

## Section Eight: Adult Academic Program: ABE Future Plans and Issues

### 6.1 – Top Five Changes or Areas of Improvement

#	Change or Area of Improvement
1	Increase learner contact hours and explore alternative funding sources
2	Implementation of Q-Comp teacher evaluation system
3	Assist learners to achieve and expand their employment and post-secondary options
4	Assist learners with goal planning, setting interim goals, and seeing progress towards goals
5	Enhance and expand usage of Distance Learning options

### 6.2 – Strategies: How do you plan on addressing these changes or areas?

#	Strategy	Led By	Who Is Involved	Resources Needed	Timeline	Outcome(s)
1	Expand our sales of services to area businesses for enhancing their employees' basic skills	Special Projects Coordinator	Program Director and Special Project Director	<ul style="list-style-type: none"> <li>List of businesses and contact information</li> <li>Mailer</li> <li>Postage</li> <li>contact person to call or visit</li> </ul>	Summer & Fall of 2014	<ul style="list-style-type: none"> <li>Visits to businesses</li> <li>Mailings to businesses</li> <li>Attend more Chamber of Commerce events</li> <li>More workforce contracts and more referrals to our program.</li> </ul>
	Set up cross marketing with area stores	Special Projects Coordinator	Program Director and Special Project Director	<ul style="list-style-type: none"> <li>List of target businesses and contact person</li> <li>Person to make visits and calls</li> </ul>	Summer & Fall of 2014	<ul style="list-style-type: none"> <li>Visits to businesses</li> <li>Set up program to refer learners to their business if they refer their clients to ours, e.g., inserts in their clients bags, pizza box, etc.</li> </ul>

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	<b>Strategy, continued</b>	<b>Led By</b>	<b>Who</b>	<b>Resources</b>	<b>Timeline</b>	<b>Outcomes</b>
	Enlist more referrals from partner agencies, etc.	Special Projects Coordinator	Program Director and Special Project Director	<ul style="list-style-type: none"> <li>• Collect partner contact information</li> <li>• Prepare spreadsheet</li> <li>• Prepare email list</li> </ul>	Ongoing basis as new partnerships are formed	<ul style="list-style-type: none"> <li>• Send regular mailings and emails about special classes and about the basic program offerings.</li> <li>• Invite partner agencies to special events</li> </ul>
	Maintain better contact with past and present learners	Special Projects Coordinator and Student Data and Assessment Specialist	Program Director and Special Project Director	<ul style="list-style-type: none"> <li>• Collect email addresses</li> <li>• Get learners to update contact information regularly,</li> <li>• Postage, copies, envelopes</li> </ul>	Ongoing as opportunities arise with new classes and events	<ul style="list-style-type: none"> <li>• Send mailings to learners who are currently here or left special classes</li> <li>• Contact past learners about re-enrolling</li> <li>• Explore newsletter</li> <li>• Make regular PA announcements</li> </ul>
	Increase visibility with neighbors who might be potential learners and/or make referrals	Special Projects Coordinator	Program Director and Special Project Director	<ul style="list-style-type: none"> <li>• Use of electronic sign</li> <li>• Postage</li> <li>• Postcards</li> <li>• Copying</li> <li>• Booths at events (public and at local schools)</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Regular electronic sign message</li> <li>• Regular mailings to residents</li> <li>• Participation at school and other local events with booths</li> <li>• Tear-off slip signs posted in laundry rooms, libraries, etc.</li> </ul>
	Explore ways to obtain donations from individuals and grants from family foundations	Program Director	Program Director and Special Project Director	<ul style="list-style-type: none"> <li>• Expertise of MLC</li> <li>• Expertise of foundation agencies</li> <li>• Email of idea to potential donors</li> </ul>	2014	<ul style="list-style-type: none"> <li>• Increase income from grants</li> <li>• Increase income from individual donors</li> </ul>
<b>2</b>	Have Q-Comp director meet with Director to explain requirements	Program Director	Program Director	<ul style="list-style-type: none"> <li>• Q-Comp director and guidelines</li> <li>• Time</li> </ul>	Summer and fall of 2014	Meeting

