



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

March 23, 2005

MEMORANDUM

TO: Basic Skills Directors

FROM: Randy Whitfield, Ed.D.
Associate Vice President of Academic & Student Services
Basic Skills Department

SUBJECT: Basic Skills Update Session at Spring NCCCAEA Conference

Attached is information discussed at the Basic Skills Update session at the NCCCAEA Spring Conference in Asheville on March 10, 2005.

Please contact the Basic Skills staff members listed below if you have any questions:
Randy Whitfield, Associate Vice President, 919/807-7132
Bob Allen, Coordinator of the North Carolina Literacy Resource Center, 919/807-7144
Lou Ann Parker, Coordinator of Adult High School and GED, 919/807-7214
Linda Ray, Basic Skills Training Specialist, 919/807-7140
Sillar Smith, Coordinator of Compensatory Education and Special Populations, 919/807-7134
Katie Waters, Coordinator of Adult Basic Education and English as a Second Language, 919/807-7136.

Enclosures: 6

cc: Presidents
Senior Continuing Education Administrators

CC05-065
Email & Paper Copy

NCCCAEA SPRING CONFERENCE
Literacy Resource Center Update
March 10, 2005

Bob Allen

Coordinator, North Carolina Community College Literacy Resource Center

- ?? Race 4 Literacy Campaign is into its 2nd year, with a focus on partnerships. All programs are requested to e-mail a list of partners to Marg Young by April 31st. The Basic Skills Conference in July will acknowledge and celebrate literacy program partnerships at its awards banquet. Several campaign update newsletters have been mailed and most programs have had on-going activities under the Race 4 Literacy umbrella.
- ?? There will be four regional workshops for Basic Skills instructors regarding “how to” use our LINC Website for resources and references about adult literacy. Sessions will be on March 23rd at Alamance, April 5th at Caldwell, April 14th at Sampson, and April 21st at Stanly Community College. Information has been sent to programs and registration is required via the training section. See numbered memo, CC05-010 for more information.
- ?? The Literacy Resource Center will facilitate and coordinate a training/learning experience for 10 instructors in Adult High School at the US Holocaust Memorial Museum in Washington, D.C. Instructors have been selected by the regions and will attend an orientation session in Raleigh on March 15, 2005. Travel expenses to Washington are going to be paid by the Museum’s Partnership Division. The trip will be from March 30th until April 1st, 2005. Bob Allen and Marg Young are the contacts for more information.
- ?? Finally, an appeal for all programs to join and contribute to Race 4 Literacy was extended. Each program is requested to provide programs or activities to demonstrate Race 4 Literacy campaign involvement. Next year, the campaign’s focus will be on policy, legislation, and funding. For more information, contact Bob Allen at (919) 807-7144.

NCCCAEA SPRING CONFERENCE
AHS/GED Update
March 10, 2005

Lou Ann M. Parker, MEd.
AHS/GED Coordinator

- ?? The *Basic Skills in the Workplace* report for 2003 – 2004 has been completed. All colleges should have received their copies. A special thank you goes to Joy Matthews for preparing the report.

