



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

March 28, 2006

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 Atlantic Beach on March 10, 2006.

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
Katie Waters, Basic Skills Training Specialist, 919/807-7136
Sillar Smith, Coordinator of Compensatory Education and Special Populations, 919/807-7134.

Enclosures: 5

cc: Presidents
Senior Continuing Education Administrators

CC06-064
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 is into its 3rd year, with a focus on student success and policy/promotion. The Basic Skills Conference in August will celebrate its programs held at the Thursday night recognition banquet. Student winners will be recognized at the closing session on Friday as part of the awards presentations. Information on student awards and program awards will be sent out via e-mail next week. It was also announced that Wachovia Bank, McDonald's, and FOX 50 are great state partners. A 30 minute DVD called TarHeel Live was given out to each program. It features an interview with Randy Whitfield, student of the year, family literacy, and all commercials.
- We hope to offer training in Fall 2006 to programs to train adult learners as local Literacy Ambassadors. Programs will receive information in July regarding nominations, dates, and agenda. We will use the Florida Ambassador Program as a model. A proposal will go to the Advisory Committee.
- A recommendation will go to the Advisory Committee to support a "Great Leaders Retreat" and a "Great Teachers Retreat" for Basic Skills in April 2007. Five Basic Skills representatives attended the NC 13th Annual Great Teachers Retreat in Hendersonville, NC. They will put together a proposal for next year.
- The NC Holocaust educators program is doing very well in NC. Three participants presented Directors a presentation at the Director's Institute and received very positive feedback. The program is hoping to be sponsored again for 2006-2007. Workshops will be held at the August conference

NCCCAEA SPRING CONFERENCE

AHS /GED Update

March 10, 2006

Lou Ann M. Parker, MEd.

AHS/GED Coordinator

GED

- North Carolina graduated 13,484 GED students in 2004 – 2005.
- A 2002 batch of files from Texas didn't come through at the system office. At the November training, we asked the GED Examiners to check all examinees files and make sure they are in the computer. If not, send them to Joy Matthews. A Numbered memo will be sent in April as a reminder.
- The 2006 GED tests were loaded and met the January scanning deadline with the help of Rick Bundy and his staff.
- The Spanish and French GED tests could not be scanned. The templates were not delivered in 2003. Rick Bundy's staff will be trained by ScanBook to develop the templates. The cost of this training will be \$550 for 3 hours of training.
- The GED Taskforce met on November 4, 2005. The taskforce made changes and updated the manual. This manual should be ready to go to the Basic Skills Leadership Advisory Board by May, 2006. Taskforce members are: Diane Matlock, (Carteret CC); Patrick Pittman, (Cape Fear CC); Larry Tipton, (Central Carolina CC); Shelly Helms, (South Piedmont CC); Ronnie Valenti, (Forysth TCC); and Gail Barbee, (Central Piedmont CC).
- According to GED Testing Service, I have to approve new GED Addendum sites, change of addresses, room changes, and train new Chief Examiners.
- Dr. Randy Whitfield, Dr. Delores Parker and Lou Ann Parker presented the following GED Budget concerns to Mr. Kennon Briggs:
 - **New Storage System for SIPS Data Mainframe – cost - \$88,000**
Store and allow manipulation of GED data
400,000 records (Sept. 1977-2001)
96,000 records (2002-present) stored in ProComm Unix – S03
 - **Microfilm files to CD system - cost - \$12,000**
(1940-1977) records more efficient by utilizing virtual image technology
Once converted to a CD the data can be moved to any system.

- Mr. Kennon Briggs presented the amounts to the State Board of Community Colleges. The Board of Trustees approved \$485,509.
- Joy Matthews will be retiring May 31, 2006. Karen O'Neal and I hope to provide a seamless transition.
- The **Basic Skills in the Workplace** report for 2004-2005 has been completed and will be sent out very soon. A special thank you to Joy Matthews and Marg Young for compiling the report.

AHS

- The AHS Taskforce started meeting in December, 2004. The Goals for the Taskforce are:
 1. To update the 1994 manual. The Draft was sent out in October. Changes to the Draft will still be accepted until the end of March. The goal is to finish the draft by June. Dr. Whitfield will review the draft and then it will be sent to the Basic Skills Leadership Advisory Board for approval.
 2. To review Software and Instructional Materials. The AHS Taskforce is reviewing software and Instructional Materials to provide a Suggestive List of Software and Instructional Materials in the manual. (If you have suggestion to add to the list, please see on the of AHS Taskforce members or e-mail me your list.)
 3. To include the CIS Workflow for AHS - AHS courses must be built in the new Colleague system to generate AHS transcripts. They also need to be built so that AHS reports can be run in Data Warehouse.
 4. To update the Curriculum – The AHS Taskforce is working on updating the Curriculum and aligning it with *The North Carolina Standard Course of Study*.

