG for an IET, the gain must fall under type 3-5. Examples of incorrect information: Credentials with no date earned, incomplete data.

Programs are unable to help to enter WAGE Level 2 certificates into LACES. Under the Outcomes tab, the option to pick the type of Level 2 certificate is unavailable. At this time, programs should send a notification to [WAGE@arkansas.gov](mailto:WAGE@arkansas.gov) for Level 2 certificates. Andy will look into this matter.

**CLASS NAMES-Standardization**

There’s no consistency in how classes are named. The class information was incomplete and did not have enough detail to determine the type, subject, start or end date of classes. To address this issue, the standardization of class names and data will take effect on July 1.

**Required Professional Development**

Professional Development Tracking-Can be tracked in LACES. Programs can enter workshops/certificates can be uploaded into LACES. Required training must be entered into LACES. The other trainings can be entered but are optional. Effective July 1.

Required Training, PD Catalog, etc., are on the AALRC website under Professional Development. There are a few changes to the list of required trainings. Part-time teachers will need LD Applications every three years and full-time once upon hire. Full-time instructors will take LD Comprehensive every three years.

Once at hire means staff should complete training within the first year.

**Distance Learning**

The Distance Learning Training has been revamped. Initial Distance Learning Certification will be as follows:

1. Completing the Canvas Basics Course Certificate (self-paced or face-to-face) includes completing a summative assessment of 80% or better.
2. Phase Two-Growing with Canvas Course. Instructors and Course designers can earn badges as they complete the components.
3. The canvas course will include how to build components of an online course.
4. Recertification would happen every two years.
5. All Teachers will have one year to complete the DL training certification.
6. Available July 1, 2023.

**Assessment of DL students**

Students will take an assessment to determine if they are ready for distance learning.

Student DL Orientation class (Passport to Canvas) has nine modules focusing on Canvas and digital literacy tools.

**WAGE**

Workforce Prep Certificate requirements have changed.

Example of changes: The syllabus will be uploaded into Canvas. Resume and Interviewing Skills will remain part of the Career Coach checklist. They were removed from Workforce Prep requirements.

Level II Certificates-at least 535 in one area

* Research Industry-Recognized Certifications
* Ready for Industry-Introduction Course only
* Health Science Career Exploration
* Health Science Exit Ticket

Or

* McGraw Hill Books (reading, Location, and Applied Math)

May 2023- Programs will need to stop enrolling students in the old class and start enrolling students in the new class in July 2023.

Burlington English Workforce Prep will be available for ESL students in July 2023.

**TANF Funding & Enrollment**

* FY 23-24, only one new program will be added under TANF.

**SNAP E&T**

The Public Health Waiver will expire, and ABODS will be required to go to work in July 2023.

Individuals on Medicaid will lose coverage in May. Individuals without a high school diploma may be referred to Adult Ed.

Another partnership possibility-individuals who receive UI assistance can be referred to Adult Ed for enrollment. If this happens, programs must report weekly attendance to certify attendance.