

## MONTHLY MINDERS FOR NEW ADMINISTRATORS

### September 1, 2023

#### An Idea to Increase Enrollments

Friday, September 15, 2023 marks the beginning of Hispanic Heritage Month (September 15-October 15). Hispanic Heritage Month actually began as Hispanic Heritage *Week* through a law signed by President Lyndon Johnson in 1968. Then in 1988, the observance was extended to a full month in a law signed by President Ronald Reagan in 1988. The start date of September 15 was chosen because it coincides with the anniversary of independence of Costa Rica, El Salvador, Guatemala, Honduras, and Nicaragua. For more information, go to <https://www.hispanicheritagemonth.gov/>.

So what does this observance have to do with increasing adult education enrollments?

- We might be on the lookout for events in our communities that will be held observe Hispanic Heritage Month and have a presence there with adult education information.
- Secondly, if there are no events planned, consider hosting some kind of event in your adult education program that would be particularly invitational to members of the Hispanic community so they can learn about the services you can offer them.
- Thirdly, in visible places in our facilities, we can publicly recognize noteworthy people and historical events that are important to the Hispanic community. (For example, did you know that 61 people of Hispanic heritage have been awarded the Medal of Honor?)
- Fourthly, although our curricular materials should always represent people of diverse backgrounds throughout the year, during this month we might pay particular attention to make sure we have lessons that highlight the contributions of Hispanic Americans.

In all those ways, and many more, we can make our adult education programs invitational to members of the Hispanic community, especially during this month.

#### Tasks Upcoming

<input type="checkbox"/>	Friday, September 1, 2023	HiSET® Test Center Administrators: Send names of individuals who should be invited by PSI to training on Session Self-Service to <a href="https://psihiset.zendesk.com/hc/en-us/requests/new">https://psihiset.zendesk.com/hc/en-us/requests/new</a>	Contact Person: Megan Hibbard <a href="mailto:mhibbard@dwd.in.gov">mhibbard@dwd.in.gov</a>
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<input type="checkbox"/>	Friday, September 1, 2023	Send your programs' Waitlist Report (students and companies waiting for service) to <a href="mailto:adulthood@dwd.in.gov">adulthood@dwd.in.gov</a> .	Contact Person: Donna Lovelady <a href="mailto:dlovelady@dwd.in.gov">dlovelady@dwd.in.gov</a>
<input type="checkbox"/>	Friday, September 1, 2023	Deadline for special hotel rate at the IAACE Conference. See <a href="https://iaace.com/2023hotel-information/">https://iaace.com/2023hotel-information/</a> for more information.	Contact Person: Jenn Wigginton <a href="mailto:director@iaace.com">director@iaace.com</a>
<input type="checkbox"/>	Wednesday, September 6, 2023. 10:00-11:00 am Eastern.	Instagram Threads Webinar. <a href="#">Click here to register.</a>	Contact Person: Camelia Manring <a href="mailto:cmanring@dwd.in.gov">cmanring@dwd.in.gov</a>
<input type="checkbox"/>	Thursday, September 7, 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"/>	Friday, September 8, 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"/>	Monday, September 11, 2023	Deadline to register for IAACE Conference. <a href="#">Click here for more information.</a>	Contact Person: Jenn Wigginton <a href="mailto:director@iaace.com">director@iaace.com</a>
<input type="checkbox"/>	Wednesday, September 13, 2023. 10:00-11:30 am Eastern	Attend the Adult Education Statewide Webinar. Click this link to register ahead of time.	Contact Person: Jerry Haffner <a href="mailto:jhaffner@dwd.in.gov">jhaffner@dwd.in.gov</a>
<input type="checkbox"/>	Friday, September 15, 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"/>	Friday, September 15 – Sunday, October 15, 2023.	National Hispanic Heritage Month (See above.)	
<input type="checkbox"/>	Monday-Friday, September 18-22, 2023	Adult Education & Family Literacy Week. (See below.)	Contact People: Jenn Wigginton <a href="mailto:director@iaace.com">director@iaace.com</a>

