

**ADVISORY COMMITTEE ON ADULT EDUCATION AND LITERACY
TO THE VIRGINIA BOARD OF EDUCATION**

VIRGINIA DEPARTMENT OF EDUCATION (VDOE)

James Monroe Building
Richmond, VA 23218-2120
Jefferson Conference Rooms B & C

MEETING MINUTES

October 8, 2015

Committee Members

Mr. Rodney D. Caulkins
Dr. Marcia Gail Derrick - Vice-Chair (Absent)
The Honorable Kaye Kory (Absent)
Mr. Maurice G. Oliver
Ms. Ellen Moore Osborne
Ms. Katharine Parrish
Ms. Sharon W. Renner
Ms. Linda K. Seyer
Mr. E. Denton Sisk - Chair
Mr. Bruce Sobczak
Dr. Susan M. Clair (Ex-Officio)

VDOE/Office of Adult Education and Literacy (OAEL) Staff

Dr. John W. Haun
Ms. Melissa L. Dixon
Dr. B. Sue Mansfield
Ms. Rachel A. Morrissey
Mr. Jurriaan van den Hurk
Ms. Denise A. Throckmorton (Recording)

Other Participants

Ms. Joanne M. Huebner

Other Guests

Mr. George P. Bailey

CALL TO ORDER

- Chairman E. Denton Sisk called the meeting to order at 10 a.m.

Opening Remarks and Introductions

- Chairman Sisk welcomed all present and introduced new committee members, Ms. Ellen Moore Osborne, Executive Director, Literacy Volunteers of Charlottesville/Albemarle (LVCA); Ms. Sharon W. Renner, Adult Education Regional Specialist, Region 22, Accomack-Northampton; and, Mr. Bruce Sobczak, Director of Workforce Development, Commonwealth Center for Advanced Manufacturing.

Approval of Minutes

- Chairman Sisk called for any revisions to the meeting minutes of March 12, 2015, and June 12, 2015. He called for a motion to approve. Ms. Seyer motioned and Mr. Caulkins seconded the motion. Chairman Sisk called for a vote, and the minutes were approved.

Public Comment

- No public comments were received.

PRESENTATIONS AND REPORTS

High School Equivalency (HSE) – Dr. Sue Mansfield

- Dr. Mansfield gave a high school equivalency update that included a review of the request for applications (RFA) process, the High School Equivalency (HSE) Evaluation Committee, and outreach strategies. The RFA was reviewed, and input and approval requested from the Advisory Committee.
- The three current high school equivalency exam vendors in the marketplace were identified as GED[®] Testing Service (GEDTS) with the GED[®] Test; Data Recognition Corporation (DRC)/CTB with the Test Assessing Secondary Completion (TASC[™]); and Educational Testing Service (ETS) with the High School Equivalency Test (HiSET[™]). It was noted that starting in January 2016, GEDTS will have paper-based testing available for selected correctional settings.
- There was committee discussion on the cost of the tests. Dr. Mansfield stated that most testers in adult education programs have the opportunity to earn a testing voucher paid for from local adult education funds. She explained that the three vendors have different costs. Currently, of the \$120 GED[®] testing cost, \$40 goes to the testing centers for test administration. If other tests are approved, \$40 would be added to the cost of the test for test center administrative costs.
- Dr. Clair shared that when the HSE evaluation process is completed, Virginia could have more than one high school equivalency test. OAEL will issue testing guidelines to regional programs if this occurs. Dr. Mansfield called for additional comments, and there were none. Chairman Sisk called for a motion for the approval of the RFA as presented. The motion was approved.

Workforce Innovation and Opportunity Act (WIOA) – Dr. Susan M. Clair

- Dr. Clair gave a presentation on the Workforce Innovation and Opportunity Act (WIOA), identifying the following core partners:
 - Title I, Workforce Development Activities, Virginia Community College System (VCCS)
 - Title II, Adult Education and Literacy, Office of Adult Education and Literacy
 - Title III, Virginia Employment Commission, Wagner-Peyser Employment Services
 - Title IV, Department for Aging and Rehabilitative Services, Rehabilitative Act

- Other notable WIOA highlights included:
 - Partnerships and alignment of services with core partners and other work force development partners
 - The expansion and enhancement of career pathways using a three-tiered career pathways model intended to expand services to adults with low levels of literacy to prepare them for employment and training.
 - Workplace literacy activities
 - College and Career Readiness Standards for Adult Education
 - Integrated English Literacy and Civics (IEL/Civics) education
 - Integrated education and training
 - Work force preparation activities

- Dr. Haun, Chief Academic Officer/Assistant Superintendent for Instruction addressed the committee and added to the discussion on soft skills development. He said that K-12 and colleges are also talking about the need for students to acquire soft skills in order to be successful in the workplace. Dr. Haun also gave comments about high school equivalency, stating that adult learners may have more HSE options in the future in addition to the GED[®] test.

