

CONNECTICUT STATE DEPARTMENT OF EDUCATION

Adult Education Policy Forum

June 7, 2019

Agenda

- CT Association for Adult and Continuing Education (CAACE)
- Adult Training and Development Network (ATDN)
- 2018-2019 Meeting Reminders
- CT Adult Virtual High School (CTAVHS)
- State Grants and Applications
- Copyright information
- CT Adult Reporting System Update (CARS)
- CASAS
- GED Update
- CDP Update
- NEDP Update
- College and Career Readiness Standards
- Teacher Evaluation
- Federal Grant
- IELCE update
- Summer Institute





Annual Board Meeting 2019

Meeting Agenda

- Meeting Minutes
- Treasurer's Report
- Advocacy Report
- New Business
 - Thank you for 2019
 - 2020 CAACE Conference Save the Date March 26 & 27
 - Statewide March For Adult Education
 - September 26, New Haven Green
- Election of Officers for 2020

2019-20 Executive Board

By General Membership Vote:

Lawrence Covino, President Heather Pelletier, Vice President Gabriel Riccio, Secretary Lori Wyrebek, Treasurer

2019-2020 CAACE Board

- Term Expires June 2019, Currently Up for Reelection
- Mayela Aguirre, Director, Windsor Adult and Continuing Education
- Sarah Dudzic, Director, Move Up! Partnership for Adult Learning
- Diane Kearney, Director, Manchester Adult Education
- Joseph Lawler, Lead Teacher CDP, Middletown Adult Education
- Gabriel Riccio, Director of Curriculum & Instruction, USD #1*
- Angela Thomas-Graves, Director, Stamford Adult Education
- Jody Huzina, Program Facilitator, WERACE Adult Education

Term Expires June 2021

- Michelle Bonora, Director, New Haven Adult Education
- Lawrence Covino, Director, Bristol Adult Education*
- Gina Eller, Director, Stratford Continuing Education
- Kimberly James, Director, Student Access, Success and Engagement, Tunxis Community College
- Anthony Mangiafico, Director, East Hartford Adult Education
- Heather Pelletier, Director, Naugatuck Adult Education*
- Andrew Rockett, Director, Vernon Adult Regional Based Education
- Fred Silbermann, Program Facilitator, Meriden Adult Education

Term Expires June 2020

- Kymbel Branch, Manager of Career Development Services, Workforce Alliance, New Haven
- Joseph Ferraiola, Facilitator, East Haven Adult Education
- LuAnn Gallicchio, Director, Hamden Adult Education
- Kristin Hempel, Associate Director of Adult and Community Programs, EASTCONN
- Antonio Musto, Director, Waterbury Adult Education
- Richard Tariff, Director of Adult and Community Programs, EASTCONN
- Lori Wyrebek, Director, Farmington Continuing Education*

Stop Summer Slide... Recruit students... Engage families...



Help: www.edtech.worlded.org/team-worlded-xprize







ATDN Professional Development Updates

Fall & Spring 2018-2019:

- 78 Workshops offered in CCRS, Teacher Evaluation, Disability, ESL, CCS, GED & NEDP attended by approximately 1852 adult education staff participating;
- A Summer Institute was held on August 14 & 15 at UNH with over 110 participants each day;
- A GED Day was held on November 28 at ACES with 66 participants;
- An ESL Day was held on February 1 at MDC with 109 participants;
- Our first GOALS 900 workshop offered by Linda Taylor of CASAS had more than 55 attending the all-day training focused on the new Reading GOALS series and assessment strategies aligned to CCRS
- The 26th Annual Disabilities Conference was held on October 26, 2018 with 235 participants at Water's Edge



CONNECTICUT STATE DEPARTMENT OF EDUCATION



ATDN Professional Development Updates

PLANNING FOR 2019-2020:

- More workshops will be offered in CCRS, Teacher Evaluation, Disability, ESL, CCS, GED & NEDP
- Workshop focus on CCRS 200 Series with limited 100 Series available this upcoming school year.
- CCRS 100 Series videos are in development for programs. ELA101 & 102 are complete and working on Math 101 & 102. A registration process for access to these videos will be available soon.
- Looking to bring back "mini PD events." Four Regional events are planned-October, November, January & April. If interested in hosting one at your facility, please sign up on sheet. We will review and select over the summer and inform programs.
- An ATDN Professional Development Catalog is being developed for distribution at the September Policy Forum. It will list the PD offerings for adult educators, adult education regional PD locations, as well as other pertinent information.
- Our Summer Institute 2019 is scheduled for August 13 & 14 at UNH Orange Campus. Workshops include Goals 900, Open Educational Resources, Workplace Numeracy, Google, Smart Phone use in the classroom, Using Excel for Data, School Counselor, Change Agent & more. Registration limited and available on a first come, first serve basis. Registration available on July 1.
- The 27th Annual Conference on Serving Adults With Disabilities conference will be held on October 18, 2019 at Water's Edge

Keynote is Rebecca Atkins and the Second Step Players. Many wonderful workshops.

Registration begins July 15, 2019. See brochure.



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2019-20 Meeting Reminders

Policy Forums for 2019-20

- Friday, September 20, 2019
- Friday, January 10, 2020
- Friday, June 5, 2020

To be held at the Energize Connecticut Center 122 Universal Drive N, North Haven, CT 06473

Meeting for Program Facilitators for 2019-20

• Friday, September 20, 2019 from 12:30-2:30 p.m.– required Statewide meeting

To be held at the Energize Connecticut Center 122 Universal Drive N, North Haven, CT 06473

Regional Facilitators Meetings for the Fall of FY 2019-20

- October 23, 2019
- October 24, 2019
- October 30, 2019



- 1:00-3:00 p.m.
- 9:30-12:00 p.m. 1:30-3:30 p.m.
- East Haven Adult Education L.P. Wilson Community Center Waterbury Adult Education





Updates:

- **23** Different ACDP Course Titles
- **15** Different Flex Course Titles
- ACCUPLACER Prep Year Round 2019 courses: ending 8/9/2019
- GED Prep Year Round 2019 courses: also ending 8/9/2019

System Reminder - To facilitate CARS data input:

- *Summer Term courses end 2 weeks earlier, on 7/12/2019
- *Due date for Summer Term grades is 7/19/2019



State Grant Update

- Final 2018-19 Adult Education State Grant Award letters have been disseminated to all school districts via the State's pre-payment grant system
- May payment for FY19 has been issued
- Final CAP 7.85%
- ED141 Statement of Expenditure Reports due September 1, 2019 (electronic submission by business manager)



State Grant Update

- September 1, 2019 ED-141 Statement of Expenditures due (business office submits)
- FY20 Projected Cap 6.8% based on a levelfunded State allocation
- FY20 State Grant due dates: Monday, March 16, 2020: ED-245/ED-245A Wednesday, April 15, 2020: ED-244/ED-244A



Copyright and Fair Use

As of January 1, 1978 – all published materials are effectively copyrighted even when not specified (this includes webpages).

In determining FAIR USE the four factors are:

(1) the purpose and character of the use;

(2) the nature of the copyrighted work;

(3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and(4) the effect of the use upon the potential market for, or value of, the copyrighted work.



Copyright and Fair Use

FAIR USE of a copyrighted work for purposes such as teaching (including multiple copies for classroom use) is not an infringement of copyright if:

- The multiple copies of the material are for only one course in the school in which the copies are made.
- Copies include no more than one short poem, article, story, essay or two excerpts from the same author, nor more than three from the same collective work or periodical volume during one class term.
- There are no more than nine instances of multiple copying for one course during one class in one term.



Copyright and Fair Use

The following prohibitions exist:

- Copies may not SUBSITUTE for the purchase of books, and are not REPEATED use of the same item by the same teacher from term to term.
- There shall be no copying of, or from, works that are "consumables", including workbooks, exercises, standardized tests, test booklets and answer sheets.