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			Camelia Manring <a href="mailto:cmanring@dwd.in.gov">cmanring@dwd.in.gov</a>
<input type="checkbox"/>	Wednesday, September 20, 2023. 1:30-2:15 pm Eastern	Indiana Career Explorer Open Training. <a href="#">Click here to join.</a>	Contact People: Jose Torres <a href="mailto:jtorres@dwd.in.gov">jtorres@dwd.in.gov</a> Pam Warner <a href="mailto:pwarner@dwd.in.gov">pwarner@dwd.in.gov</a>
<input type="checkbox"/>	Thursday, September 21, 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"/>	Wednesday-Friday, September 27-29, 2023	IAACE Conference, Bluechip Casino Hotel Spa, Michigan City, IN. <a href="#">Click here for more information.</a>	Contact Person: Jenn Wigginton <a href="mailto:director@iaace.com">director@iaace.com</a>
<input type="checkbox"/>	Sometime in September	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 September	Have students share their success stories with IAACE using the simple template found at <a href="https://iaace.com/stories/">https://iaace.com/stories/</a> .	Contact Person: Jenn Wigginton <a href="mailto:director@iaace.com">director@iaace.com</a>
<input type="checkbox"/>	Sometime in September	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 September	Submit your request for reimbursement for August expenses from your adult education grant to Donna Lovelady using this address: <a href="mailto:adulsted@dwd.in.gov">adulsted@dwd.in.gov</a> .	Contact Person: Donna Lovelady <a href="mailto:dlovelady@dwd.in.gov">dlovelady@dwd.in.gov</a>

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### Mid-Year Performance Incentive

The Mid-Year Performance Incentive is additional money your program can earn for achieving one or two performance measures by December 31, 2023. Those performance measures are:

- Have 60% of your total year enrollment goal by December 31, 2023. (For example, if your program's enrollment goal is 200 students, 60% would be 120 students.)
- Have 57% of your students with measurable skill gains by December 31, 2023 (Table 4, Column J).

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. It's also important to communicate those mid-year goals to your staff and your program's progress toward them regularly.

### Adult Education & Family Literacy Week

Remember, Adult Education & Family Literacy Week is coming up September 18-22, 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 and social media postings: <https://www.proliteracy.org/AEFL-Week> and <https://coabe.org/national-adult-education-and-family-literacy-week/> and <https://iaace.com/aefl-week/>.

### Grant Competition Information Meetings

Are you planning to apply to be a DWD-funded adult education program next year? I thought so. Then you'll want to attend an Information Meeting for anyone interested in applying for adult education grants for 2024-2025. This grant application will be a competitive application, which means that any organization that's eligible to provide adult education—not just our current programs—may apply for funds. At the Information Meetings, DWD staff typically share information about adult education services in general and the competitive grant application process. Those Information Meetings will begin in early October, refer to the schedule below and definitely make plans to attend! If you can't attend the meeting being held in your Region, you may attend a meeting held in any other Region. And if you didn't get it all the first time, you may attend as many of them as you'd like!

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## BE AN ADULT EDUCATION PROVIDER IN INDIANA

Attend **Indiana** Adult Education's informational meeting in your area to learn more about the grant process for program year 2024 and beyond.

DATE & TIME	LOCATION & ROOM	ADDRESS
10/3/2023 12-2:00pm EST	St. Joseph County Public Library Western Branch Meeting Room	611 S. Lombardy Dr., South Bend, IN 46619
10/4/2023 1-3:00pm EST	Allen County Public Library Meeting Room C	5630 Conventry Lane, Ft. Wayne 46804
10/10/2023 1-3:00pm EST	Maring-Hunt Library Meeting Room	2005 S. High St., Muncie, IN 47302
10/12/2023 10am-12:00pm EST	East Washington Library Meeting Room	2822 East Washington St., Indianapolis, IN 46201
10/17/2023 2-4:00pm EST	Monroe County Public Library Meeting Room 1B	303 E. Kirkwood Ave, Bloomington, IN 47408
10/18/2023 1-3:00pm EST	Vigo County Public Library Meeting Room C	1 Liberty Square, Terre Haute, IN 47807
10/25/2023 1-3:00pm EST	Floyd County Public Library Auditorium	180 W. Spring St., New Albany, IN 47150
10/26/2023 1:30-3:30pm CST	Evansville-Vanderburgh County Public Library Browning Event Room A	200 SE Martin Luther King Jr. Blvd., Evansville, IN 47713
11/1/2023 10am-12:00pm EST	Hope Library Hope Library Annex	635 Harrison Street, Hope, IN 47246
11/2/2023 10am-12:00pm EST	Howard County Library Meeting Rooms A & B	220 N. Union St., Kokomo, IN 46901
11/9/2023 9-11:00am CST	Boys and Girls Club of Greater Northwest Indiana	2700 W. 19th Ave. Gary, IN 46404
11/9/2023 2-4pm CST	LaPorte County Public Library Meeting Room B	904 Indiana Ave, LaPorte IN 46350

