

Arkansas Adult Education Advisory Council

Meeting Minutes, July 24, 2013

Members Present: Jolla Robinson, Blake Robertson, Gary Udouj, Marsha Taylor, Jim Smith
DebbieFaubus-Kendrick, Richard Hampton, Charles George, Dorissa Kaufman

Wednesday July 24, 2013

The Adult Education Advisory Council meeting was held at the AALRC office conference room at 801 S. Louisiana Street in Little Rock. The meeting was called to order at approximately 10:00 am by Chairman Gary Udouj. Members and guest were asked to introduce themselves. Dorissa Kaufman our new council member from UAM-McGhee was introduced by the Chairman.

Foundation Update:

Jim Smith and Blake Robertson reported that the Arkansas Adult Education Foundation which will focus mainly on raising funds to pay for adult education Testing may expand to raising funds for other adult education purposes such as funds to help specific centers with local projects. Mr. Smith stated that the attorney general is looking at the legality of the foundation and that he will have something more specific to report at the next advisory council meeting.

Richard Hampton: stated that his concern with the foundation's plan to fund local projects is that centers located in large industrial areas will have an unfair advantage.

GED Testing Update:

Jim Smith reported that funds given by the legislation sponsored by Jane English, and excessive carryover funds might be used to pay for student s taking the GED test. Mr. Smith stated that plans are that this money could be used to provide GED testing scholarships. He further stated that legislative input may be requested/invited before plans are finalized. Guests attending the council meeting asked if we would continue to use TABE 9 and 10. The answer is yes, through 12/31/13. After that we don't know. Plans are to have a definite answer by the fall administrators meeting. Janice Hanlon reported that she and 6 staff members attended the National conference. She discussed and passed out material for the MY GED Demo and the GED Analytics Program. Ms. Hanlon also reported that her office is still working to get all centers Pearson Vue certified, and that they want to start using the Pearson Vue equipment (using the present test) starting in September 2013.

Discussion from the field:

Eight questions from the field were placed on the agenda. Mr. Smith presented a handout with questions and answers to each one. The handout is attached.

1. **What are the points for performance funding for 2013/2014?** Answered on the attachment

2. **A report of all centers performances for 2012/13, include state averages.** Answered on attachment.
3. **What were the criteria used for federal funding?** Answered on the attachment. This question prompted a discussion that ended in a motion by Jolla Robinson that the council recommend that the State WAGE By Laws be changed so that a county can have more than one WAGE program. The motion was seconded by Richard Hampton and approved by the council.
4. **Statewide distribution of federal funding.** Answered on the attachment.
5. **Will the state be purchasing practice test for all centers?** Answered on attachment
6. **AERIS issues.** Data integrity. Mr. Smith stated that no system is flawless. If there are any issues with AERIS a help ticket needs to be sent to the help desk.
7. **Teacher Evaluation System for Adult Education.** In additional to the attachment: Blake Robertson motioned that the council's chairman, Gary Udouj set up a task force designed to select an evaluation instrument that could be used statewide to evaluate adult education certified staff. The motion was seconded by Jolla Robinson and approved by the council. Until the new instrument is developed and approved, programs are to continue to use the present instrument.
8. **What is the max amount anyone program can lose in one program Year? There is a ceiling on how much state money you can be increase to which is \$950,000, but with no max on how much you can lose.** Answered on attachment.

Business Meeting:

The Adult Education Advisory Council business meeting began immediately following the regular meeting. The minutes from the previous meeting was approved with a motion made to accept the minutes by Blake Robertson and seconded by Richard Hampton.

AAAAE: The association is taking nominations for the Garland Hankins award. Send all nominations to Steve Clayton. Report by Gary Udouj.

AACAE: Pre conference will be October 23, 2013. Vendors will have booths/displays open. The Conference will be October 24th and 25th at the Wyndam in North Little Rock. The association is planning to use scholarship funds to send two adult educators to the state conference this year instead of the national conference. Presenters are needed for the state conference. Report by Debbie Faubus-Kendrick .

AALRC: The AALRC 's new office is located at 801 S. Louisiana Street.

Professional Development:

AERIS Meetings:

9/10/13 AERIS 101

9/30/13 AERIS 201

2/11/14 AERIS 101

3/14/14 AERIS 201

5/6/14 AERIS 101

5/20/14 AERIS 201

5/29/14 AERIS for Teachers

The group discussed billboard advertisements, McDonald bag inserts and Electric company bill inserts. If any program is interested, send contact information to Marsha Taylor.

WAGE: Pam Arnold is the new representative to the advisory council. Blake Robertson reported that his program had issues getting WAGE certificates. Mr. Smith reported that Kristi Lambert will be the State WAGE contact person until further notice. The next two WAGE meetings will be: September 13, 2013 and December 6, 2013.

ALC: Jim Smith announced that Brad is no longer with the literacy council. Mr. Smith also announced that Central Arkansas Literacy Council offers tutoring to Pulaski Technical College's students who fail to meet ability to benefit. He suggested that program around the state contact Technical Colleges in their area to offer similar service to them.

State Adult Education Office: State staff is scheduled to meet for staff development (Covey Training) July 30 – August 1, 2013. Mr. Smith announced that the state had a \$509,000 carryover balance. This carryover is too high and he plan to look at program spending from July –December and use the information to prevent the large program carryover for next year. Letters have been sent to programs that haven't closed out the year. During program reviews the state office will have to bring back a sample of the local program's PAR's and reconciliations to keep in the state office.

On a motion by Debbie Faubus –Kendrick and a second by Blake Robertson the meeting was adjourned.

