Basic Skills Plus

College and Career Readiness
Submitting Budgets and Career Pathways Online
NC Learning Object Repository
Introductions

Jonathan Sweetin
NC Community Colleges System
Learning Object Repository System Administrator
Applications Integrator
Student Solutions Development
Technology Solutions and Distance Learning Division

Cassandra Atkinson
NC Community Colleges System
Transitions Coordinator
Integrated Education and Training/Basic Skills Plus
College and Career Readiness
Programs and Student Services Division
Objectives

This presentation will:

• Provide background on Basic Skills Plus Pathways and alignment with jobs in demand
• Provide requirements for budget and career pathway reporting
• Provide instruction for entering budget and career pathway information into the online registry
• Support the use of technology to increase accountability for colleges and support of student success
Enacted by NC Legislation in 2010

- 58 Colleges Approved by State Board
- 330 Pathways/Programs of Study

Course Co-Enrollment (Required)

Courses from:
Basic Skills, Curriculum and/or Continuing Education
Placement at the Adult Secondary Education Level and Co-Enrollment (Required)

- Participants are Eligible for Waiver of Tuition or Course Registration Fees
- Programs Maintain Career Pathway Template, Pathway Map, and Program Budget

Pathways Must Align with Occupations in Demand in local Workforce Development Region
College and Career Readiness
Integrated Education and Training Pathways
(Basic Skills Plus)

- **Basic Skills Plus**
  - Adult Education and Literacy
    - Intermediate Functional Levels 6.0 – 8.9
    - Includes Workforce Preparation and Work Based Learning
  - Adult Secondary Education
    - Functional Level 9.0 and above
  - Participants Transition from Basic Skills to Employment or Postsecondary Education Training
  - Enrollment in Certificate, Diploma or Other Employment Skills Training

**Contact Information**
Dr. Cassandra Atkinson  Phone: 919-807-7144
Email: atkinsonc@nccommunitycolleges.edu
Collaborative Teams and Planning Committees

- Chief Academic Officer
- Senior Continuing Education Administrator
- Registrars
- Instructional Partners
  Continuing Education Curriculum
- Institutional Effectiveness
- College and Career Readiness
- Workforce Development and Employers
- Student Services
- Finance
Basic Skills Plus Online Registry Tutorial

• Each college will enter their Basic Skills Plus Career Pathway and Budget information into an online Collection or Registry using the North Carolina Learning Object Repository (NCLOR) as provided by the College and Career Readiness Director.

• Each college should designate a staff person to be responsible for entering data into the online collection. A username and password will be provided for each designated staff.

• Training will be provided by College and Career Readiness and the NC Learning Object Repository System Administrator.

• The budget information to be entered will be for the entire Basic Skills Plus program for your college (July 1 – June 30). You do not need to enter a budget for each Basic Skills Plus Pathway.
Basic Skills Plus Online Registry Tutorial

• Directors are encouraged to attend the online training with their assigned staff member.

• Pathway Templates and Maps (new and existing) should be entered by colleges directly beginning August 31.

• Basic Skills Plus Budgets are due in the online Registry by Sept 30, 2017.

• Budgets will be reviewed. Pathways will be reviewed and accepted by College and Career Readiness team within 30 days. Colleges will be notified of acceptance.
Step 1: Discuss your college’s Basic Skills Plus program, integrated education and training, and career pathways with your Director.

Step 2: Attend online training with System Office staff on entering Basic Skills Plus budget and career pathway information.

Step 3: Only staff who attend the training will be assigned the login password.

Step 4: Receive the login/password access to the online collection and maintain it securely.
Basics Skills Plus Registry Reporting

Two Documents will be held in the Registry:

Budget Collection
• Budget for the Current Program Year
• Basic Skills Plus Budget Excel Spreadsheet

Pathways Map Collection
• Pathway maps
  are often used for marketing activities, student recruitment, discussions
  with internal and external partners such as employers.
Thank You for Performing These Tasks for your College. Your Role for the Basic Skills Plus Registry Budget is as follows:

- Colleges may complete the PDF-fillable budget form and then transfer the required information to the Budget Collection Excel Spreadsheet.

