

MONTHLY MINDERS FOR NEW ADMINISTRATORS

April 3, 2023

An Idea to Increase Enrollments

This would be a good time to make contact with your local high school guidance counselors to let them know **what adult education services are going to be available to current seniors after the last day of school**. If they have some seniors who are not going to have their graduation requirements completed, the counselors need the information for your summer classes so these post-seniors can **study for the high school equivalency tests**. Or, if you have a partnership with the high school to offer high school credit courses, perhaps these “post-senior” students can finish a course or two with you this summer in an **adult secondary credit** class. The counselors might also have some seniors who are graduating without a clear plan for their next steps. In that case, information about your **IETs** would be helpful so they can get some short-term career training. In any of these options, as long as the students would no longer be enrolled in high school, they would be eligible for enrollment in adult education.

Tasks Upcoming

<input type="checkbox"/>	Thursday, April 6, 2023, 10:30-11:30 am Eastern	IAACE Community Chat. Click here to join.	Contact Person: Jennifer Wigginton director@iaace.com
<input type="checkbox"/>	Wednesday, April 12, 2023. 10:00-11:30 am Eastern	Attend the Adult Education Statewide Webinar. Link to the meeting will be sent to your e-mail.	Contact Person: Jerry Haffner jhaffner@dwd.in.gov
<input type="checkbox"/>	Wednesday, April 5, 2023. 1:00- 2:00 pm Eastern	Indiana Career Explorer Open Training. Ctrl+click here to join the meeting.	Contact Person: Jose Torres jtorres@dwd.in.gov
<input type="checkbox"/>	Monday, April 10, 2023	Make sure InTERS is up-to-date and error-free.	Contact People: Matt Crites Anshu Sharma inters@dwd.in.gov
<input type="checkbox"/>	Friday, April 14, 2023	DWD Adult Education Continuation Grant Applications are due. adulthood@dwd.in.gov	Contact Person: Donna Lovelady dlovelady@dwd.in.gov

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<input type="checkbox"/>	Monday, April 17, 2023. 12:00 pm Eastern	HSE Test Center Administrator Meeting Teams Link TBA.	Contact Person: Megan Hibbard mhibbard@dwd.in.gov
<input type="checkbox"/>	Wednesday, April 19, 2023	Read the IAACE Blog, sent to members by e-mail and posted at https://iaace.com/blog/ .	Contact Person: Jenn Wigginton director@iaace.com
<input type="checkbox"/>	Thursday, April 20, 2023	Read the IAACE Newsletter, sent to members by e-mail.	Contact Person: Jenn Wigginton director@iaace.com
<input type="checkbox"/>	Friday, April 21, 2023. 10:30-11:30 am Eastern.	IAACE Community Chat. Click here to join .	Contact Person: Jenn Wigginton director@iaace.com
<input type="checkbox"/>	Wednesday, April 19, 2023. 1:00-2:00 pm Eastern	Indiana Career Explorer Open Training. Ctrl+click here to join the meeting.	Contact Person: Jose Torres jtorres@dwd.in.gov
<input type="checkbox"/>	Sometime in April	Attend your regional consortium meeting.	Contact Person: Amy Ramer aramer@dwd.in.gov
<input type="checkbox"/>	Sometime in April	Have students share their stories with IAACE using the simple template found at https://iaace.com/stories/ .	Contact Person: Jenn Wigginton director@iaace.com
<input type="checkbox"/>	Sometime in April	Share an advocacy success story for your program with IAACE at https://iaace.com/share-an-advocacy-success/ .	Contact Person: Jenn Wigginton director@iaace.com
<input type="checkbox"/>	Sometime in April	Submit your request for reimbursement for March expenses from your adult education grant to Donna Lovelady.	Contact Person: Donna Lovelady dlovelady@dwd.in.gov

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IET Design Camps

If you're interested in **developing new IETs or strengthening your existing ones**, consider participating in the IET Basic Design Camp. This professional learning opportunity is hosted by the US Department of Education's Office for Career, Technical, and Adult Education (OCTAE). The Basic Design Camps are designed for state teams of up to 6 people and are held through videoconference. The summer cohort will be held on Tuesday and Friday afternoons from June 2-30, 2023. If you are interested, **contact Roy Melton immediately (rmelton@dwd.in.gov)** because he must have the state's application turned in by April 21.

Just-In-Time Learning

Essential Education will be hosting a webinar entitled "Retention Anchors: Capitalizing on the Now." In this webinar, you will learn how to apply a Just-In-Time model in your classrooms to **improve student retention**. You'll also learn practical strategies to **improve contextualized instruction** and resources to **assist students in setting goals**. This webinar will be held on Tuesday, April 18, 2023, from 3:30-4:30 pm Eastern. [Register here](#). For more information, contact Dan Griffith, President of the Educator Division of Essential Education, at dan@essentialed.com.

Leading Students to 21st Century Career Success

Purdue University's Leadership Development Program in Career Education will host a workshop entitled "**Leading Students to 21st Century Career Success**" on Thursday and Friday, April 20-21, 2023, via WebEx. Presenters will include Scott Miller (ABE instructor at Central Nine Career Center), Jose Torres and Pam Warner (career exploration and advising at the Indiana Department of Workforce Development), and other professionals involved in workforce education and development services at the state and local levels. State Representative Sheila Klinker (District 27, Lafayette area) will also be on hand to present a "Legislative Update." For more information and registration, contact Dr. James Greenan, Director, Leadership Development Program for Career Education, Purdue University, at jgreenan@purdue.edu. Registration is due by April 17.