GED

- ?? The 2005 GED Tests were loaded and met the January 24th scanning deadline with the help of Rick Bundy and his staff.
- ?? GED Tests taken in a language other than English will receive a transcript that indicates the test was taken in that language.
- ?? ESL Test – For those candidates who take the ESL Test, the ESL test score will be shown on the transcript. On passing the ESL test, the transcript will report that they have shown English reading proficiency.
- ?? ESL Test (6th GED Test) – The ESL test measures reading comprehension and functional literacy. There are 45 Comprehension questions and 15 Interpretation questions. Cost - \$25.00 per battery
We plan to start testing using the ESL test in January, 2006.
- ?? We are working with Rick Bundy and his staff to start scanning the Spanish and French GED Tests in 2006 along with the ESL test. Grading of essays will continue to be outsourced.
- ?? GED scholarship established – State Employees Credit Union established a GED scholarship. Each college should have the criteria and application information.
- ?? GEDTS is offering accommodations training for state administrators on March 31st and April 1st in Washington, DC to learn the comprehensive criteria for granting accommodations to GED candidates with documented learning disabilities. We should be able to provide approximately 80% of all requests at the state level in an efficient and expeditious manner. The remaining 20%, which may be the most difficult cases, will be forwarded to Washington, DC. (They will be reviewed by a team of consultants specializing in learning disabilities.)
- ?? GED Accommodations and Update Training – 9:00 a.m. – 1:00 p.m.
Fayetteville TCC – April 19th – Continuing Education Center – Room 118
Davidson County CC – April 21st – Reich Bldg.- Room 100
Asheville-Buncombe TCC – April 22nd – Simpson Bldg. – Simpson Lecture Room
Martin CC – May 17th – Bldg. 1 – Room - 14

AHS

- ?? In October, regional training sessions were offered to competency test coordinators. This training is mandated by the North Carolina Department of Public Instruction so that the community college system can administer competency test to Adult High School students.
- ?? The AHS taskforce met December 15th to update the 1994 Adult High School Procedures Manual. The changes have been sent to the taskforce for review via e-mail. The members are now reviewing those changes. Dr. Randy Whitfield and Ms. Glynda Lawrence will review the manual. The Basic Skills State Leadership Advisory Board and college presidents will review and approve the new manual. The next meeting of the AHS taskforce will be in May or June.
- ?? AHS electives will be reviewed and approved by the AHS taskforce when the new manual has been adopted.
- ?? Part of the AHS taskforce will review curriculum and give a suggested list of instructional materials for the core courses.
- ?? Adult High School courses taken must be entered in the computer system. Many colleges have AHS in a lab setting. When a student completes a course, the course and section must be developed in the new computer system to show that the student was enrolled in that AHS course. Many of our AHS programs are not showing up in the data warehouse. Students must be enrolled in AHS (and not Basic Skills) to count them as an AHS student. The NCCCS office will be able to report out the number of AHS graduates each year without a report from each college.

Angela Moore Trogdon Awards

In 2001, two awards were established in memory of Angela Moore Trogdon, former Basic Skills/HRD Director at Randolph Community College and Guilford Technical Community College, who died of breast cancer. Ms. Moore-Trogdon was a member of a community college Basic Skills staff for years and a vocal advocate and trainer for Basic Skills across the state. The awards in her memory are now made possible through donations to the North Carolina Literacy Association.

- ?? Student of the Year Award
- ?? Instructor/Volunteer of the Year Award
- ?? Win \$200 in cash, an all-expenses paid trip to the Basic Skills and Family Literacy Conference and a beautiful trophy
- ?? April 4th – Numbered Memo will be sent
- ?? April 29th – Nominations due
- ?? May 5th – Committee will read the nominations

NCCCAEA SPRING CONFERENCE
Professional Development Update
March 10, 2005

Linda Ray
Basic Skills Training Specialist

- ?? “North Carolina Online”, an online professional development website for Basic Skills employees across the state, will go live in May. This website will give access to many free professional development opportunities offered across the United States at the click of a finger. People in Basic Skills will be able to access training from a distance in such areas as the adult learner, the new instructor, accountability, and information from every program offered in Basic Skills including GED and Adult High School.

- ?? A North Carolina virtual teacher resource library is in development, going live in May or June, that will showcase North Carolina Basic Skills resources developed at the local colleges. The entries received will be juried by a practitioners’ review group to ensure relevancy and quality prior to posting on the website. A submission form will be on the N. C. Community College System website, www.nccommunitycolleges.edu, Click on Administrator/Faculty/Staff, then Basic Skills.

- ?? A committee on credentialing for Basic Skills personnel met and adopted the model used by the state of Tennessee since it had a lot in common with what would be needed in North Carolina. This committee will meet again in April to continue work on implementing a voluntary program for those Basic Skills personnel who would like a professional certification through this state. All work will be done through professional development and portfolios.