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2	Share details with licensed staff	Program Director	Program and Q-Comp Director	<ul style="list-style-type: none"> <li>• Q-Comp director and guidelines</li> <li>• Time</li> </ul>	Summer and fall of 2014	Meeting
	Set program and individual SMART goals	Program Director	Director and individual teachers	<ul style="list-style-type: none"> <li>• Q-Comp director and guidelines</li> <li>• Time</li> </ul>	Workshop week in August 2014	An overall program SMART goal and each teacher with their own goal
	Set times and structure and goals for PLCs	Program Director	Director and PLC leads	<ul style="list-style-type: none"> <li>• Program Director</li> <li>• Staff time with guidelines</li> </ul>	Summer and fall of 2014	A schedule of PLC meetings, understanding of who leads them and what they are to accomplish
	Do evaluations of teachers	Program Director	Program Director and Coach hired by district	<ul style="list-style-type: none"> <li>• Time</li> <li>• Rubric for Evaluation</li> </ul>	Annually and every four years in winter/spring	Annual evaluations by coach and every four years by Program Director
3	Complete transition to new GED test for prep classes	School Counselor	School Counselor, GED Teachers	<ul style="list-style-type: none"> <li>• Sample books</li> <li>• Time to review</li> </ul>	Fall, 2014	Purchase of classroom sets of books to prepare for new GED
	Enhance the digital literacy of learners	Program Director	Program Director and Teachers	<ul style="list-style-type: none"> <li>• Time for literacy instruction</li> <li>• Access to Northstar DL assessment and Learner web Keyboarding software</li> </ul>	On-going	<ul style="list-style-type: none"> <li>• More class time devoted to digital literacy</li> <li>• Additional special computer classes if finances permit</li> </ul>
	Integrate ACES TIF at all levels	Program Director	Teachers	<ul style="list-style-type: none"> <li>• ACES train the trainer</li> <li>• Time for training</li> <li>• Revisions to curriculum</li> </ul>	On-going	Revised curriculum with integrated ACES
	Further PD on critical thinking skills, common core and implementing them in class	Program Director	Program Director, PD Comm.,	<ul style="list-style-type: none"> <li>• Instructor/trainer</li> <li>• Time</li> </ul>	Fall, 2014	PD on this subject and time to revise curriculum and lesson plans

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	Expand knowledge of college and career options more broadly among staff	School Counselor	Teachers School Counselor, Teachers, Office Staff	<ul style="list-style-type: none"> <li>• Time</li> </ul>	On-going	Training by school Counselor or other staff in the issues and resources available to learners to help with career and college choices
4	Institute Learning Targets in all classes	Program Director	Program Director, Teachers	<ul style="list-style-type: none"> <li>• Time</li> </ul>	Fall, 2014	Complete new learning targets and utilize them in all classes with all learners to assist learners in understanding what they need to know to progress to the next level or achieve other goals.
	Have regular learner/teacher conferences twice a year	Program Director	Program Director, Teachers	<ul style="list-style-type: none"> <li>• Time</li> <li>• Someone to take class when teacher is meeting with learner individually</li> </ul>	December and May	Twice a year, during the course of a couple of designated weeks, teachers will meet individually with learners to go over goals and progress
	Redo PEP form	Program Director	School Counselor, Office Staff, Teachers	<ul style="list-style-type: none"> <li>• Time</li> </ul>	Fall, 2014	New PEP form and enhanced usage
	Do class lessons on goal setting with focus on sub goals and steps to achieve goals	Program Director	Director, Teachers	<ul style="list-style-type: none"> <li>• Time</li> </ul>	On-going	New, enhanced lesson plans that include this topic
5	Explore new Distance Learning platform options	Program Director	DL Leads, Director, Teachers	<ul style="list-style-type: none"> <li>• Time</li> <li>• Possibly cost of new platform</li> </ul>	On-going	Possibly additional purchase of new platforms
	Expand the available times for enrollment	DL Leads	DL Leads, Director, Teachers	<ul style="list-style-type: none"> <li>• Time</li> <li>• More trained in enrollment</li> </ul>	Fall, 2014	Additional times for DL enrollment
	Expand the number of instructors who can enroll	DL Leads	DL Leads, Teachers	<ul style="list-style-type: none"> <li>• Time for training</li> </ul>	Fall, 2014	Additional instructors to enroll students

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students					
Offer computer lab time	Program Director	DL Leads	<ul style="list-style-type: none"> <li>• Time</li> <li>• Financial support</li> </ul>	Fall, 2014	If finances permit, offer time for learners who don't have computer access to work at school
Introduce programs/platforms in class to further understanding and comfort with programs	Program Director	DL Leads, Teachers	<ul style="list-style-type: none"> <li>• Time</li> <li>• Computer lab access</li> </ul>	On-going	Lesson plans that include overview of the programs available for learners to work on at home