

ABE Transitions Region		WEST Metro	
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INTERIM Report: February 14, 2014		FINAL Report: Due June 30, 2014	
Activity 1	1-A Mandatory ACES Participation		
Goal/Objective	Activities: Description and Estimated Cost	Progress to Date <i>(Interim and Final Report)</i>	
<p>ACES (Academic, Career & Employability Skills) Integration</p> <p>Implement the ACES TIF Framework in all West Metro ABE programs by June 2014.</p>	<ol style="list-style-type: none"> October/November, 2013. Managers from the West Metro ABE programs will identify 9 facilitators: (2) Metro South, (2) Osseo, (1 each) Metro North, Robbinsdale, AOIE, WEST, SW Metro. January/February 2014. The facilitators will participate in the ACES facilitator study circle meeting(s) at a location TBD. February/March, 2014. The chosen facilitators will participate in the 6-hour ACES facilitation training in the Metro area. March-June, 2014. The chosen facilitators will assist in leading the ACES TIF Framework training, either within study circles, PLCs, or all staff trainings – programs will determine the best way of disseminating the information to meet their needs. <p>Total cost for training facilitators: \$1000/ea *9 facilitators= \$9,000 Total cost for providing ACES TIF Framework training to all West Metro Programs= \$11,000 Each program will be training between 10-30 instructors. The \$11,000 will be used to for subs,</p>	<p>We were able to identify six facilitators, Metro South and Osseo each have one facilitator and Southwest Metro is participating with the East Metro Region as, geographically, they are in both the West and East Metro Regions. To date two of the three facilitator sessions have been held with the final session to occur in a week. Three facilitators from Central MN have joined our sessions as well. The facilitator training taking place in the Metro has been scheduled and we are currently working on phase 2 (PLC instructor recruitment).</p> <p>**To date only the food expenses for each facilitator training have been submitted. Programs are waiting for the facilitator trainings to be concluded before invoicing for reimbursement.**</p>	

	food, travel and stipends and will be divided evenly amongst the programs depending on the number of participants. TOTAL: \$20,000	
Activity 2		
Goal/Objective	Activities: Description and Estimated Cost	Progress to Date (Interim and Final Report)
<p>Jump Start Project, Metro North ABE</p> <p>Develop and implement a scope and sequence and modules for a 180 hour GED 2014 instruction based on TIF strategies; concentrating on strategies 3 (Academic Language and Skills ALS), 5 (Critical Thinking) and 2 (Learning Strategies). The module will allow learners to complete their 2014 GED coursework in a managed enrollment setting, allowing learners to transition into post-secondary education opportunities in a timely fashion, and providing them with the credential that is critical not only for post-secondary financial aid but also post-education employment success.</p> <p>The West Metro ABE partners have agreed that while this project mostly benefits Metro North at this time, they will be providing a pilot framework for other programs to potentially</p>	<p>Identify a project lead (Metro North ABE)</p> <p>The lead organization will consult with GED content and instructional strategy experts to design a framework for GED 2014 instruction model, embedding TIF strategies into the modules</p> <p>Curriculum resources will be compiled from existing materials</p> <p>Lead organization will write curriculum only if it is not available through existing sources</p> <p>Lead organization will pilot the new module as part of the DEED Adult Competitive grant project “Career Connections”, which will allow graduates of GED 2014 to enter into DEED sponsored post-secondary training in healthcare, precision sheet metal, or business services</p> <p>Lead organization will post scope and sequence and modules for GED 2014 on MnROC and will share pilot project experience with West Metro Region at an upcoming meeting</p>	<p><u>Interim Report:</u> The bulk of the curriculum has been developed and individual lessons are being piloted. The first complete round of classes will be offered in early May in partnership with the Anoka county workforce center.</p> <p>We had to write a lot of new content for the social studies, science and math portions. Reading/language arts was incorporated into the social studies and science modules. It is not complete yet, so it is not on MnROC but will be once the pilot has been completed.</p> <p>**This project is in partnership with the local Workforce Center. They started out using the WFC contributions and will begin seeking reimbursement for NextSTEP budgeted dollars as the pilot class is offered and the scope and sequence modules are finalized**</p>