- ?? The Basic Skills and Family Literacy Conference will be held this year, July 27-29, 2005, at the Adams Mark Hotel in Charlotte, NC.

- ?? Check the website for the Basic Skills Training Calendar often as information is updated almost daily. Important items to remember are the Data Warehouse Training and the Data Management Training.

NCCCAEA SPRING CONFERENCE
Compensatory Education and Special Populations Update
March 10, 2005

Sillar G. Smith
Coordinator, Compensatory Education Program and Special
Populations

Compensatory Education Program:

- ~~///~~ On February 23, 2005, as part of the Compensatory Education (CED) Program Regional Instructor's Training, six hours of the North Carolina Interventions (NCI) Training was offered at Lenoir Community College. There were approximately 39 attendees at this training. The North Carolina Mental Health Services requires all instructors working in community rehabilitation facilities (formerly called sheltered workshops) to take this training.
- ~~///~~ On February 24-25, 2005, the Compensatory Education Program Regional Instructor's Training was held at Lenoir Community College. There were forty-eight attendees. The training was conducted by the Center for Development and Learning/UNC-Chapel Hill. The training focused on disability types, their characteristics/behaviors and learning styles. The training at this site received a very good evaluation.
- ~~///~~ The NCI training will be held at the North Carolina Community College System Office in Raleigh, NC on March 30, 2005, and the regional instructor's training will be held at the same location on March 31 - April 1, 2005
- ~~///~~ The NCI training will be held at the J.E. Broyhill Civic Center in Hudson, NC, on April 6, 2005, hosted by Caldwell Community College and Technical Institute. The CED regional instructor's training will be held at the same location on April 7-8, 2005.

Special Populations:

- ~~///~~ A taskforce for Basic Skills Staff working in correctional facilities and detention centers was convened in November 2004 and met three times. The taskforce identified staff needs of this population. The greatest need was training. Three regional sessions have been scheduled for the Basic Skills staff working in these facilities. The training schedule is:

May 6, 2005, Davidson County Community College
May 20, 2005, Western Piedmont Community College
June 3, 2005, Fayetteville Technical Community College

Registration information will be sent out by the end of March.

NCCCAEA FALL CONFERENCE
ABE/ESL Update
March 10, 2005

Katie J. Waters
Coordinator ABE/ESL Programs

- ~~///~~ **Adult Basic Education (ABE) and English as a Second Language (ESL):** For the funding cycle of July 1, 2004-June 30, 2005 we are providing training and technical support with ABE and ESL programs in:
 - 58 Community Colleges
 - 29 Community Based programs
 - 13 Community College funded Family Literacy programs
 - 29 Even Start funded programs (partners with Community Colleges/CBOs)
 - 21 EL CIVICS Projects
 - 12 Project IDEAL Programs
- ~~///~~ **Phone calls and emails** are still being referred to the Basic Skills Policy and Procedures manual
- ~~///~~ **Budget requests** continue to need improvement as we try to assure compliance with federal and state laws, regulations and policies. (Whether we approve or do not approve budget transfers for these programs, it is important to have close relationships with your budget offices.)
- ~~///~~ **Monitoring-** Basic Skills continues to provide statewide planning and accountability for Basic Skills programs (monitoring/ auditing information and follow-up. (CBO Institutes, Directors Institutes continued hands-on support)
- ~~///~~ **ESL Task Force** –An ESL Task Force has been established to look at how to provide for the development and implementation of effective models of curriculum, standards, assessment procedures, staff development, support services, reporting, and program administration.
- ~~///~~ **Project IDEAL** is a special research project we are participating in with 13 other states and with the University of Michigan. Gilda Rubio-Festa from Central Piedmont has taken the lead in training 24 ESL instructors to teach at a distance. This instruction for the instructors is being done at a distance. Twelve NC programs received ESL Distance Learning grants to continue participation in this project.
- ~~///~~ **Expecting the BEST**, a new ESL health-based curriculum, continues to be under development with the help of the Coastal AHEC office and Cape Fear Community College ESL program. The module on Nutrition is completed and a new module on Health Issues is in the testing stage. All the lessons should be completed and ready to roll out this spring.
- ~~///~~ The **Family Literacy** Initiative is a special project, which provides specific training for family literacy and ABE programs. MOTHEREAD and the NC Center for Family Literacy continue to provide training.
- ~~///~~ **Madison Heights/Lifelines** series is being aired on UNC-TV and is available on BETA tapes for local television broadcast. We have trained approx. 350 instructors to use the materials. Trainers have been trained.
- ~~///~~ A **VISTA project** has been awarded to the state to place up to 25 full-time individuals to work in the areas of Resource Development for Basic Skills