- Each college is responsible for the quality and accuracy of the data that is entered the online collection.

- Estimated time required to enter data, after training is completed: 1-2 hours per month. This depends however on the number of new pathways to be entered or revised for your college.

- Submit budgets after August 30th into the online registry.
Budget Collection Screenshot:

North Carolina Community College System
Basic Skills Plus Program Budget Form

Each program should submit their budget for the program year to the Transitions Coordinator no later than August 15 of each program year (July 1 – June 30) using the attached budget form.

NC Community College System College and Career Readiness Basic Skills Plus

Upon recommendation of the North Carolina Community College System the following budget is allotted for the purpose and period below.

For Program Year: Choose from list

The college Vice President for Instruction/Chief Academic Officer or Senior Continuing Education Administrator has approved this budget on the date indicated below.

Approval Date: mm/dd/yyyy

Click the arrow and select your college name from the list below.

College Name: Choose from list

The budget information that is entered on this form must be pre- approved by the Basic Skill Director. Each college is responsible for the quality and accuracy of the data that is entered the online collection.

<table>
<thead>
<tr>
<th>Fund Allocation</th>
<th>Amounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total State Literacy Funds Allocation</td>
<td>$0.00</td>
</tr>
<tr>
<td>Maximum State allowed amount of Total State Literacy Funds Allocation = (20%)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Funds Allocated for Basics Skills Plus</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Directions: Use the fields provided to specify program budget by cost centers.

<table>
<thead>
<tr>
<th>Allowable Expenditures</th>
<th>Budgeted Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Salaries - Instructional</td>
<td>$0.00</td>
</tr>
<tr>
<td>B. Salaries - Non-Instructional</td>
<td>$0.00</td>
</tr>
<tr>
<td>C. Fringe - FICA</td>
<td>$0.00</td>
</tr>
<tr>
<td>D. Fringe - State Retirement</td>
<td>$0.00</td>
</tr>
<tr>
<td>E. Fringe - Medical</td>
<td>$0.00</td>
</tr>
<tr>
<td>F. Travel - Training, Transportation, Meals, and Lodging (Staff)</td>
<td>$0.00</td>
</tr>
<tr>
<td>G. Educational/Instructional Supplies and Materials</td>
<td>$0.00</td>
</tr>
<tr>
<td>H. General Supplies and Materials for Instruction</td>
<td>$0.00</td>
</tr>
<tr>
<td>I. Transportation - Student</td>
<td>$0.00</td>
</tr>
<tr>
<td>J. Other (describe in narrative, see below)</td>
<td>$0.00</td>
</tr>
<tr>
<td>K. Other (describe in narrative, see below)</td>
<td>$0.00</td>
</tr>
<tr>
<td>L. Other (describe in narrative, see below)</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
Career Pathway Collection Screenshot

Directions

Before you begin...

Important things to remember...

1. College internal planning teams should design the career pathways according to the needs of students and should align with the occupations in demand in the local workforce development region.
2. All Basic Skills Plus pathways should have the approval of the College’s Vice President of Instruction/Chief Academic Officer or Senior Continuing Education Administrator.
3. Colleges should use this registry to remove pathways that are no longer being offered and to revise courses included in the pathway. Colleges are encouraged to enter all active pathways in this registry. The list of courses for each pathway should be current.
4. System Office team will review the submitted pathway and respond within 30 days to accept the pathway.
5. College contacts will be notified when the career pathway has been accepted.
6. Please refer to the Basic Skills Plus Implementation Guide, pages 6, 8, and 13 for guidance on career pathways, pathway template and map.
7. All direct inquiries should be sent to: advisson@nc.communitycolleges.edu

Instructions

1. To begin, click the "Next" button at the bottom of this page to advance in the collection.
2. Carefully read the directions above each field and complete the fields to your best ability. The symbol *** represents a required field and must be completed before the career pathway can be submitted.
3. Once you have completed all fields, you should click the "Save and Continue" link. You should review your submissions for accuracy.
4. After your review, you should click the "Save" button.
5. Next, you will be shown three options:
   a. You may choose to "Publish" the submission which will submit the documents to the collection for System Office review.
   b. Or, you may click the "Save Draft" button, the career pathway will be saved and you may return to edit the submission at a later date but it is not submitted to the collection for System Office review.
   c. Or, you may cancel the save.