Thank you to AHS Taskforce members:

Central	Belinda Grubbs, Lyn Rahban, Sonja Redmon and Anita Pearson
Coastal	Sabre Barfield and Paula McElheney
Piedmont	Linda Brownshield, Kathy Gardner, Shannon Taylor-Stanley*
Southern	Becky Sanders, Lavern Berrien*
Western	Mary Ann Head, Rosaline Hunt, Connie Lister, Glenda Shumate* and Sally Lackey

* *donotes new members to be added*

- We must ensure AHS programs are quality oriented and competency based.
- The AHS office will send out a memo asking for the most current Affiliation Agreement. We are updating our files.
- Please phase out the old versions of the competency tests by September 2006. Use the most current version.
- Colleges selected by Department of Public Instruction and the North Carolina Community College System Office will be meeting on March 17th at 1:00 p.m. discuss exit standards:
 1. Computer Skills Test
 2. EOC- Five End of Course assessments – Algebra I, Biology, English I, Civics and Economics, and U.S. History
 3. Senior Project (Graduation Project)

Colleges representatives include: Isothermal CC, Stanly CC, Forsyth TCC, Wilkes CC, Caldwell CC, and Robeson CC. Presidents, Basic Skills Directors, AHS Coordinators and the LEA Superintendents are invited to attend.

The group of Basic Skills Director met and identified concerns with the new exit standards: Cost, logistics, space, rural counties, social and economic barriers, and test security. If you have other concerns in implementing these exit standards please e-mail me by Tuesday.

- North Carolina graduated 2,426 AHS students in 2004 – 2005.
- The Records and Retention Requirements list is completed. The list was compiled with help from Sharon Thompson, Ken Whitehurst and using the Records and Retention Manual as a reference.

RECORDS RETENTION REQUIREMENTS

Basic Skills

- Virtual Imaging/Scanning records after the audit – year 2
(Scan image to DVD or CD ROM)
- Retention of class files (contracts, registration, attendance sheets, etc.) - usually 5 years after the 2 year audit and audit report to the president (archived – one on campus and one off campus) - *Records and Retention Manual, Item 45539. Extension Data Database (Electronic) File*
- Student Portfolios – purge after 2 years
- Storage of files off campus – one on campus and one off campus – Location ---local college decision – Ex. Bank vaults, satellite campuses (secured location) – *Records and Retention Manual, Item 45539*
- Release forms –after audit – not needed
- Purge paper copies of requisitions – after the financial audit is closed and after funding stream is closed – 3 years
- Destroy part-time instructor file – inactive for 3 years – *Records and Retention Manual, Item 45547. Available Instructors File*
- **Check Business Continuity Plan**

GED

- Demographic forms – Verify information is in the computer system - 30 days – *GEDTS*
- Eligibility Confirmation forms – in electronic permanent student file
- GED Score report – in permanent student file or saved on CD (can provide a paper copy if needed) *archive according to **Business Continuity Plan**
- Incompletes' – after 5 years from date of test – shred
- Answer sheets – verify in the computer system – shred - *GEDTS*
- Test Surveillance Log – Keep 1 year and shred (Contract Year) - *GEDTS*
- Seating Chart – Keep 1 year and shred (Contract Year) - *GEDTS*
- GED Contract – Shred old and replace with new contract – *GEDTS*

*Records and Retention Manual – Item 45537
GEDTS*

AHS

- Adult High School Diplomas – give out or mail (if not delivered – archive in electronic permanent student file
- AHS Transcript – archive in electronic permanent student file (on and off campus)

Records and Retention Manual – Item 45536
www.nccommunitycolleges.edu/publications/index.html

NCCCAEA SPRING CONFERENCE
Compensatory Education and Special Populations Update
March 10, 2006

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

Compensatory Education Program:

- On April 20 –21, 2006 the Compensatory Education Program regional instructors' training will be held for the east and half of the central region that is closest to the east. The training will be held at the North Carolina Community College System Office 5th floor conference room. Training for the west and half of the central region closest to the west will be held on April 27 –28, 2006 at Catawba Valley Community College. The training this year is different from previous years. Each program can only send three (3) of its best instructors to one of the two training sessions. The third training will also be held at the North Carolina Community College System Office 5th floor conference room. Only one (1) of the three instructors from each program that attended one of the first two training sessions can attend the training May 11 – 12, 2006. This training is the train-the-trainer approach. The one instructor receiving this training will be able to go back to her/his program and train the rest of the instructional staff.

- All three training sessions will be conducted through a special project with the University of North Carolina at Chapel Hill's Center for Development and Learning (CDL). The project staff at CDL developed a manual entitled, Improving Individual Instruction. This manual can be used with information from CASAS and it can be used with students functioning at any level.

