**Arkansas Adult Education Advisory Council**

**January 31, 2020**

**AALRC-Little Rock, AR**

**Called to Order** Chairman Bill Ritter called the meeting of the Arkansas Adult Education Advisory Council to order.

**Attendees**

*Members* present: Bill Ritter, Barbara Hamilton, Dorissa Kaufman, Tammie Lemmons, Carol Birth, Amy Sturdivant, Regina Olson, Nancy Loftis, Marsha Taylor, Sherry Organ, and Dr. Debbie Kendrick-Faubus

*State Staff* present: Dr. Trenia Miles, Bridget Criner, Jana Jenkins, and LaJuana Delph, Todd Hunter

**Local Advisory Council Discussion**

Dr. Miles and Bridget Criner discussed the findings regarding the Local Advisory Councils during Site Visits and Program Reviews. These findings include but are not limited to the following: Lack of diversity of student body representation on the board, lack of business/industry representation or the percentage required, multiple representatives from the same business, information not completed, all of the counties within the service area are not represented on the board, and lack of meetings per year. Dr. Miles stated programs should consult with businesses to build relationships, be visible on other boards within your community, and make sure you have the right person leading your board. Other suggestions included: look at smaller companies for board representation, Chamber of Commerce business directory, remind board members to send a proxy when they are unable to attend, and review agenda to make sure the information discussed is action oriented. The local chair of the Advisory Council should be responsible for moving the board forward.

Dr. Debbie Faubus-Kendrick provided insight on how to keep track of businesses and building partnerships. Regina Olson stated her chair helped move their board forward by providing free training on social media and shares information on the program with clients. Regina suggested having interactive meetings and provide food. Further discussion on Advisory Councils will take place at the Administrator’s Meeting in April.

**TABE 11/12 Update**

Starting February 7th, TABE scores will automatically upload to LACES overnight. Programs must ensure the information is entered exactly the same in LACES as it is in the DRC portal. For example, the name and date of birth must match and is case sensitive. If the student is not in LACES at the time of testing, a report is generated and held in a queue until the student’s information is entered. Arkansas will be one of 12 states to have TABE interfaced with their data management system. Programs can use the TABE release form that is located on the AALRC website under Resources and Documents to have students transferred from one center to the next.

**Curriculum Software Pilot-Essential Education**

Jana Jenkins provided an update on the Essential Education Pilot which includes 12 programs. Arkansas Adult Education started out with 500 seats and that number increased to 945 seats, which include money and work essentials. Teachers using it with their students have seen an increase in performance and MSG’s. On February 24th, a meeting is scheduled to discuss the data and barriers of Essential Education and develop a best practice document. Dr. Miles stated the team will look at the usage, cost, and performance of other state supported programs to determine which one provides the best results. A decision should be made in the next two months.

Jana discussed the Teaching Skills that Matter pilot project. She is revamping the pilot to make the following changes: add lead teacher training, revamp the standards, and add health literacy and civics standards.

**Integrated Education and Training**

IET programs can take on various forms and are not limited to credentials. Bridget Criner provided examples of an IET: workforce training, on the job training, incumbent worker training, transitional training, and private industry training. Programs should make sure an IET is part of a career pathway. Staff should share with students the various types of jobs that fall under the various pathways to help students choose the right career.

**WAGE™ Restructuring Update**

LaJuana Delph provided an update on the restructuring of the WAGE™ program to better align with the state’s workforce needs. The plan moving forward is for WAGE™ to be the foundation for adult learners to get employed and expand the program into more occupations and areas. WAGE™ should fall in line with the IET program and the needs of business/industry. One of the goals includes receiving endorsements from certain industry sectors such as banking. A WAGE™ Restructuring Steering Committee is in the works with a meeting date of March 10th at AALRC. A diverse group from across the field will serve on the committee. Four subcommittees have been identified: Innovative Curriculum & Technology, Business/Industry Engagement, Media/Content Development, and Accountability & Transformation. A memo will be sent out in the next two weeks with more details. Current WAGE™ programs should review the site visit checklist to make sure the criteria for the program is being met. The WAGE™ Planning Retreat is scheduled for April 30-May 1st.

Starting July 1st, programs will print WAGE™ Certificates. Certificates will be sent electronically to the program for printing. Policies will be set in place to ensure accountability, and LACES will be used to review the information.

Other Discussions

* SNAP E&T Program: E&T Coordinators must sell the program to participants. Directors should look at the volume of referrals and requirements of the Coordinators to determine additional duties if needed. Coordinators should be knowledgeable about community resources and have view only access to LACES. Current adult education students are potential clients for the SNAP E&T program.
* Regina Olson is no longer the AACAE President. Carol Birth replaces Regina as the AACAE Representative. Barbara Hamilton made a motion to accept Carol as the AACAE representative and Amy Sturdivant seconded. The board unanimously approved Carol as the AACAE Representative. The board will need to fill the NW representative seat.
* Next meeting date: March 12-13, 2020, at Crawford County Adult Education Center.

Meeting Adjourned