



National Adult Education Professional Development Consortium, Inc.

*The Professional Development and Technical Assistance arm of the Adult Education State Directors*

2011-1013

## Plan of Work

NAEPDC

*A natural resource for state directors and their staff members*

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## Mission

The **National Adult Education Professional Development Consortium** will advance the leadership of state staff in adult education throughout the states and territories so that every program will be of quality and excellence as we together increase literacy and prepare adults for success as contributing members of our society through work, community and family; and, will be the leading voice in adult education for the nation.

## Priorities for 2011-2013

1. State staff support
2. College and career readiness (C&CR)
3. Quality Instructional Staff

## Priority 1: State Staff Support

To that end, we will:

1. Provide an orientation for all new state directors to:
  - a. The services and resources of NAEPDC and NCSDAE
  - b. Resources to help with their various job functions
2. Provide cross program resources on best practices for state and local operations
3. Provide resources so every state staff person can articulate and support college and career pathways
4. Keep all state staff up to date on policy issues.
5. Provide side by side of recommendations to all state directors and staff

\*Members Only

Initiative	Strategy	Accomplishments				Goal
		March 31, 2012	September 30, 2012	March 31, 2013	September 30, 2013	
<b>Priority # 1: State Staff Support</b>						
1.1 Orientation of New State Directors <ul style="list-style-type: none"> <li>• Mission of the organizations</li> <li>• Services and resources</li> <li>• Resources to help with job functions</li> </ul>	1.1.1 Welcome call from an Executive Committee Member	Ongoing	Ongoing	Ongoing	Ongoing	New Directors utilize the NAEPDC resources
	1.1.2 ED will conduct telephone overview of	Ongoing	Ongoing	Ongoing	Ongoing	

Initiative	Strategy	Accomplishments				Goal
		March 31, 2012	September 30, 2012	March 31, 2013	September 30, 2013	
<b>Priority # 1: State Staff Support</b>						
	mission, resources and services					
	1.1.3 ED will assign a mentor, if requested.	Ongoing	Ongoing	Ongoing	Ongoing	
	1.1.4 Voluntary courtesy call from a state director in a similar state after six months.	Ongoing	Ongoing	Ongoing	Ongoing	
	1.1.5 Engage Executive Committee members as mentors			Executive Committee members will complete mentor training at NTI		
	1.1.6 Conduct a mentor training as preconference to NTI		Design Mentor Training			
	1.1.7 Policy Committee chair brief new directors on a) state advocacy systems, b) advocacy for college and career pathways, c) invite to serve on policy committee,	Ongoing	Ongoing	Ongoing	Ongoing	All state directors will support advocacy systems in their states.

Initiative	Strategy	Accomplishments				Goal
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<b>Priority # 1: State Staff Support</b>						
	and d) offer in-state advocacy training.					
1.2. Best Practices: Provide cross program resources on best practices for state and local operations	*1.2.1 Provide just in time communications with the <i>News, Views, and Clues</i> electronic newsletter	Ongoing	Ongoing	Ongoing	Ongoing	Directors and staff are up-to-date on best practices
	*1.2.2 Conduct a National Training Institute in November for Directors and Staff for in-depth training (fee for non-members)		Design 2012 NTI: PD Ad Hoc Workgroup	Conduct NTI	Design 2013 NTI: PD Ad Hoc Workgroup	
	1.2.3 Conduct PreConference to OVAE Spring Meeting	Design 2012 PreConference: PD AdHoc Workgroup	Conduct 2012 PreConference	Design 2013 PreConference: PD AdHoc Workgroup	Conduct 2013 PreConference	
	*1.2.4 Provide web-based Resource Library of best practices	State Staff Workgroup will check and update links		State staff Workgroup will check and update links		
	1.2.5 Maintain a thematic Blog		Initiate Blog: Brad Deeds	Ongoing	Ongoing	
	*1.2.6 Conduct six webcast per year	State Staff Workgroup will	State Staff Workgroup will	State Staff Workgroup will	State Staff Workgroup will	

