

## Section Four: Instructional Program Description

### **4.1 Explain who developed the program/course descriptions and how the descriptions are communicated and revised with instructors and other staff.**

These course descriptions in Attachment N are the culmination of three years of work AAP has been doing to revise curriculum and learning targets for learners. Two instructional staff members received extra hours to research ABE curriculum development, to work with staff to identify curriculum examples from other ABE programs and to set goals for what we wanted to accomplish with this review/revision/development of curriculum. The research and learning phase took up most of the first year. The second year was spent primarily deciding what our program goals were and looking at other program examples to determine which would best fit our program. Osseo and Minneapolis were identified as the most appropriate models to use as a model. During year three, 2013-2014, staff wrote the new curriculum in the format required by the Narrative. In addition, they began developing learning targets for our learners. Teachers worked in their day/evening teams to come up with a common approach for those who teach the same subject. They subsequently met in ESL or Basic Skills teams to ensure clarity and consistency in transitioning between levels. The curriculum materials that resulted from their efforts will go into the packets for new instructors.

### **4.2 How do you ensure that the Adult Literacy Hotline (Minnesota Literacy Council) has the most up-to-date information about your consortium, its sites and its programming?**

The Hotline is always good about contacting us to confirm our information each year. Our tickler file reminds the Administrative Assistant and Program Director to contact the MLC to alert them to any changes that happen at the beginning of the year or mid-year.

### **4.3 Summarize your consortium's current transitions programming, including FastTRAC grant projects, postsecondary readiness, employability skills and career awareness. You can also refer directly to pages in Attachment N.**

**Pathways to Health Care Success FastTRAC grant project:** AAP and four other area ABE programs, plus Hennepin Technical College and Employment Action Center (EAC), cooperate on this project. We have been awarded this grant four years in a row.

It involves us having three bridge classes on site:

- Introduction to Health Care Careers: Class for those contemplating a career in this field.
- Medical Terminology: passing learners receive two articulated credits from HTC
- Pre-CNA: preparing learners for the integrated course at HTC

Two certifications are offered as part of this program:

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- *Integrated Certified Nursing Assistant Course* at HTC with HIRED as the navigator helping learners work on job skills and placement. Slower course, team taught with study sessions and the Accuplacer score waived. Leads to certification test and job placement aid.
- *Trained Medication Aid course/Certification (TMA)*: Some learners who are able to pass the Accuplacer and have interest then move on to TMA course/certification.

**Manufacturing Track FastTRAC grant project:** This is a new grant for us this year in cooperation with the same partners as our Health Care FastTRAC grant. It involves a bridge class taught by one of our instructors who then is the integrated instructor for the college level courses:

- Bridge class: Pre-Math for Manufacturing
- Integrated College courses: J-Standard Soldering, Clean Room and Schematics. These classes supply college credits and an industry recognized credential.

**Business – Critical Technology Skills FastTRAC grant program:** This grant was with North Hennepin Community College, Osseo ABE and HIRED. We provided computer skills training and business training to a cohort of learners. We used the NCRS Work skills as the credential, and learners received five college credits. The bridge and the credit classes were on site at NHCC, and they provided the navigator. This program lasted for three cohorts but didn't receive funding after that. We attempted to continue the program without FastTRAC funding but were unable to get sufficient enrollment to continue without the tuition supports.

**Other Career and College Courses:** We have offered Child Development Courses but no longer do so as interest dwindled, and we switched our funding to the FastTRAC grants. We also offer courses in person and on-line for the NorthStar Digital Literacy Certification. We have partnered with HIRED to offer Customer Service, CDL and Green Construction classes on-site. We have worked with three area employers to do pre-Lean manufacturing classes with their employees. We offer computer classes at the Workforce Center.

We offer three classes at Hennepin Technical College on Fridays. College Prep Fridays include reading, writing, math (recently canceled due to low enrollment) and various Distance Learning options. Next year we have been offered to also teach their lowest level ESL class which is no longer offered as a Development Ed course offering. Classes are comprised of two categories of learners: those from our ABE program who want an experience at the college to further help them prepare, and learners from HTC who either do not score high enough to qualify for HTC's developmental courses or who want extra support in addition to developmental classes.

**Elder Care Employment & Civics Education Program:** This year we started a new EL Civics program on Elder Care career planning. In the Elder care Employment & Civics Education Program, ESL learners gain exposure to civics and elder care careers through cooperative projects at two area retirement facilities. Learners pair with seniors to learn the seniors' life stories and prepare a booklet for the senior on his/her life, thereby learning about history and improving learner computer skills. Learners also hear panels of staff from the retirement homes talking about the various careers available in the field and have heard presentations from HIRED on job search skills. Finally, learners practice job skills by doing a joint-service project with the seniors.

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**ABE Counselor:** We have an on-site, full-time college and career counselor who makes presentations in classes as well as offers one-on-one meetings for college and career consultations. We organize tours to the local community college and bring in Accuplacer testing, outside speakers and panels of employees and employers.