**Arkansas Adult Education Advisory Meeting**

**September 13, 2023**

**AALRC**

**Minutes**

**WAGE - (Lajuana Delph)**

The various WAGE committees have been meeting individually and on the second Friday of each month.

Level I is complete - still working on Level II

* There’s not an ETA on a completion date. Dr. Miles will send out official email
* The Workforce Committee has created two resume templates (Functional and Chronological)
* The requirements for Level II were changed and the focus is on making sure certain competencies are being covered
* All students should be exposed to the WAGE™ process (completion of Workforce Prep Certificate)
* Eddy Lemm is the chair of the Corrections committee. The goal of this committee is to ensure the programs located in the jails and prisons have the curriculum needed to work with the inmates.
* BANK OZK has partnered with Adult Education. Students who go through the WAGE™ program and have the certificate listed on their resume will receive first choice when applying for position with BANK OZK. BANK OZK will send list of open positions to Adult Education.
* The state has decided to move to one platform (AZTEC) for WAGE™ certificates.
* Essential Ed can still be used for TABE and GED Academy.

*Dr. Miles* wants workforce preparation taught across the curriculum. WAGE Coordinators should be moving students forward and teachers need to be thinking outside the box on how to assist students with completing the Workforce Prep Certificates. M*arsha* will look into Career Scope and check with Latasha. If there are any suggestions regarding WAGE™, please let LaJauna know.

*Dr. Miles* reviewed the Competency Model with council

* This will help programs develop contextualized training for employers and enable teachers to integrate competencies in the curriculum and is already in line with WAGE™
* Competencies will need to be matched with the job description. This is where education meets the needs of the workforce.
* Discussed how they used the model with Bank OZK
* This has turned into a partnership with Bank OZK
* They pick out what resumes will move through the system
* We need to make sure we reach out to our CORE partners to collect resumes for students to apply for positions

*Debbie Fagin* Can paper pencil be used for WAGE in rural communities with no internet access? Maybe a possibility. It is currently being used in the jails/prisons where there’s no access to the Internet

**Distance Learning** **(Michael Judge)**

New Distance Learning Training for Teachers-168 participants have signed up for the Canvas Basics Course. Fifty-eight teachers have completed the course, 11 out of 58 have completed Distance Learning Certification

Required Courses: Canvas Basics and Growing with Canvas

Policy for students starting Distance Learning: 6 hours face-to-face

Use Passport to canvas to see if student could manage distance learning

The committee reviewed Passport to Canvas Course

Highlights of course

* Student Orientation
* Self-assessment to help gauge if a student is the right fit for DL
* Self-assessment can be in many different languages
* Microsoft 365

**Adult Education Advisory Committee Guidelines (Bridget Criner)**

* Email sent out last week to give clarity to local adult education committees
* Advisory committee to meet needs of business and industry and WIOA requirements
* Local site and program reviews will check bylaws
* 51% represents Business and Industry
* Staggered term limits clarified
* Questions? Not a minimum of number of members
* Discussion issues with attendance

**Student sign in Kiosk (Judge/Taylor/Miles)**

* At Dr. Miles request, the team has been investigation this issue
* Work ready mobile
* Student app allows them to see lessons, sign into class, etc.
* Student using smartphone can sign in to class
* Not all have smartphones; so, they can use a tablet to sign in
* Teacher has ability to check and approve the student attendance
* Cost $100 per program per month
* Discussion on how Work Ready can be implemented and ideas of how this can be used for check in

**E & E Performance Follow-up discussion (Moysh/Criner)**

Review of old and new Performance measures

This does not reflect funding only meeting benchmarks this is part of funding but not entire funding formula

Data match will be quarterly

23-24 95% of E&E 87.40% MSG 51%

**Professional Development Training Policy (Dr. Miles/Taylor)**

There has been an increase in behavior issues and no shows at PD Trainings. The committee discussed the need to need to create policies for expectations and consequences for behavior and no shows.

Program representation should be limited for each program, maybe a max of 2-3 staff per program, then if it doesn’t fill let the others attend.

**Teacher Retention (Bridget)**

* Showing teachers, you value them. How do programs do this?
* The Teacher Institute was a great way to show we support our teachers
* Reimbursement for Teacher Licensure
* Teacher Mentor Satisfaction Survey

**Software usage-Boardworks (Miles/Taylor)**

7 programs in Boardworks

Lesson plans follows benchmarks

No one is using this resource and will be discontinued.

**GED (Dianna Doyle)**

* Civics is back online no student ID
* An email was sent out detailing how to log students into the exam. The portal is no longer used.
* Once the student completes the exam, program must print the score report while it is on the screen.
* Christine Haynes is Department of Education contact

**State goals**

* 2775 GEDs last year
* Increase by 5% from Governor’s office for 2023-2024 up to 2914
* The state has started tracking the number of GED retakes
* Tambra is pulling a new internal report, and sending to program advisors

**New Directors Orientation (Dr. Miles)**

There are 17 new directors with less than 3 years of experience. The New Director’s training has been revamped and is not 8 sessions with each session being two days. The sessions range from Adult Education policies to budgeting, etc., 8 sessions 2 days each.