2013-2014 Meeting dates:

October 16, Following GED Examiners' Training at Little Rock Embassy Suites (approx 3:30pm); and

October 17, before Fall Administrators' meeting at Little Rock Embassy Suites (8:30am)

November 21, 22 at Fort Smith Adult Education Center

January 23, 24 TBA

March 20, 21 TBA

May 22, 23 TBA

Minutes provided by Charles George (acting secretary) July 31, 2013

Attachment 1:

[Points for 7-1-13 to 6-30-14 funding distributed to programs June 6, 2013 after 6-3-12 meeting with Governor and staff and State Board meeting 6-5-13 presentation](#)

Arkansas Department of Career Education
Adult Education Division
State Funds Funding Formula (effective 7-1-13)

20% of State Funds go towards Student Contact Hours:

- 3-year average of students' attendance hours for the last 3 full years of data

80% of State Funds go towards Program Performance based on a 3-year average of students who enrolled:

- 1.0-2.5 points - Educational Gains (Educational Functioning points are earned for each Level gain in each of the subject areas of Math, Reading, and/or Language) **2.0 for each subject area gain**
- 0.5-1.5 point - Workforce Alliance for Growth in the Economy (WAGE) **1.0**
- 2.0-3.0 points - General Educational Development Credentials **2.0**
- 1.0-2.0 points - Entered Employment **1.5**
- 1.0-2.0 points - Entered Postsecondary Education or Training **1.5**
- 0.0-1.5 points - Microsoft Information Technology Certificate **0.0**
- 0.0-2.0 points - Other Educational, Employability, Certification, etc. activity approved **0.0**

Programs that show a decrease in funding will receive a decrease of the difference.

Programs that show an increase in funding will receive an increase of the difference not to exceed a ceiling of \$950,000. Any program(s) exceeding the state funding ceiling are grandfathered at that level with no additional state funding gain.

Attachment 2:

- ✓ **Q 1. What are the points for performance funding for 2013-14?** - See attached document
- ✓ **Q 2. A report of all centers performance for 2012-13, Include state averages** - Programs have from 7-1-13 until 9-2 each year for manual outcomes. The 2012-13 state performance will not be complete until all data has been entered into AERIS by the September 30, 2013 deadline. The Statistical Data book for the 2012-13 program year will be completed spring 2014. The Division moved the date up to have ample time to do data match and for quality assurance.
- ✓ **Q 3. What was the criteria used for federal funding?** - The federal funding formula, approved by the Office of Vocational Adult Education (OVAE), is based on program enrollment. The total amount of D&E funding is divided by the total number of enrolled students in the state, which provides an amount per student. Each program's enrollment numbers are then multiplied by the amount per student to provide the amount of funding they qualify for. These amounts are then compared to the amounts requested, and the program receives the amount of funding for which it qualifies up to the amount requested. Any funds not distributed by this process are redistributed to those programs that needed more funds than their enrollment generated in order to create their award amounts which is usually much less than requested.

EL/Civics funding is based on the number of enrolled ESL students in a program. The total amount of awarded EL/Civics funding is divided by the number of enrolled ESL students, which will yield a cost per student rate. The cost per student is then multiplied by the number of enrolled EL/Civics students for each qualified program.*

Please note that this number may increase or decrease each year depending on the number of enrolled ESL students.

- ✓ **Q4. Statewide distribution of federal funding.** - *Only programs who competed and were awarded in the previous RFP, qualify for federal funds in D&E, EL/Civics, and C/I funds.
- ✓ **Q5. Will the state be purchasing practice tests for all centers?** - Yes, resource center checking vendors selling a qualifying PT that can be bought in bulk and issued to programs

Q6. AERIS issues- data integrity?

- ✓ **Q7. Teacher Evaluation System for Adult Education** - We will get a task force started to create a Teacher Evaluation System for Adult Education.
- ✓ **Q. 8 What is max amount anyone program can lose in one program year. There is a ceiling on how much state money you can be increase to which is \$950,000 but with no max on how much you can lose. Example: you could lose up to \$200,000 in state dollars or 50% of your state dollars**

which every is the lesser. I'm trying to establish some stability in our programs from year to year.

\$18,253,000 / \$950,000 = 19.2 programs average 3.9 counties
\$20,253,000 / \$950,000 = 21.3 programs average 3.5 counties
\$22,253,000 / \$950,000 = 23.4 programs average 3.2 counties
\$24,253,000 / \$950,000 = 25.5 programs average 2.9 counties
\$26,253,000 / \$950,000 = 27.6 programs average 2.7 counties
\$18,253,000 + \$35,000,000 from 16-18 year old students successful in AdEd Program = \$53,253,000

\$53,253,000 / \$950,000 = 56.1 programs average 1.3 counties

The answer is line item funding for the 16-18 year old students who enter AdEd, earn a vocational certificate, graduate with a 10.5 function level in R, M, L, S, and SS, earn a WAGE Certificate driving ½ of the funding provided for ADM and ALE to AdEd for the product we produce under the Arkansas Junior I-BEST Model.

For the past seven years, we have put a ceiling, 10% cap, on the amount of money programs could gain/lose in a year. Notice has been given for the past two (2) years that the 80%/20% rule with a ceiling of \$950,000 and no cap on gain or loss was going to occur. This is the first year in which programs that were capped at a gain of 10% had an opportunity to maximize their performance.

At every administrator meeting since the formula was introduced, it has been stressed that a loss of \$10,000 represented a total loss of \$100,000. Infrastructure building should have occurred at the local level to increase performance to generate program funding to prevent the loss. Programs were encouraged to look at their program data. The Blue Book was provided with three years of program performance data to every CEO and AdEd Administrator of record and will be sent out again with when the 7-1-12 to 6-30-13 is complete.