See "Reproduction of Copyrighted Works by Educators and Librarians", U.S. Copyright Office:

CSDE

https://www.copyright.gov/circs/circ21.pdf

Connecticut Adult Reporting System (CARS) Update

- All data entry for fiscal year 2018-19 that includes information relative to student demographics, <u>including providing an exit date for learners</u> <u>who have graduated from the program and will not return</u>, entry status, reasons enrolled, enrollments, attendance, achievements, credits earned and all appraisal and pre-post assessments **must be entered in CARS by July 26, 2019**. After this date the system will be locked and no data entry will be possible.
- Effective **Monday, June 10, 2019**, the **FY 2019-20** program year will be activated in CARS
- The updated CARS **Data Collection Forms** will be e-mailed to all adult education providers on June 12, 2019. These forms may also be accessed from the CSDE Web site. <u>http://portal.ct.gov/SDE/Adult-</u>

Ed/Accountability/Adult-Education-Assessment-and-Accountability/Documents



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CARS Update continued

Adult High School Credit Diploma Program (AHSCDP)

The following policies have been developed to represent more accurately the attendance requirements for the different AHSCDP credit types, and with a view to streamlining data entry.

- <u>AHSCDP Classes</u>: The actual hours of classroom attendance should be reported using either the daily or the monthly attendance option.
- <u>Documentation Credits</u>: Since there is no instruction or attendance related to the awarding of these credits, programs can choose not to create a course and course-section to award these credits. Programs may utilize the transfer credits screen to award all Documentation Credits including those earned during the current year. In this case, the credit must be set as "Internal" since the credit was awarded internally by the adult education program. Alternatively, programs can award such credit through the Enrollment screen by creating courses and course-sections.
- <u>Independent Study</u>: Similar to the process of awarding Documentation Credits, programs can choose not to create a course and course-section to award Independent Study credits. Programs can utilize the transfer credits screen to award all independent study credits including those earned during the current year. In this case, the credit must be set as "Internal" since the credit was awarded internally by the adult education program. Alternatively, programs can award such credit through the Enrollment screen by creating courses and course-sections.



CONNECTICUT STATE DEPARTMENT OF EDUCATION

CARS Update continued

 Report #22 <u>Comprehensive Course History Report</u> provides all enrollment summary and test summary information for previously enrolled students.

In the "Data Download Tables", data administrators:

- Can find students with no SSN and sort by program area;
- Ensure that student who earned a diploma are given an exit date (and make sure that exit dates were not given to students without a diploma);
- Confirm that achievements have been entered for all students at a glance;
- Sort by hours to confirm that students have enough to earn CDP credit; and
- And much more!!!



CARS Update continued

New Users Hands-on Training at the CSDE, 450 Columbus Blvd, Hartford

- September 11, 2019 9:00 am to 1:00 pm (Register by September 4, 2019)
- October 16, 2019 9:00 am to 1:00 pm (Register by October 9, 2019)
- Experienced Users Training Webinar/Conference Call dates have been changed
- September 25, 2019 1:00 to 3:00 p.m. (Register by September 12, 2019)
- September 27, 2019 9-11 a.m. (Register by September 13, 2019)
- EVERY PROGRAM is expected to have their CARS data entry participant in CARS training. Critical information about data collection policies and practices are conveyed at these sessions. Attendance is taken.
- The updated **CARS Manual for FY 2019-2020** will be made available in PDF format on the CARS log in screen and CSDE website.



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Connecticut Competency System (CCS) Updates

CASAS Assessments for NRS Reporting Purposes

CASAS NRS Approved Assessments for ABE/GED:

- Reading GOALS (Forms 901-908)
- Math GOALS (Forms 913-914, 917-918)

CASAS NRS Approved Assessments for ESL through February 2021:

- Beginning Literacy (Forms 27/28)
- Life and Work Reading (80 Series)
- Life and Work Listening series (980)
- Citizenship (951-952)
- Listening GOALS is pending approval from OCTAE



(CCS) Updates

CASAS Tests - Reading GOALS 900 Series:

Greater Opportunities for Adult Learning Success

ABE/ASE NRS EDUCATIONAL FUNCTIONING LEVELS AND CASAS READING SERIES SCALE SCORE RANGES

NRS ABE/ASE Level 1 Beginning ABE Literacy 2 Beginning Basic Education 3 Low Intermediate Basic Education		Life and Work Reading 80 series Scale Score Ranges	Reading GOALS 900 series Scale Score Ranges	
1	Beginning ABE Literacy	200 and below	203 and below	
2	Beginning Basic Education	201-210	204 - 216	
3	Low Intermediate Basic Education	211-220	217 - 227	
4	High Intermediate Basic Education	221-235	228 - 238	
5	Low Adult Secondary Education	236-245	239 - 248	
6	High Adult Secondary Education	246 and above	249 and above	

Reading GOALS FAQs

Why are the scale score ranges for Reading GOALS higher than Life and Work Reading ranges?