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<b>Priority # 1: State Staff Support</b>						
		design webcasts	design webcasts	design webcasts	design webcasts	
	*1.2.7 Convert webcast and other topics to online tutorials	State Staff Workgroup	State Staff Workgroup	State Staff Workgroup	State Staff Workgroup	
1.3 Keep all state staff up to date on policy issues	1.3.1 Coordinate with NCSDAE to provide just-in-time policy information through the <i>NCSDAE Washington Views</i> electronic newsletter	Ongoing	Ongoing	Ongoing	Ongoing	Directors and staff are up to date on policy issues
	1.3.2 Coordinate with NCSDAE to provide web meetings on policy issues	Ongoing	Ongoing	Ongoing	Ongoing	
1.4 Develop and disseminate a common message around core business/mission of NAEPDC/NCSDAE	1.4.1 Disseminate reminder	Send framed one pager		Send promotion (pen or key board calendar)		Directors and staff know the core business/mission of NAEPDC/NCSDAE

**Priority # 2: Promote College and Career Readiness:** to that end we will:

1. Provide resources so state directors and staff can embrace CCR
2. Provide CCR models and samples
3. Enable the field to redefine itself as College and Career Pathways
4. Ensure availability of counseling (advising, case management, navigators) for all students

\*Members Only

Initiative	Strategy	Accomplishments				Goal
		March 31, 2012	September 30, 2012	March 31, 2013	September 30, 2013	
<b>Priority # 2: College and Career Readiness</b>						
2.1 Provide resources so every state staff member can articulate and support college and career readiness	*2.1.1 In collaboration with Shifting Gears and Breaking Through states, develop and disseminate a messaging package targeted to state staff members		Create the messaging packet: Ad Hoc Shifting Gears/Breaking Through Workgroup	Disseminate the messaging packet		Every Director and staff member articulates and support college and career readiness
	*2.1.2 In collaboration with Shifting Gears and Breaking Through states, develop and disseminate a messaging package for state staff to use with a) local colleagues, b)			Create the Messaging Packet: Ad Hoc Workgroup	Disseminate	

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<b>Priority # 2: College and Career Readiness</b>						
	other agencies, c) legislators, and d) others					
2.2 Provide resources for delineating entrance requirements for each community college and technical school in the state	2.2.1 Survey K-12 states to identify what has been done			Conduct Survey		Every state has clear delineation of entrance requirements for all postsecondary programs
	*2.2.2 Review NAEPDC Post-secondary Workgroup guidelines and develop a step-by-step guide and resources (online tutorial) for state and local strategies for identifying the gap between where adult ed ends and where it needs to go to meet college entrance requirements			Convene the Post Secondary Workgroup to conduct the gap analysis		

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<b>Priority # 2: College and Career Readiness</b>						
2.3 Provide models and samples for aligning adult ed exit points with post-secondary entrance points	*2.3.1 Provide online tutorial and toolkit for aligning exit and entrance points along a career pathway				Upload and advertise the tutorials and toolkits	Every state has aligned adult ed exit points with post-secondary entrance points
2.4 Provide models and samples for increasing instructional intensity and duration	*2.4.1 Provide online tutorial and toolkit for increasing intensity and duration				Upload and advertise the tutorials and toolkits	Every state increases intensity and duration
	2.4.2 Offer fee for service training on student persistence	Ongoing	Ongoing	Ongoing	Ongoing	
2.5 Provide models and samples for developing content standards for each step of a pathway	*2.5.1 Offer online tutorial and toolkit for developing content standards for each step of a career pathway			Develop Tutorials	Upload and advertise the tutorials and toolkits	Every state has content standards aligned to each step in career pathways
2.6 Provide the catalyst for the field redefining itself as College	2.6.1 Staff Consciousness		Define and develop resources	Complete the initiative		The field defines itself as college and career readiness