Special Populations

- The correctional education regional training is scheduled for late May and June, but the exact dates haven't been set. The correctional educational taskforce will meet in April and plan the training.

- Bridges-to- Practice Learning Disabilities Training will be held June 29 – 30. Space will be limited to 30 participants. Registration information will be sent out sometime in early May. Bridges-to-Practice Training has improved over the years, now it provides more teaching strategies.

- An electronic survey will be sent to all Basic Skills program in late May to assess whether or not Basic Skills programs are being offered in homeless shelters and community agencies serving the homeless.

NCCCAEA SPRING CONFERENCE
Professional Development Update
March 10, 2006

Katie Waters
Basic Skills Training Specialist

- **The Basic Skills and Family Literacy Conference** will be held this year, August 2-4, 2005, at the Twin City Quarters in Winston-Salem, NC.
- **Basic Skills Training Calendar** is updated almost daily. Important items to remember are the LD Training and the CASAS training that is coming up.
- **“North Carolina Online,”** an online professional development website for Basic Skills has changed its server to be more interactive. This website which gives access to many free professional development opportunities offered across the United States at the click of a finger is being updated and can be accessed from our Basic Skills webpage by April 15th. A North Carolina virtual teacher resource library is part of NC Online. 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 is on the N. C. Community College System website, www.nccommunitycolleges.edu. Click on Administrator/Faculty/Staff, then Basic Skills.
- **RFP’s (Request for Proposals) are going out for LD Trainers by April 1, 2006.**
- **RFP’s for Adult Basic Skills Professional Development** will go out by April 1, 2006. This is the grant most referred to as the ASU project, but we had to start requesting RFP’s from other sources last year.
- **The Basic Skills Credentialing Committee** met and is in the process of developing appropriate materials and gathering information on what is needed to establish professional credentials for BS staff across the state.
- **Monique Bloomfield, is the new Training Assistant.** She is compiling a database of all the training Basic Skills staff participate in for future reference and verification.
- **Project IDEAL** continues to be a source of training development that is research based. Distance Learning Training for Instructors will be rolled out this year.
- **NC Net - North Carolina Network for excellence in Teaching (NC-NET)** has added a new resource to its website which has been designed specifically for English as a Second Language instructors; however, it may also be used with lower level Adult Basic Education and Compensatory Education students. The resource is the ***Virtual Library of Lesson Plans*** which are for instructors to use and/or adapt in their classroom teaching. Most of the materials were developed and tested in North

Carolina community colleges under the sponsorship of EL/CIVICS grants. The originating schools and organizations have provided them in electronic form for inclusion in the library. To access the lessons, go to www.nc-net.info, click on *The ESL Virtual Library*, then explore the many lesson plans, printable exercises, and activity suggestions available to you.

- **ESL training** is being designed for the development and implementation of effective models of curriculum, standards, assessment procedures, staff development, support services, reporting, and program administration. **CAELA (Center for Adult English Language Acquisition) and four state leaders are working to provide professional development for ESL instructors. (Tool Kit and training). Coming by April 15th will be a link from our website.**

Coordinator ABE/ESL Programs

- **Adult Basic Education (ABE) and English as a Second Language (ESL):** For the funding cycle of July 1, 2005-June 30, 2006, 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
 - 14 Project IDEAL Programs
- **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.)
- **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.

For more information contact:

- Katie Waters @ (919) 807-7132 email: watersk@nccommunitycolleges.edu

**NCCCAEA SPRING CONFERENCE
BASIC SKILLS UPDATE
March 10, 2006**

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

- Legislation is pending in Congress that would allow state governors to take 1% of the total federal Basic Skills grant and use it for administration of One-Stops. It also requires local programs to meet federal outcome levels in order to receive funding.
- 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. Staff is especially looking at program outcome measures during these visits.
- 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 17, 2006. 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.
- Changes will be made to the National Reporting System in 2006 for English as a Second Language levels. Beginning ESL Literacy will be divided into two levels and Low and High Advanced ESL levels will be combined. All tests for adults must be resubmitted to the National Reporting System for re-evaluation in 2007.
- No federal funds may be used to support GED testing, only instruction. The System Office will be seeking funding from the General Assembly to support the GED Testing program at the state level.
- A survey on Basic Skills distance learning was conducted in the fall of 2005. 100% of all colleges returned the survey and 67% offered distance education courses in the fall.
- Glynda Lawrence has been hired by the System Office to index the numbered memo system. Numbered memos will be divided into those that provide information (conferences, surveys, etc.) and those that provide policies, regulations, and guidelines. The numbered memos will be indexed so that people can search the memos by subject matter.
- Basic Skills was asked to do a presentation on the Race 4 Literacy marketing campaign and distance education in Basic Skills to the March meeting of the State Board's Program Committee.