• The Reading GOALS tests are academic and more rigorous than other CASAS reading tests. The higher scale score ranges are a reflection of the higher level of reading skills in the NRS Educational Functioning Level (EFL) Descriptors.

Levels B, C, D do not give a scale score until item 11. Why is there a need to answer this number of questions to obtain a scale score?

• This ensures that students answer enough questions to assess their reading level reliably.



(CCS) Updates

CASAS Tests - Math GOALS 900 Series:

Greater Opportunities for Adult Learning Success

NRS EFLs for ABE/ASE	Life Skills Math 30 Series Scale Score Ranges	
1 Beginning Literacy	200 and below	
2 Beginning Basic	201-210	
3 Low Intermediate	211-220	
4 High Intermediate	221-235	
5 Low Adult Secondary	236-245	
6 High Adult Secondary	246 and above	

New NRS EFLs for ABE/ASE Mathematics		Math GOALS 900 Series Scale Score Ranges	
1	Beginning Literacy	193 and below	
2	Beginning Basic	194 - 203	
3	Low Intermediate	204 - 214	
4	Middle Intermediate	215 - 225	
5	High Intermediate	226 - 235	
6	Adult Secondary	236 and above	

The program profile table will be updated to reflect this new EFL.

Math GOALS FAQs

May students use a calculator with Math GOALS? Do they use it for the entire test?

Students may use a calculator throughout the entire math test. CASAS eTests provides an on-screen calculator, but students may use physical calculators (not graphing calculators) while testing on CASAS eTests, if preferred. Programs that use paper-based tests should provide students with a calculator. Students may not use a personal calculator nor their cell phone calculator. Examples of appropriate calculators are Texas Instruments TI-30XS, TI-108 and TI 503SV, Casio SL-300SV, and other approved calculators for use on high school equivalency exams such as the GED, HiSET, and TASC assessments.

The new EFLs for ABE/ASE Mathematics contain a new Middle Intermediate level and merge Low and High Adult Secondary levels into Adult Secondary.



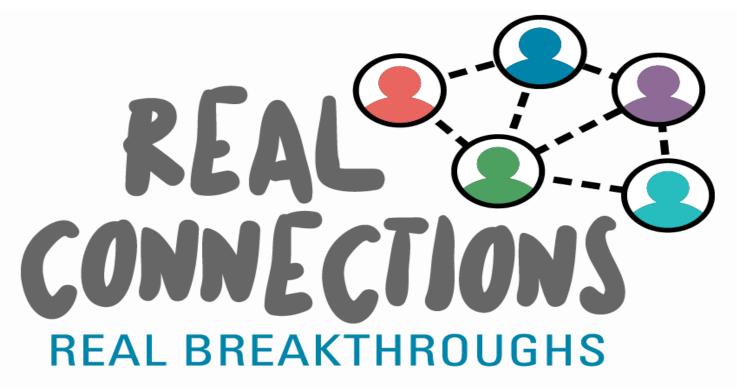
Grade Level Equivalents (GLEs) for CASAS Reading GOALS Score Ranges

NRS ABE/ASE Levels	ABE/ASE Level Names	CASAS Reading GOALS Score Ranges	Grade Level
1	Beginning ABE Literacy	193 and below	1
1		194 - 203	2
2	Beginning Basic Education	204 - 210	3
2		211 - 216	4
3	Low Intermediate Basic Education	217 - 222	5
3		223 - 227	6
4	High Intermediate Basic Education	228 - 232	7
4		233 - 238	8
5	Low Adult Secondary Education	239 - 243	9
5		244 - 248	10
6	High Adult Secondary Education	249 - 253	11
6		254 and above	12



- CASAS eTest units cost \$1.30 for 2019-2020
- The agreement between CASAS and the CSDE provides the discounted rate as well as license and support to access the <u>TOPSpro</u> <u>Enterprise</u> data management application through June 30, 2020.
- CASAS maintains an <u>HTTPS</u> connection and secure browser environment.
- Administering tests via eTests Online requires a Chromebook or a Windows PC with Internet access. (iPads must be have iOS 11 or higher.
- Windows computers must meet software requirements (Windows 10 for CASAS eTest delivery)
- Please review <u>all system requirements here</u>.





