

MONTHLY MINDERS FOR NEW ADMINISTRATORS

November 1, 2023

An Idea to Increase Enrollments

Have you heard of the National Adult Education Honor Society? Upon nomination by their local adult basic education programs, NAEHS membership is given to adult education students for exhibiting dependable attendance, a cooperative attitude, and work ethic. Students who are nominated receive a membership pin to wear, a membership certificate, and letters of recommendation from NAEHS they can use with their employment and scholarship applications.

So what does this have to do with increasing enrollments? First, by accepting nomination, students pledge to encourage their family members, friends, and co-workers who need adult education to seek a program to serve them. But wait; there's more! Let's say you have an annual or semi-annual induction ceremony to which your inductees can invite guests (e.g., family members, friends, and co-workers). As the local program director, you invite your community leaders and your local media to cover the event. Voilà! You have just created another way to raise awareness that your program exists, give information about the services you offer, and transform the students you induct into ambassadors who will tell others how awesome your adult education program is.



In both adult education programs I directed in Indiana, we became chapters of the National Adult Education Honor Society. If you would like more information, feel free to contact me or visit the website www.naehs.org.

Tasks Upcoming

<input type="checkbox"/>	Wednesday, November 1, 2023	Send your programs' Waitlist Report (students and companies waiting for service) to adulthood@dwd.in.gov .	Contact Person: Donna Lovelady dlovelady@dwd.in.gov
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<input type="checkbox"/>	Thursday, November 2, 2023. 10:30-11:30 am Eastern.	IAACE Community Chat. Click here to join.	Contact Person: Jenn Wigginton director@iaace.com
<input type="checkbox"/>	Friday, November 3, 2023	Adult Education Program Development Quarterly Report is due. Click here to access the report form.	Contact Person: Amy Ramer aramer@dwd.in.gov
<input type="checkbox"/>	Monday, November 6, 2023. 10:00-11:00 am Eastern.	Grant Writing 101 Webinar. Click here to register.	Contact Person: Jenn Wigginton director@iaace.com
<input type="checkbox"/>	Monday, November 6, 2023. 5:00 pm Eastern.	Indiana Broadband Listening Session. The Parklands of Jasper, 800 W. 15 th St., Jasper, IN 47546. (See below for information.) Click here to register.	.
<input type="checkbox"/>	Wednesday, November 8, 2023. 10:00-11:30 am Eastern.	Attend the Adult Education Statewide Webinar. Link to register will be sent via e-mail.	Contact Person: Jerry Haffner jhaffner@dwd.in.gov
<input type="checkbox"/>	Wednesday, November 8, 2023. 10:00-11:30 am Eastern.	Attend the Adult Education Statewide Webinar. Link to register will be sent via e-mail.	Contact Person: Jerry Haffner jhaffner@dwd.in.gov
<input type="checkbox"/>	Wednesday, November 8, 2023. 5:00 pm Eastern.	Indiana Broadband Listening Session. Versailles Town Hall, 128 N. Main St., Versailles, IN 47042. (See below for information.) Click here to register.	.
<input type="checkbox"/>	Tuesday, November 14, 2023. 5:00 pm Eastern.	Indiana Broadband Listening Session. Randolph County Courthouse, 3 rd Floor Commissioners' Meeting Room, 100 S. Main St., Winchester, IN 47394. (See below for information.) Click here to register.	
<input type="checkbox"/>	Wednesday, November 15, 2023	Deadline to nominate students, teachers, and programs for awards and grants from COABE.	https://coabe.org/awardsandgrants/

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<input type="checkbox"/>	Wednesday, November 15, 2023. 1:30-2:15 pm Eastern.	Indiana Career Explorer Open Training. Click here to join.	Contact Person: Jose Torres itorres@dwd.in.gov Morgan Walker MoWalker@dwd.in.gov
<input type="checkbox"/>	Wednesday, November 15, 2023. 5:00 pm Eastern.	Indiana Broadband Listening Session. Fusion 54, 101 W. Main St., Crawfordsville, IN 47993. (See below for information.) Click here to register.	
<input type="checkbox"/>	Thursday, November 16, 2023	Read the IAACE Newsletter, sent to members by e-mail.	Contact Person: Jenn Wigginton director@iaace.com
<input type="checkbox"/>	Thursday, November 16, 2023. 5:00 pm Eastern.	Indiana Broadband Listening Session. Wheatfield Library, 350 S. Bierma St., Wheatfield, IN 46392. (See below for information.) Click here to register.	
<input type="checkbox"/>	Friday, November 17, 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, November 29, 2023. 5:00 pm Eastern.	Indiana Broadband Listening Session. New Haven Community Center, 750 State Rd. 930, Fort Wayne, IN 46803. (See below for information.) Click here to register.	
<input type="checkbox"/>	Sometime in November	Attend your regional consortium meeting.	Contact Person: Amy Ramer aramer@dwd.in.gov
<input type="checkbox"/>	Sometime in November	Have students share their success stories with IAACE using the simple template found at https://iaace.com/stories/ .	Contact Person: Jenn Wigginton director@iaace.com

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

IAACE Essay Contest

The annual IAACE Essay Contest is underway! The theme of the essay is “How has Adult Education Helped to Forge your Future?” Winners will be recognized at the Adult Education Day at the Statehouse in February. This contest is a great way to celebrate your students and give them an opportunity for civic participation. And it could even help you uncover a possible student speaker at your next graduation or awards ceremony. So please get the word out to your teachers so they can encourage their students to write an essay for the contest. The deadline for submissions is December 8. More information is at <https://iaace.com/advocacy/essay-contest/>.

IAACE Business Partner Recognition

Here’s a great way to reward a local business for the great partnership it has with your adult education program. Recognize that business publicly on a statewide stage at the Adult Education Day at the Statehouse on February 13, 2024. It’s an easy process to make that happen. Contact the business partner first and let them know you’re making the submission, secure their commitment to attend on February 13, and then fill out this simple form on the IAACE website: <https://iaace.com/business-and-industry-partnership-nomination-form/>. Your adult education program and your business partner will be honored in a ceremony inside the Indiana Capitol Building. Do that NOW before you get busy during holiday and grant-writing seasons!

ProLiteracy® Virtual Mini-Conference

Are you struggling to find a time or way to provide professional development for your staff? Remember, DWD’s Adult Education Professional Qualifications and Development Policy requires instructors who teach 9 hours per week to receive 10 hours of professional

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development per year. Also, one of the adult education grant considerations we agreed to when we were awarded an allocation was to provide “high quality professional development, including through electronic means.”

So here’s an idea for you. ProLiteracy® is offering a mini-conference in a virtual format from November 7-9 from 12:00-3:30 pm Eastern Time each day. Tracks include basic literacy, digital literacy, English as a Second Language, and program management, all for the low price of \$75 (or \$50 for ProLiteracy members). For more information and to register, [go to this link](#).

Can You Hear Me Now?

Indiana will receive \$868M from the Broadband Equity Access and Deployment (BEAD) program and will use these funds for significant broadband infrastructure deployment. The Initial Proposal includes information about how Indiana will identify all the addresses that need service, and how these funds will be deployed through subgrants to internet service providers. The Indiana Broadband Office is hosting listening sessions because local feedback is critical to this process. These sessions will be helpful to review the Initial Proposal with the public and take comments, feedback, and questions from participants. [You can register for one of these sessions at this link](#).

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 six days in November located throughout Indiana. See the “Tasks Upcoming” section above for exact dates, times, and locations, and please attend one.

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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