For more information on submitting a career pathway see... (tutorial link here)
Thank You for Performing These Tasks for your College. Your Role for the Basic Skills Plus Registry Career Pathways is as follows:

- Enter the Basic Skills Plus Career Pathway information into the online collection to ensure that career pathway and budget information are current. College staff will enter information on new and existing pathways.

- Update existing pathways by deleting pathways that are no longer offered by your college. Revise the list of courses that are in each pathway as provided the Director.

- Submit all pathway entries after August 30th into the online registry

- As part of the review conducted by College and Career Readiness staff, career clusters and pathways will be assigned.

- Conduct searches as directed by the Director and their designee.
### Appendix D. Basic Skills Plus Career Pathway Template (July 2017)

<table>
<thead>
<tr>
<th>1. College:</th>
<th>2. Name and email of contact person:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Name of Basic Skills Plus Career Pathway:</th>
<th>4. Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>If based in Curriculum, please provide the Curriculum Code-Example: Welding Technology <strong>A50420</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. a. Source(s) and data used to identify local labor market demand. Include link for documentation that the occupations are in demand.</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. Identify the local workforce development board representative (title) who has endorsed this occupation(s) as being in demand.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. What credential(s) will be earned because of the education and training in this pathway (degree, diploma, certificate, certification, license, badge)? Include all. a. List credential(s) that are recognized by a national industry. b. List the credential(s) recognized locally? c. Identify the industry. Example: a. CNC Milling: Operator; CNC Turning Operator recognized by the National Institute of Metalworking Skills (NIMS) b. None c. Advanced Manufacturing</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>7. Describe the eligibility requirements required for entrance into Basic Skills Plus. Include scale score(s) and subject(s).</th>
<th>8. What Orientation or Developmental Education courses are required? Example <strong>ACA 115 or DMA 020</strong> Please list:</th>
<th>9. How is student enrollment and attendance managed? Opened or Managed?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10. a. How many curriculum credit(s) are earned in the Career Pathway? b. How many Continuing Education hours(s) are earned in the Career Pathway?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11. Describe intake and orientation processes. What assessments are used to determine student career interests, prior learning, and work readiness?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12. Describe all Student Support services (academic and non-academic) provided to Basic Skills Plus students at entry through credential attainment.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
13. List all courses required in the pathway: List course name and course number in the order in which they are taken by semester.
   a. Note any course prerequisites. Include the number of credits earned for each course or hours earned for single continuing education course.
   b. Include work-based learning and pre-apprenticeship courses.
   c. Notify College and Career Readiness if course is added or removed from the pathway.
   d. Provide a Career Pathway map that illustrates how Basic Skills instruction, student support, and occupational skills training are integrated in the Career Pathway.

<table>
<thead>
<tr>
<th>Basic Skills Plus Semester</th>
<th>Basic Skills Course(s)</th>
<th>Continuing Education or Occupational Course(s)</th>
<th>Curriculum Course(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Example: BSP 2000 High School Equivalency Prep</td>
<td>Example: Welding WLD 3106</td>
<td>List Curriculum Course Prefix, Code Number and Course Title. Example: WLD 110 Cutting Processes</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td></td>
<td>Provide number of instructional hours for each course.</td>
</tr>
<tr>
<td>II</td>
<td></td>
<td></td>
<td>Provide number of credits for each course.</td>
</tr>
<tr>
<td>III</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IV</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

14. Describe the instructional strategies used to support integration of education and training. Team Teaching? Cooperative Teaching? Distance Education? Hybrid? Bridge Instruction?

15. Describe career awareness and exploration courses, employability skills such as human resource development and other training that are a part of the Career Pathway.

Career Pathway was approved by College’s Vice President of Instruction/Chief Academic Officer or Senior Continuing Education Administrator.