GED Annual Conference • Swissotel in Chicago, Illinois

July 24, 2019–July 26, 2019

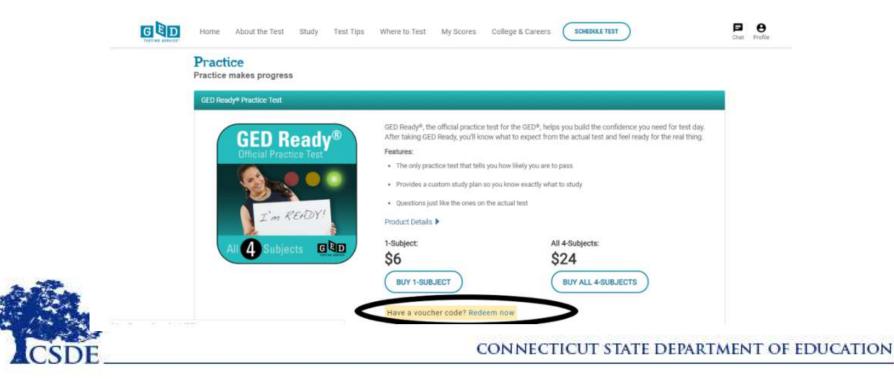
- <u>Registration</u> deadline is July 12, 2019
- There will be professional development sessions geared toward Adult Ed instructors to load up on innovative teaching and testing strategies from the GED® experts.

CONNECTICUT STATE DEPARTMENT OF EDUCATION

GED Ready[®] Voucher

If You Already Have a GED Ready® Voucher:

- Students should log into their GED.com account and go to "Study" then select "Practice"
- It is important to not click on the buttons "Buy 1-Subject" or "Buy All 4-Subjects" if you are redeeming a voucher.
- Instead, look below the "Buy 1-Subject" buttons for the highlighted link that reads "Have a voucher code? Redeem now"



GED Update

GED Identification

GED Identification Requirements Please remind all students taking the GED tests, that GED Testing Service[®] does not accept the following forms of identification: School ID, Work ID, or Expired ID. The test taker must bring a government issued ID, such as a driver's license to test and the name must match the GED.com used to schedule the test. If the account has two last names, but the identification presented does not (or vice versa), this is not acceptable according to GED Testing Service. The test taker may be turned away from testing. Please make all students are made aware during registration.



Identification Requirements

 Primary required; Testers SHOULD NOT be seated for an exam unless he or she provides 1 form of government-issued ID that is valid and non-expired. The ID MUST CONTAIN THEIR NAME AS IT IS LISTED in our system, date of birth, photo and signature







Important Information

Note: Most jurisdictions accept a government-issued ID from another state as a primary ID. But, if the jurisdiction requires proof of residency, and the Tester does not have a state-issued ID from that jurisdiction, the Tester must present proof of residency (e.g. utility bill, bank papers etc that list the Tester's name and an address that is in the state they want to test in).

 <u>NOTE</u>: Testers can provide more than one form of identification to meet the requirements.





Important Information continued....



Test Administrators need to check if the first and last name on the Tester's account matches what is on their ID.

Does the account have one last name and the ID lists two or vice versa? (This is not ok)

Is the last name on the account their maiden name and the id lists their married name? (Even if they have documentation of a name change this is not ok)

The Test Administrator should point out the discrepancy and ask if they have any other gov.t valid and non expired ID with them that lists their first and last name as it is listed in their account.

But, it is ok if their middle name is listed in account but not on id or vice versa.

GED Update



GEDWorks[™] is a start-to-finish program for employees to earn their GED[®] credential with costs covered by their employers. It offers a comprehensive set of materials and dedicated advisors to ensure success every step of the way.

Participating employees will benefit from:

- A comprehensive start-to-finish program
- A dedicated GED advisor to guide the progress
- Unlimited access to study materials and testing
- Flexibility and ease of testing around busy schedules **Employers offering GEDWorks**[™] :



CDP Update

The CDP Administrative Manual is moving toward final approval.

- Changes clarify policy and provide clearer guidelines and rubrics.
- Credits are linked to the certification of the instructor.
- Alternative routes to credit include work and time requirements commensurate with class work.
- Draft copies are available upon request.