<p>replicate and therefore would like to proceed.</p>	<p>\$6,000 scope and sequence and module development \$10,050 pilot round of programming (180 hours of instruction) \$850 materials and supplies TOTAL: \$ 16,900</p>	
<p>Activity 3</p>		
<p>Goal/Objective</p>	<p>Activities: Description and Estimated Cost</p>	<p>Progress to Date <i>(Interim and Final Report)</i></p>
<p>Offer transitions related Professional Development opportunities to instructors across the region:</p> <p>The Professional Development we would like to offer will support the technology programs purchased with transitions monies. It is our intention to educate and further assist instructors with integrating these programs into their classrooms.</p>	<ol style="list-style-type: none"> 1. Train-the-Trainer Professional Development for both Para Professional and Medical Terminology Instructors. 2. Campus visits to local MnSCU institutions where instructors will be able to tour the campus, learn about the classroom expectations, meet instructors and learn about new and changing programs and visit with admissions staff to learn more about the process students undergo. 3. Technology training for instructors to learn more about the Distance Learning programs being utilized in our programs such as A+dvancer, NorthStar Digital Literacy, Learner Web and others. Instructors will learn best practices, how to integrate these programs into their classrooms and be able to network with other for future support. <p>Total: \$1100</p>	<p>The main focus for the region has been on the ACES Integration training for the last several months. We are currently in the process of scheduling campus visits with Normandale Community College and most likely an additional campus in the northern part of the region.</p> <p>Most all of the programs have begun or are utilizing the NSDL assessment and are learning to use the Learner Web programs in conjunction with them. Robbinsdale and Osseo each held and instructor training day for Learner Web and both programs have been using it for NSDL as well as CNA and Medical Terminology for Robbinsdale. There is interest in possibly perusing other learning plans for transitions related pathways such as Manufacturing.</p> <p>Adult Options will be having a training session at the end of March for NSDL and Learner Web.</p>

		**Reimbursement will be submitted after the campus visits have happened and by the final report date.
Activity 4		
Goal/Objective	Activities: Description and Estimated Cost	Progress to Date <i>(Interim and Final Report)</i>
<p>Continue the coordination and communication work done by the RTC. As a representative of the WEST Metro ABE programs the RTC will work to facilitate transition work with MDE< DEED, WorkForce Centers, MnSCU and other ABE regions.</p> <p>Increase employer involvement and awareness of West Metro regional transitions and FastTRAC programming.</p>	<ol style="list-style-type: none"> Attend WHAM meetings, MDE, DEED meeting to be current with new developments and transition needs. Be in constant communication with WEST METRO ABE Managers to remain informed of ABE transitions needs and services. Meet regularly with State Department ABE/DEED staff and other RTC coordinators to integrate efforts. RTC will coordinate required reports from transitions projects, such as Mid-term and Final NextSTEP reports; maintain MnROC updates and others as needed. RTC will attend appropriate conferences and professional development opportunities as available and directed by MDE Transitions specialist. RTC will attend National Transitions Conference: Approximately: \$700 (the State will contribute \$500) for the remaining costs). <p>FastTRAC programs are to consult with an employer advisory group</p> <ol style="list-style-type: none"> The RTC will monitor and attend employer meetings to build support for and create awareness for future potential career 	<p>This past fall the RTC attended the National Transitions Conference in Rhode Island and included session summaries in the monthly report as well as shared information at the December Quarterly RTC meeting.</p> <p>The RTC has conducted Learner Web/NSDL training at both Osseo and Robbinsdale and plans to hold sessions at WEST ABE and Adult Options in March. The RTC has also created a Learner Web/NSDL guide to give instructors prior information about the resources within each learning plan, as school district's access to certain websites may be limited and also to help guide the learning levels of students towards the most effective resources. It can also be used to identify possible learning plans to use within the classroom. Future plans are to match the resources with specific assessment content for more effective student guidance.</p>

	<p>pathways projects designed to meet the immediate and future needs of local and regional businesses.</p> <p>2. RTC will prepare regular reports for the ABE managers and identify potential Transitions/NextSTEP opportunities.</p> <p>Total: 12,000</p>	<p>The RTC creates monthly activity reports shared with managers which include summaries of current events and updates and meetings attending. The RTC attends all Quarterly RTC meetings as well as: Hennepin/Carver Workforce Partnership, HIREd Healthcare Advisory Board, WSA #5 group meetings, and any state/regional meetings.</p> <p>Expenses submitted: \$7,376.39</p>
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