Career Pathways – Rachel Morrissey

- The Moving Pathways Forward (MPF) initiative was discussed. The MPF project is funded by the U.S. Department of Education, Office of Career, Technical, and Adult Education (OCTAE) to provide technical assistance to states in an effort to expand and enhance career pathways programs. Presentations and updates on the Virginia MPF project were given at the Virginia Adult Institute for Lifelong Learning (VAILL) and the Virginia Association for Adult and Continuing Education (VAACE) Conferences.

- OAEL is providing ongoing technical assistance for the Supplemental Nutrition Assistance Program - Employment and Training (SNAP-ET). The SNAP-ET work force development partners include the Department of Social Services (DSS), certain Virginia community colleges, select state funded adult education programs, and the Virginia Adult Learning Resource Center (VALRC).

- OAEL is also partnering with the Department for Aging and Rehabilitative Services (DARS) on a career pathways program for adult learners with disabilities.

College and Career Readiness – George Bailey

- Virginia is one of twelve states chosen to participate in the College and Career Readiness Standards (CCRS) in Action Initiative. As a part of that project, the state will hold a Teacher Leadership Institute in November. All adult education regions will send a three-person team that will serve as advocates for the implementation of standards-based instruction in their regions.

- Information on the CCRS Observation Tool for ELA/Literacy and Math was shared. The tool was described as an instrument that provides concrete examples of what college and career readiness standards in ELA/Literacy and Math look like in daily planning and practice. It is designed as a professional development tool for instructors, those who support instructors, and others working to implement CCRS. It is not designed for use in evaluation.
- Mr. Bailey discussed the *Sample Aggregation and Summary of Observation Data* forms for ELA/Literacy and Math and explained their use in helping programs set priorities for instructional staff professional development.
- It was suggested that VDOE have a Web site for instructional sharing by those in the field and a centralized repository for information.

Virginia Adult Learning Resource Center – Joanne Huebner

- Ms. Huebner, Assistant Manager of the Virginia Adult Learning Resource Center (VALRC), gave a presentation on “Actions to Implement the Workforce Innovation and Opportunity Act (WIOA) in a Transition Year.” She shared that there are two levels of professional development courses on learning to instruct adults. She shared that WIOA is going to force us to look at instruction in new ways. Ms. Huebner discussed career pathways expansion and the requirements for increased instructional time and consistency in instructional delivery for learners at all levels.
- Ms. Huebner stated that the VALRC has aligned all their trainings to the CCRS, and are working on digitizing lesson ideas so that teachers find integrated activities. There was group discussion on barriers to access these professional development sites and YouTube videos created by the local programs. Chairman Sisk suggested that a listing of the items and Web sites available be sent out from the VALRC or VDOE to the localities. Ms. Huebner shared that the VALRC has been working to improve its Web site and shared links to other resources.
- Ms. Huebner asked the committee for input on messaging, Web resources, and professional development integrated design and delivery. Ms. Huebner stated that industry members could look at the curriculum and give advice to instructors as to what training is needed from the industry viewpoint.

National External Diploma Program (NEDP) – George Bailey

- Mr. Bailey gave a presentation update on the National External Diploma Program (NEDP) and provided information on Virginia NEDP sites. He shared that the NEDP is one of three ways to get a Virginia Adult High School Diploma. Another adult high school diploma is the General Achievement Adult High School Diploma (GAAHSD), which requires the successful completion of the GED® test. Mr. Bailey shared that the NEDP is in the *Code of Virginia* and came into being around 1999 as an adult high school diploma in Virginia. This program is available to individuals over the age of 18,

not 21 as previously thought. The NEDP has a diagnostic component and is a competency-based program. The NEDP is not an instructional program; however, individuals can attend classes to improve their skills to master the competencies on the NEDP.

Mr. Bailey shared that he attended a state NEDP meeting yesterday and shared information from the California Adult Student Assessment Systems (CASAS). The local school division would have the authority to issue the adult high school diploma. There was group discussion on the associated costs and timelines for student completion. Mr. Bailey shared that Ms. Janita McNemar, Local Program Coordinator in Region 6, and Mr. Jeffery Elmore, Training Coordination Specialist at the VALRC, are state trainers and can visit localities to discuss the program.

COMMITTEE DISCUSSION

- Chairman E. Denton Sisk called for any additional discussion on the presentations and reports and there was none.

ANNOUNCEMENTS AND DISCUSSION

- Chairman Sisk announced the next regular meeting of the Advisory Committee on Adult Education and Literacy to the Virginia Board of Education will be Thursday, February 11, 2016.

ADJOURNMENT

- Chairman Sisk called for a motion for adjournment. Ms. Parrish moved to adjourn, and Mr. Caulkins seconded. The motion carried unanimously.
- The Advisory Committee on Adult Education and Literacy meeting adjourned at 2:51 p.m.