(ABE/ESL), HRD and Homeland Security. An RFP is being developed to go out in April for July.

~~✍~~ A grant has been applied for through the **CAELA (Center for Adult English Language Acquisition) to train four state leaders to provide professional development for ESL instructors. (Tool Kit and training). UPDATE since conference: We got the grant!**

**NCCCAEA SPRING CONFERENCE
BASIC SKILLS UPDATE
March 10, 2005**

**Randy L. Whitfield, Ed.D.
Associate Vice President of Academic & Student Services**

- ?? The federal Office of Management and Budget conducted assessments of programs in the United States Department of Education (PART Assessment - Program Assessment Rating Tool). Since the Adult Education program (Basic Skills) did not score well on the assessment, the Secretary of Education recommended that the program be zero funded. The President's budget calls for a 74.8% cut in federal adult education funds. Look at the federal allocation section of the Basic Skills budget and reduce that by 74.8% to see how such a cut will affect your local budget.

- ?? The Basic Skills state staff is currently conducting program monitoring visits for twenty percent of programs that receive a federal allocation. Within a five-year period, all programs will have a monitoring visit. Legislation which has been introduced in Congress requires local programs to meet outcome measures in order to continue to receive federal funding; therefore, staff is especially looking at program outcome measures during these visits. At its last meeting, the Basic Skills State Leadership Advisory Board approved of adding targeted assistance monitoring visits for those programs that may need additional help in understanding how to meet its outcome measures.

- ?? Lou Ann Parker and I will be conducting five regional workshops on Data Management and the National Reporting System. At the recommendation of the United States Department of Education, the State Leadership Advisory Board approved our requiring local programs to attend. We would like a team to come from each college, including the Basic Skills Director and the Assessment/Retention Specialist. Colleges may also send additional staff to this training.

- ?? Requests for Proposals (RFP's) for the regular Basic Skills grants and special grants such as Pathways to Employment, Comprehensive Family Literacy, and English Literacy/Civics Education were sent out last week and are due April 18, 2005. These are just the program updates because all grants are being extended through the end of next year. Since Congress has not passed legislation for Basic Skills, the United States Department of Education has allowed states to extend all current grants.

- ?? Mr. Charles Talbert and Dr. Rebecca Moak from the United States Department of Education conducted a monitoring review of North Carolina's Basic Skills program on February 9-10, 2005. The visit went extremely well, and the team complimented us on our many innovative practices, our excellent information management system, and our dedicated staff. They recommended that we require all local programs that

receive federal funding to submit for approval an annual professional development plan. Their major concern was over local assessment practices.

- ?? All programs should check their listings on America's Literacy Directory to ensure that the information is correct. Find information about your program by going to www.literacydirectory.org.
- ?? Changes will be made to the National Reporting System in 2005 on employment outcome measures and in 2006 on English as a Second Language levels. The employment measures will be aligned with the time frame of Title I. English as a Second Language levels will be changed. Also, all companies will have to submit their assessments to the United States Department of Education for approval to be used as pre- and post-tests.