CDP Certifications

School Counselor (068) (mandatory for all CDP programs)

CDP teacher must hold a 106 and valid 7-12 certification in the appropriate content area:

- English/Language Arts 015
- Mathematics 029
- Social Studies 026
- Science:
 - Biology 030
 - Chemistry 031
 - Physics 032
 - Earth Science 033
 - General Science 034



CDP Certifications

The following are considered vocational certifications:

Business – 010
Marketing – 089
Home Economics – 045
Tech Ed - 047
Trade & Industrial Occupations – 098
Health Occupations – 103
Practical Nurse Education - 108
Health Occupations - 109



NEDP Update

- Beginning July 1, 2019 all NEDP sites will be required to use the "auto scoring "service for NEDP writing samples. Yearly writing certification for advisor/assessors is no longer necessary.
- The Home Management Task has been revised, is in draft form and being housed in Schoology. We are asking that NEDP staff review the task and give feedback via the survey.
- Beginning July 1, the role of advisor/assessor will be combined so that the client will work with one trained staff from Diagnostics through Assessment. Each program will still be required to maintain three advisor/assessors to be a site.
- NEDPC conference will be held in November in Hartford.
 More information to follow.



College and Career Readiness Standards (CCRS)

- The CCRS 100 series, which is required of all teachers in adult education, will be available as an online course. There will be limited face to face sessions this coming year.
- The 200 series (resource alignment, lesson development, and teacher modeling) training will continue for lead teachers.
- English Language Proficiency (ELP) Standards training will also continue this coming year.

CCRS (continued)

- Beginning FY 21, all programs will be required to include a sustainability plan for CCRS. All ED 244s, 244As and federal grant applications will have to include this plan.
- Since Program Directors must be involved in the development, we will have activities to assist in the writing of these plans at the Policy Forums in September and January.
- An advisory group for CCRS implementation will be forming in the fall of 2019.



Teacher Evaluation

Reminder – if your program is not using the CSDE Evaluation Plan, the evaluation plan should have been provided to SDE.

 Submit electronic versions to: <u>marcy.reed@ct.gov</u>



CONNECTICUT STATE DEPARTMENT OF EDUCATION

STAR

Student Achievement in Reading

- The STAR program was launched at East Hartford and Meriden Adult Education programs
- For 2019-20, they will be joined by EASTCONN, Waterbury and Norwich
- Training involves 25 hours of online modules for teachers and the director (spread out over a year), and additional hours for teachers to work with students
- For more information, contact <u>marcy.reed@ct.gov</u>



Career Pathways

The Career Pathways Taskforce will continue to update and add resources to the Career Pathways Toolkit:

<u>https://sites.google.com/danbury.k12.ct.us/career-</u> <u>pathways-toolkit/home</u>

For 2018-19, the Toolkit was presented at programs during Professional Learning (PL) time.

The Toolkit will be presented during PL organized by the SDE – stay tuned for dates!

Programs that would like a presentation at a PL or meeting time should contact <u>marcy.reed@ct.gov</u>



Federal (PEP) Grant Update

- Continuation applications have been received;
- Funding should be consistent with 2019;
- Please be patient as we review all applications and budgets;
- When they are approved, you will receive an email from the Program Manager, Susan Pierson;
- New RFP will be available in March of 2020.



Integrated English Literacy and Civics Education (IELCE)

- Technical Assistance visits were conducted at 16 sites this year. The remaining 5 site visits will be completed in the fall.
- IELCE plans are under review with feedback to come to providers soon.
- Professional Development sessions for IELCE will be held in the fall and the spring.





- Digital Learning Day has not yet been scheduled
 always at the end of February
- Stay tuned for announcement of a DL Day of professional development around that time!
- See information on DL Day and 2020 events: <u>https://digitallearningday.org/</u>



Summer Institute August 13 & 14



Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

University of New Haven, Orange Campus



CONNECTICUT STATE DEPARTMENT OF EDUCATION

Location for 2019-20 Policy Forums

Next Forum: Friday, September 20, 2019

Energize Connecticut Center 122 Universal Drive N North Haven, CT 06473 SDE is researching other locations for January and June 2020.

Have a great.....





CONNECTICUT STATE DEPARTMENT OF EDUCATION