Type Name

Signature (Electronic Signature May Be Used)

Date
Collaborative or Planning Committee
Set Goals and Implementation Strategies for Basic Skills Plus (IET)

Review Basic Skills Plus Pathways and Budgets
Update as Needed

Designate Staff for Basic Skills Plus Registry Entries
Receive User Name and Password
Participate in Training for Using the Registry

Receive Approved Budget and Career Pathway Information from the College and Career Readiness Director
Use PDF Fillable Template forms As Needed*

Enter New and Revised Pathway Information
Enter Basic Skills Budget Information into Registry
Conduct Search of Pathway Entries

CCR Staff Receives Notice of New Entry
Review the Pathway Information
Accept the Submitted Pathway Information
Send Acceptance Notice of Budget and Pathway Information

Collaborative or Planning Committee
Sets Goals and Implementation Strategies for Basic Skills Plus (IET)

Colleges and College and Career Readiness Use Registry Content for Planning and Reporting
To Access the Registry

1. Go to  https://explorethelor.org/
2. Select Log in with Account
3. Enter the User Name and Password Provided for your College’s Use
4. Select Contribute or Search
5. Enter Budget or Pathway Information (Template and Map)
Remember

• Career Pathway information may be entered any time after college leadership has approved their submission.
Definitions and Terms

**Managed enrollment**, also known as managed instruction, or managed scheduling: the entry points are set at logical break points in the curriculum, or at the beginning of short classes or modules (typically 3-6, or up to 10 weeks). Group intake, orientation and pre-testing sessions may occur before each entry point and outside of class. Instructors receive information on new learners prior to their arrival in class on the designated dates.

**Open Enrollment**, also known as continuous enrollment, rolling enrollment, and open entry/open exit, is a system that allows learners to enter and exit a class at nearly any point throughout its term. Learners are free to come to class when they can, miss when they must, drop out for a while, and return without any wait time. Typically, instructors receive no notice of or information on new learners before they arrive in class. Open enrollment does not support a drive towards producing or capturing measurable gains very well. With students entering and exiting at different times, capturing valid pre-post tests becomes very difficult.

Source: The Center for Adult Learning Leadership A Member of the Adult Education Service Center Network, Illinois Adult Education Enrollment Study, 2008
Definitions and Terms

- **Credential**: “A documented award by a responsible and authorized body that has determined that an individual has achieved specific learning outcomes relative to a given standard. Credential in this context is an umbrella term that includes degrees, diplomas, licenses, certificates, badges, and professional/industry certifications” (Lumina Foundation 2015a, 11).

- **Degree**: Academic degrees in the United States are credentials awarded by accredited, postsecondary, educational institutions based on the student’s completion of a specified program of study. There are basically four levels of degrees: associate, bachelor’s, and graduate (master’s and doctoral).

- **Diploma**: “An official document issued by an educational institution that records the achievements of an individual following the successful completion of an academic course of study, typically requiring fewer credits than an associate degree” (Lumina Foundation 2015a, 11).

- **Certificate**: “A credential awarded by a training provider or educational institution based on completion of all requirements for a program of study, including coursework and tests or other performance evaluations. Certificates are typically awarded for life (like a degree). Certificates of attendance or participation in a short-term training (e.g., one day) are not in the definitional scope for educational certificates” (Bielick et al. 2013, 5).

- **Certification**: “A credential awarded by a certification body based on an individual demonstrating through an examination process that he or she has acquired the designated knowledge, skills, and abilities to perform a specific job. The examination can be either written, oral, or performance-based. Certification is a time-limited credential that is renewed through a recertification process” (Bielick et al. 2013, 5).

- **License/Licensure**: “A process by which a governmental agency grants time-limited permission to an individual to engage in a given occupation after verifying that he or she has met predetermined and standardized criteria. Practice in a licensed occupation is restricted to those possessing a license. The requirements for licensure vary by state, based on legislative and regulatory requirements” (Lumina Foundation 2015a, 12).

- **Badge**: Badges use digital technologies to represent learning achievements; however, not all digital badges are open badges, in that not all badges use open standards that support interoperability and connections among systems and contexts.
Questions
Thank You!

Contact

Cassandra Atkinson
atkinsonc@nccommunitycolleges.edu