

MONTHLY MINDERS FOR NEW ADMINISTRATORS

August 1, 2023

An Idea to Increase Enrollments

Do you have any churches in your community that offer bilingual worship services, or services in languages other than English? There are a couple opportunities here! First, you could schedule a meeting with the pastor about partnering with the church for an English language learning class. Perhaps the church could donate the space while your adult education program provides the instruction. That way, the classes would be held in a familiar environment, and the church might see it as a ministry to its parishioners. Secondly, if the space isn't possible, maybe the church could simply put a regular announcement in its weekly bulletin about the English language classes you offer.



Tasks Upcoming

<input type="checkbox"/>	Tuesday, August 1, 2023. 5:00-7:00 pm Eastern.	Digital Equity Provider Forum. Turkey Run State Park, Lusk Room, Marshall, IN.	Contact Person: Marilyn Pitzulo mpitzulo@dwd.in.gov
<input type="checkbox"/>	Thursday, August 3, 2023. 10:30-11:30 am Eastern	IAACE Community Chat. Click here to join.	Contact Person: Jennifer Wigginton director@iaace.com
<input type="checkbox"/>	Thursday, August 3, 2023. 5:00-7:00 pm Eastern.	Digital Equity Provider Forum. Huntingburg Event Center, Huntingburg, IN.	Contact Person: Marilyn Pitzulo mpitzulo@dwd.in.gov
<input type="checkbox"/>	Wednesday, August 9, 2023. 10:00-11:30 am Eastern	Attend the Adult Education Statewide Webinar. Register ahead of time at this link.	Contact Person: Jerry Haffner jhaffner@dwd.in.gov
<input type="checkbox"/>	Thursday, August 10, 2023	Make sure InTERS is up-to-date and error-free. (See below.) Last chance for program year 2022-2023!	Contact People: Matt Crites Anshu Sharma inters@dwd.in.gov

<input type="checkbox"/>	Friday, August 11, 2023	Deadline to submit nominations for IAACE Awards: Learner, Paraprofessional, New Adult Educator, Outstanding Adult Educator, Outstanding Administrator, Tutor or Volunteer, Business & Industry Partner, and Retirees. https://iaace.com/iaace-award-nominations-2023/	Contact Person: Jenn Wigginton director@iaace.com
<input type="checkbox"/>	Friday, August 11, 2023	Adult Education Program Development Plan is due. Submit to Amy Ramer.	Contact Person: Amy Ramer aramer@dwd.in.gov
<input type="checkbox"/>	Tuesday, August 15, 2023. 5:00-7:00 pm Eastern.	Digital Equity Provider Forum. Brown County State Park, Abe Martin Lodge, Nashville, IN.	Contact Person: Marilyn Pitzulo mpitzulo@dwd.in.gov
<input type="checkbox"/>	Thursday, August 17, 2023	Read the IAACE Newsletter, sent to members by e-mail.	Contact Person: Jenn Wigginton director@iaace.com
<input type="checkbox"/>	Friday, August 18, 2023	Deadline for Early Bird Registration for the IAACE Conference. Click here for information.	Contact Person: Jenn Wigginton director@iaace.com
<input type="checkbox"/>	Friday, August 18, 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, August 25, 2023. 10:00-11:30 am Eastern	Professional Development Facilitators' Meeting. Click here to join.	Contact Person: Amy Ramer aramer@dwd.in.gov
<input type="checkbox"/>	Thursday, August 30, 2023	Programs are notified if they have met the Program of Excellence criteria.	Contact Person: Lara Pastore lpastore@dwd.in.gov
<input type="checkbox"/>	Sometime in August	Attend your regional consortium meeting.	Contact Person: Amy Ramer aramer@dwd.in.gov

<input type="checkbox"/>	Sometime in August	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 August	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 August	Submit your request for reimbursement for July expenses from your adult education grant to Donna Lovelady using this address: adulded@dwd.in.gov .	Contact Person: Donna Lovelady dlovelady@dwd.in.gov

Adult Education Program Development Goals

We learned in our Adult Education Statewide Class last month that our local program performance goals are:

- 69% or more of our students will make a measurable skill gain (NRS Table 4, Column J)
- Meet or exceed the enrollment goal for your program assigned by DWD
- Increase the number of students earning a high school diploma or equivalent by 10% over 2022-2023.
- 50% or more of our students will have distance learning hours (Total Distance Learning Report)
- Increase enrollment of students in Integrated Education & Training (IET) courses by 10% over 2022-2023. Attain 90% completion of IET courses and 90% certification rate.
- Add 1 Workforce Education Initiative (WEI) with a new employer partner OR add 1 more course to an existing employer partnership.

If any of this is confusing or unclear as a new director, we're here to help! Contact any of the adult education staff, your own program's Professional Development Facilitator, or me. We will be happy to explain what these goals mean and brainstorm some strategies to achieve them.

We Can Get More Money?!

Yes! There are additional funds available for workforce education initiatives over and above the adult education allocation you received for 2023-2024. We want to avoid (1) charging an employer for WEI services we provide, and (2) telling an employer "No" due to lack of funds when they ask for WEI services from us. So if you need some additional dollars added to your adult education grant to serve employers, contact Roy Melton (rmelton@dwd.in.gov) or Jerry Haffner (jhaffner@dwd.in.gov) as soon as you know.

Are You Current?

Now is the time to make sure that your program's website, social media pages, and fliers are up to date. Things to check: types of classes (English Language Learning, High School Equivalency, etc.), locations of classes, times and days of classes, teachers' names, and how to register (i.e., just show up, call us, online form). Also, take this opportunity to update your program's information in the National Literacy Directory at <https://www.nld.org/>.

Last Call for Data!

By August 10, we must, must, MUST have all the data in InTERS finished for program year 2022-2023. After August 10, our state staff will be doing data clean-up and getting data ready to submit to the federal government as a final state report. So, by August 10, be sure:

- ✓ All student registrations are in, including demographics and courses,
- ✓ All attendance hours and times are in,
- ✓ All pre-, post-, and HSE tests are in,
- ✓ All students have a focus subject (not blank or "Multiple Subjects")
- ✓ All IET and WEI statuses are updated for participating students: currently enrolled, completed, dropped, and certified, and
- ✓ All errors are corrected to the extent possible.

Digital Equity Provider Forums

Try to attend one of the Digital Equity Provider Forums being held around the state. As adult education programs, we should be positioned to provide equitable digital literacy instruction and access in our communities, and we need to make that known! There are three locations in August: north, south, and central. See the "Tasks Upcoming" section above for exact dates, times, and locations.

Adult Education & Family Literacy Week

It's time NOW, to plan for Adult Education & Family Literacy Week, which is coming up September 17-23, 2023. This is a great week to showcase your adult education program to your community, particularly your business community and government officials. You can also use this week to recruit new students and business partners. Here are some handy-dandy toolkits and resources you can use to roll out some activities:

<https://www.proliteracy.org/AEFL-Week> and <https://coabe.org/national-adult-education-and-family-literacy-week/> and <https://iaace.com/aefl-week/>.