

## MONTHLY MINDERS FOR NEW ADMINISTRATORS

### May 1, 2023

#### An Idea to Increase Enrollments

Something to keep in mind as we head toward the end of the program year on June 30 is how to serve existing students and enroll new students in the waning weeks of the program year. It's tempting to say, "Well, we're not going to enroll new students in May and June because we won't be able to get measurable skill gains from them by June 30." However, our students and potential students have need of our services even in May and June. Rather than put them off for a couple of months, we need to find a way serve them in May and June AND make measurable skill gains in a short amount of time. Using a managed enrollment system, this can be possible! So, classes that begin in May and June may need to be more intensive in terms of hours per week than we ordinarily offer. For example, if you usually require 6 hours of class per week, perhaps you could offer classes branded as "Summer School," in which classes meet 9 hours per week. Or if you ordinarily require 9 hours of classes per week during most of the year, then in June you might require 12. Here is a sample schedule you can play with:

#### Usual class schedule

New student registration: Week of April 10

Class session: April 17-May 26

Class schedule: Mondays, Wednesdays, and Thursdays for 3 hours each day

Total class hours this session: 54 hours.

#### Summer School

New student registration: Week of May 22

Class session: June 1-30

Class schedule: Monday through Thursday (4 days per week) for 3 hours each day

Total class hours this session: 51 hours.

#### Tasks Upcoming

<input type="checkbox"/>	Thursday, May 4, 2023. 10:30-11:30 am Eastern	IAACE Community Chat. <a href="#">Click here to join.</a>	Contact Person: Jennifer Wigginton <a href="mailto:director@iaace.com">director@iaace.com</a>
<input type="checkbox"/>	Friday, May 5, 2023. 9:30 am – 5:00 pm Eastern	IAACE Annual Meeting (9:30 am) and Virtual Institute (11:00 am). <a href="#">Click here to register.</a>	Contact Person: Jennifer Wigginton <a href="mailto:director@iaace.com">director@iaace.com</a>

Robert D. Moore

1074 W. Holly Dr.

Santa Claus, IN 47579-6185

Phone (812) 686-0466

rdm47579@gmail.com

<input type="checkbox"/>	Wednesday, May 10, 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 <a href="mailto:jhaffner@dwd.in.gov">jhaffner@dwd.in.gov</a>
<input type="checkbox"/>	Wednesday, May 10, 2023	Make sure InTERS is up-to-date and error-free.	Contact People: Matt Crites Anshu Sharma <a href="mailto:inters@dwd.in.gov">inters@dwd.in.gov</a>
<input type="checkbox"/>	Wednesday, May 10, 2023. 2:00 – 3:00 pm Eastern.	COABE Webinar: “Characteristics of a Highly Effective Adult Education Program.” Presented by Lara Pastore, Indiana DWD. <a href="#">Register here.</a>	Contact Person: Lara Pastore <a href="mailto:lpastore@dwd.in.gov">lpastore@dwd.in.gov</a>
<input type="checkbox"/>	Wednesday, May 10, 2023. 2:00 – 3:00 pm Eastern.	ProLiteracy Webinar: “Why Phonological Awareness?” <a href="#">Register here.</a>	
<input type="checkbox"/>	Monday, May 15, 2023. 1:30-2:30 pm Eastern	New Directors’ Office Hour with Rob Moore. <a href="#">Click here to join the meeting.</a>	Contact People: Jenn Wigginton <a href="mailto:director@iaace.com">director@iaace.com</a> Rob Moore <a href="mailto:rdm47579@gmail.com">rdm47579@gmail.com</a>
<input type="checkbox"/>	Thursday, May 18, 2023	Read the IAACE Newsletter, sent to members by e-mail.	Contact Person: Jenn Wigginton <a href="mailto:director@iaace.com">director@iaace.com</a>
<input type="checkbox"/>	Friday, May 19, 2023. 10:30-11:30 am Eastern.	IAACE Community Chat. <a href="#">Click here to join.</a>	Contact Person: Jenn Wigginton <a href="mailto:director@iaace.com">director@iaace.com</a>
<input type="checkbox"/>	Thursday May 23, 2023. 4:00 – 5:00 pm Eastern.	ProLiteracy Webinar: “Using News to Help Adult Learners Separate Fact from Fiction.” <a href="#">Register here.</a>	
<input type="checkbox"/>	Sometime in May	Attend your regional consortium meeting.	Contact Person: Amy Ramer <a href="mailto:aramer@dwd.in.gov">aramer@dwd.in.gov</a>
<input type="checkbox"/>	Sometime in May	Have students share their stories with IAACE using the simple	Contact Person: Jenn Wigginton <a href="mailto:director@iaace.com">director@iaace.com</a>

Robert D. Moore

1074 W. Holly Dr.

Santa Claus, IN 47579-6185

Phone (812) 686-0466

rdm47579@gmail.com

		template found at <a href="https://iaace.com/stories/">https://iaace.com/stories/</a> .	
<input type="checkbox"/>	Sometime in May	Share an advocacy success story for your program with IAACE at <a href="https://iaace.com/share-an-advocacy-success/">https://iaace.com/share-an-advocacy-success/</a> .	Contact Person: Jenn Wigginton <a href="mailto:director@iaace.com">director@iaace.com</a>
<input type="checkbox"/>	Sometime in May	Submit your request for reimbursement for April expenses from your adult education grant to Donna Lovelady using this address: <a href="mailto:adulded@dwd.in.gov">adulded@dwd.in.gov</a> .	Contact Person: Donna Lovelady <a href="mailto:dlovelady@dwd.in.gov">dlovelady@dwd.in.gov</a>

Office Hour for New Directors

On Monday, May 15, from 1:30 to 2:30 pm Eastern, we will have an Office Hour for New Directors. Come with your questions, concerns, and celebrations to share! [Click here to join us.](#)

Table 7 is due June 30

In InTERS, there's a report we need to complete called Table 7. It reports the number administrators, teachers, support staff, and unpaid volunteers who worked in our adult education programs this year. Table 7 is kind of hard to find in InTERS. In InTERS, go to "Views," then "Locations." RIGHT-click on your location, and then the little menu that appears will give you access to fill out Table 7. Do this before the deadline of June 30. E-mail Matt Crites or Anshu Shimar at [inters@dwd.in.gov](mailto:inters@dwd.in.gov) with questions.