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<b>Priority # 2: College and Career Readiness</b>						
and Career Readiness						
	2.6.2 Throughout the education community		Define and develop resources	Complete the initiative		
	2.6.3 Throughout the business community		Define and develop resources	Complete the initiative		
	2.6.3 In the public eye		Define and develop resources	Complete the initiative		
2.7 Be a catalyst for free education through college and career readiness	2.7.1 White paper and environmental scan with considerations from Hill views Pell grants and most in need mandate and # with hsd					Policy is in place for free education through college and career readiness
2.8 Increase federal and state support from \$2B to \$4b	2.8.1 Coordinate with NCSDAE to increase federal state grant allocation	Ongoing	Ongoing	Ongoing	Ongoing	\$4B is appropriated for adult education state programs
	2.8.2 Coordinate with NCSDAE to increase state	Ongoing	Ongoing	Ongoing	Ongoing	

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<b>Priority # 2: College and Career Readiness</b>						
	appropriation from \$1.5B to \$3B					
2.9 Be a catalyst to ensure availability of counseling (case management, advising, and navigator) for all students.	2.9.1 Collaborate with NCSDAE to produce a White Paper on case management	Ongoing	Ongoing	Ongoing	Ongoing	Counseling services are available for all students
	*2.9.2 Provide an online tutorial and toolkit that includes Michigan's navigators, Georgia's coaches, Forsyth's training for college advisors, WIA's case managers and other models.		Develop online tutorial and toolkit	Upload and advertise these resources.		

**Priority #3: Quality Instructional Staff** (Local program managers, counselors, transition coordinators, instructors, volunteers, et al):  
to that end we will:

1. Provide resources to state directors and state staff in order that that can:
  - a. Ensure that local programs hire well oriented, well prepared staff members
  - b. Use Guskey’s Model for evaluating professional development
  - c. Improve working conditions including
    - i. Full time teachers to provide instructional leadership for part-time and volunteer staff
    - ii. Options for organizing staff.

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<b>Priority # 3: Quality Staff (Local program managers, counselors, transition coordinators, instructors, volunteers, et al)</b>						
3.1 Provide resources to ensure that local program managers, instructional leaders and instructors have the skills to prepare students for college and career readiness	*3.1.1 Provide an online tutorial and toolkit re: content and skills necessary to develop standards	Review Texas checklist for college readiness—after skills add post checklist to website				Local practitioners have the skills to prepare students for college and career readiness
		Submit proposal of National Teacher Credential	Pilot test National Credential model	Implement National Teacher Credential	Ongoing	
	*3.1.2 In collaboration with			Publish the PD models resource	Upload online tutorial and	

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<b>Priority # 3: Quality Staff (Local program managers, counselors, transition coordinators, instructors, volunteers, et al)</b>						
	AALPD provide effective PD models that are results and evidence-based and non-duplicative				toolkit	
	*3.1.3 Provide online tutorial and toolkit for recruiting and hiring strategies that lead to TQ&E				Develop online tutorial and toolkit	
	*3.1.4 provide guidance on opportunities for alternative pathways for instructors (e.g., laid-off engineers)			Publish instructor pathway resource	Upload and advertise online tutorial.	
	*3.1.5 Provide strategies for using RFPs to promote TQ&E		Upload and advertise tutorial on using RFPs			
	*3.1.6 provide strategies for using data to evaluate TQ&E and PD needs		Upload and advertise tutorial on TQ&E evaluation			

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<b>Priority # 3: Quality Staff (Local program managers, counselors, transition coordinators, instructors, volunteers, et al)</b>						
	*3.1.7 Provide online tutorial and toolkit to support for using Guskey's model for evaluating PD		Upload and advertise online tutorial on Guskey's model.			
3.2 Improve working conditions for local staff	*3.2.1 Provide online tutorial and toolkit for strategies for ensuring some full time instructors to provide instructional leadership for part-time and volunteer staff.			Upload and advertise online tutorial on staffing options		Each local program has full time instructional leadership and a career pathway from volunteer, to part-time to full-time instructors.  Each local program has a full time program manager.
	*3.2.2 Provide online tutorial and toolkit for strategies for organizing staff.			Upload and advertise tutorial on staffing strategies.		

\*Members Only: dues paid for current or previous fiscal year