State Advisory Council Minutes

September 11, 2024

Meeting called to order at 10:00 by Barbara Hamilton.

1. WAGE Update (Delph)

The state office is cleaning up Canvas accounts due to several inactive classes and users that have not been used in the last few years. If a program’s WAGE Coordinator changes, please let the state know. There is a local/state WAGE team. The team member positions were shared. There should also be a Student Admin person who is responsible for setting up student accounts in CANVAS. This person should complete the CANVAS training. Staff members can hold multiple roles on a program’s WAGE team. New course series 1876 is the blueprint course. All programs will have their own special course number. Please do not edit the course and submit changes/additions to [wage@arkansas.gov](mailto:wage@arkansas.gov). WAGE instructors will receive certificates within 30 days in a \*.pdf. Since July 1, the state office has processed $122,000+ in scholarships.

WAGE Level II has been streamlined and all programs have access to the seven courses that are completed. The invitations to join the courses were sent to the Director. These courses include: Manufacturing, Health Science, Education & Training, Finance, Information Technology, Hospitality & Tourism, and Transportation, Distribution, and Logistics. WAGE Level II checklists are available.

There was a request from the field for consideration of the start time for the monthly WAGE meetings through Canvas. A poll will be sent out for a suggested time. The meetings are recorded and can be viewed at a later time is an option for teachers. Additional consideration will be given to this matter to come up with a resolution.

2) Distance Learning Updates (Hampton)

Ashan created tutorial videos and sent those to the Directors. DL course completion certificates are sent to Dr. Wilkerson on a monthly basis for PD credit. Canvas and Growing with Canvas have detailed instructions on how to complete the training. DL resources are updated and uploaded on the AALRC website.

The DL certification course is underway. This course is for teachers who are identified as teaching distance learning. There are 44 enrollees and 12 completers so far. Should get 80% on coursework and 80% on final exam. Table 5A distant learning student numbers. Be sure there is follow up for these students.

There was a question from the field asking if ESL teachers are required to be DL certified? Dr. Miles stated ESL teachers should be certified and should have the same skill set as an ABE instructor. The best approach is the hybrid approach and should be a blend of ABE and ELL. PT teachers who work less than 15 hours are opted out of CANVAS training. The DL policy no longer requires a minimum number of hours to enroll in DL. The Office of Adult Education will submit a grant application for the broadband money and will be earmarked for programs to hire personnel and equipment.

3) Alternative Placement - Table 4 (Miles/Moysh)

Alternative placement has been added to allow new placement flexibility for participants enrolling workplace classes and or pre/approved IET classes. The TABE locator has been identified as the approved testing mechanism for participants in workforce and/or IET classes designed to yield MSG Indicators such as MSG types 3, 4, and 5. The reporting of these outcomes must follow the data and validation requirements for these specific MSG types, as described in OCTAE Program Memorandum 17-2 and in the Arkansas Assessment Policy. When calculating the state’s post-test rate, participants with an alternative placement in Tables 1, 4, 4, 4A, and 4C will be removed from the post-test denominator. Participants with alternative placement will still be reflected as NRS participants and still count in the MSG percentage on Table 4 and Follow-Up Tables as previously recorded. This will be helpful in addressing the needs of Business and Industry for training under 40 hours.

4) Assessment Policy (Miles).

The assessment policy has been totally revamped and updated. Several important changes will be highlighted during the Admin Meeting on tomorrow and Friday. Remote proctoring and the use of an electronic sign-in are allowed.

5) TABE and GED score requirements (Miles).

As a state we need to increase the percentage of GED passers in state. Dr. Miles found some issues throughout the state for GED testing. Tomorrow, Dr. Miles will review the steps for testing. If an enrolled student make a 535 on the TABE, they should be given the GED Ready. If the student makes 145 on the GED ready, they should be given the Official within two weeks of passing the GED Ready for increased probability of passing according to GED Testing.; If an individual walks in and want to take the Official test, they must be given the GED Ready. If they make a 145 on the GED Ready, then they should be given the Official test. Programs cannot make individuals enroll in adult education prior to being given the Official test. If the test taker fails the same section of a test twice, then they have to wait 60 days before they can retest (GED Testing policy). The aforementioned policy applies to all students including 16/17-year-olds.

Because of cost and reduction of the number of free retakes, the state is tracking is now tracking the passing rate. Programs should try and reduce the number of retakes. GED can be counted toward MSG’s.

6) Mentor Update (Hamilton)

Mentors are meeting with their mentees in various ways. A few are providing assistance via phone and answering mentee questions as needed. A couple of mentors are meeting with their mentees once a month via zoom or visiting the mentees’ location. Overall, the feedback received was positive.

Discussion

Dr. Wilkerson provided an overview of the New Teacher’s Orientation class that is housed in Canvas. This is a great training to help onboard teacher’s and is a required training for all new teachers to Adult Education.

The checks and flyers for open house from the Design Group will be handed out Friday. Programs should make sure they post the flyers around towns in their service area.