State Advisory Council Minutes

May 30, 2024

Meeting called to order at 9:05 by Barbara Hamilton

1. TABE and GED Testing Process Issues from Students- Based on written and verbal complaints to the state office, Dr. Miles advised that there were centers still not testing students in a timely manner and not following testing policy. There were also centers not providing accurate information to testers. Testing policy and guidelines will be a priority in the upcoming program year to put guidelines in place to ensure students and prospective test takers are not being inconvenienced by programs not following the Assessment Policy. Webinars and trainings will be held on the testing policies for TABE, GED Ready, and the Official in the near future. In addition, programs will be required to post signage that the state office will provide on test requirements so that staff and students are both aware of the requirements and process

2. Compliance Report- there will be new compliance reports to be completed to resolve outstanding issues such as CAP, IETs, Advisory Committee, etc. These will be done with the director and program advisors. Each area will be addressed instead of one big issue. There will be time periods and deadlines. This will be a streamlined process.

3. WAGE Updates- 37 new courses released about 20 engaged. There have been 2600 certificates for the year. A memo and a webinar are coming for the ESL release. Issues with Burlington are being addressed. Pain points: issues with resumes and business/industry engagement. There will be a new WAGE Coordinator training similar to CSP to make the move to being more in the field for business engagement.

4. Distance Learning- Canvas basics/Growing with Canvas must be completed by June 30 for those enrolled. Send certificates of completion to Ashan Hampton. There are new processes for Distance Learning being developed. The new courses will be opening soon after the beginning of the new fiscal year. Enrollment will be through the AALRC.

5. End of the Year Closeout- reach out to new directors to see if they need assistance. All data should be in by June 30th. Freeze date potentially August 2nd. Class naming conventions in LACES is coming closer to be completed.

6. Concerns from the field-

A. Mentor/Mentee relationship-minimum expectations- Dr. Miles said we should meet with the mentee for a minimum of a year. We need to address anything we wish we would have been told i.e. staffing, policies, performance, planning, etc. If there are issues we cannot address seek guidance from the program advisors.

B. DL Concerns- books, minimum hours- As of now, follow the current assessment and distance learning policies. Ideally a blended approach should be used.

C. WAGE Level II Requirements- Can Level 2 be separate from an IET and how do we get access? Yes, it can and the state will work on getting access to the top 7 to all centers. IETs will need to go through the state for approval.

Additional items not on the agenda- Dr. Miles wanted to know how the relationships with CPI was going and payroll limitations will be reviewed. If salary increases need to be made there is a Salary Request form online to request increases in pay for staff.

Submitted by Casson Brock, EdD