

MONTHLY MINDERS FOR NEW ADMINISTRATORS

December 1, 2023

An Idea to Increase Enrollments

Are you missing some enrollments and gains because people do one of these:

- Pass the high school equivalency tests without registering for adult education classes (“walk-ins”),
- Get themselves ready in your classes to take the high school equivalency tests and then disappear before testing, or
- Just live in your community without taking classes or the high school equivalency tests?

If you have said “yes” to any of those scenarios, then it could be time to start a “High School Equivalency Bootcamp” or “HSE in a Hurry” type of class. **Such a class is a marketing and recruiting opportunity** to enroll and get gains from people who could pass the high school equivalency tests in a short period of time (like 3 days!) but don’t even try to enroll in classes. In the example below, we picked Thursday, Friday, and Saturday because we don’t have other classes on Fridays and Saturdays. Here’s one possible model of how it can work using HiSET® as the high school equivalency assessment:



Saturday	Thursday	Friday	Saturday
9:00-1:00 “Qualifying Pre-Test” Give the HiSET® Readiness Assessment to find applicants who test at “Prepared” or “Well Prepared in all subjects” and invite to HSE Bootcamp. Or you might give TABE at Level D and identify applicants who get scale scores 500 or above.	4:00-8:00 Sign up to take HSE tests. Finish adult education intake procedures (e.g., registration, adult learning plan, Indiana Career Explorer). Teach a little of all 5 subjects.	8:30-12:30 Teach Reading, Science, and Social Studies. 12:30-1:00 Lunch 1:00-6:00 Take the HSE tests in Reading, Science, and Social Studies.	8:30-12:30 Teach Math and Writing. 12:30-1:00 Lunch 1:00-5:30 Take the HSE Tests in Math and Writing.

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That's just one model. Adult education programs vary in the days of the week they offer HSE Bootcamp, the times to start and end each day, and what subject they do each day. If you give the GED® tests, adjust the subjects and test hours accordingly. The purpose is to offer some to adults who are not approaching in the adult education program already. The main thing to make this help you increase enrollments is to market the heck out of it about a month ahead of time through your referral partners, digital platforms, etc.

But what about the people who come for the “qualifying pre-test” and don't show they're ready to pass the HSE tests? No problem: you invite them to your regular classes. So either way, you'll have more students enrolled, and that's the idea!

Tasks Upcoming

<input type="checkbox"/>	Friday, December 1, 2023	Send your programs' Waitlist Report (students and companies waiting for service) to adulated@dwd.in.gov .	Contact Person: Donna Lovelady dlovelady@dwd.in.gov
<input type="checkbox"/>	Friday, December 1, 2023. 10:00-11:30 am Eastern.	Professional Development Facilitators Meeting. (Directors may join also. Please share with any teachers who would also like to attend.) Click here to join .	Contact Person: Amy Ramer aramer@dwd.in.gov
<input type="checkbox"/>	Thursday, December 7, 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, December 8, 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, December 8, 2023	Deadline for IAACE Essay Contest submissions. https://iaace.com/advocacy/essay-contest/	Contact Person: Jenn Wigginton director@iaace.com

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<input type="checkbox"/>	Friday, December 8, 2023	Deadline for submissions for IAACE Business Partner Recognitions. https://iaace.com/business-and-industry-partnership-nomination-form/	Contact Person: Jenn Wigginton director@iaace.com
<input type="checkbox"/>	Wednesday, December 13, 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"/>	Thursday, December 21, 2023	Read the IAACE Newsletter, sent to members by e-mail.	Contact Person: Jenn Wigginton director@iaace.com
<input type="checkbox"/>	Sunday, December 31, 2023	Make sure all your data for student registrations, attendance, gains, and outcomes are correct and up-to-date in InTERS for the mid-year incentive. (See below.)	Contact People: Matt Crites Anshu Sharma inters@dwd.in.gov
<input type="checkbox"/>	Sometime in December	Attend your regional consortium meeting.	Contact Person: Amy Ramer aramer@dwd.in.gov
<input type="checkbox"/>	Sometime in December	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
<input type="checkbox"/>	Sometime in December	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 December	Submit your request for reimbursement for November expenses from your adult education grant to Donna Lovelady using this address: adulsted@dwd.in.gov .	Contact Person: Donna Lovelady dlovelady@dwd.in.gov

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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/> by **December 8**. Your adult education program and your business partner will be honored in a ceremony inside the Indiana Capitol Building.

COABE National Conference

The Coalition On Adult Basic Education (COABE), our national professional association, is holding its annual conference March 17-20, 2024, and it’s close to home: in Nashville, TN, at the Gaylord Opryland Resort & Convention Center. Information is available now at <https://coabe.org/2024-coabe-national-conference/>. If you are a member of IAACE, you qualify for the COABE member registration rate. Speaking of registration rates, they go up on January 15. So make plans, get the proper permissions for professional leave, register, and book your lodging soon!

Mid-Year Incentive

DWD Adult Education is offering a mid-year financial incentive to programs whose performance meets certain goals by December 31. Those mid-year goals are:

- Enrollment (NRS Table 4, Column B): Varies by program; it’s 60% of your year-end enrollment goal.
- Measurable skill gains (NRS Table 4, Column J): 57%

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Soooooo, by December 31, you'll want to make sure all your data in InTERS for registrations, attendance hours, gains, HSE tests, and other outcomes are correct and up to date because the InTERS team of Matt and Anshu will pull those reports as of December 31 so the adult education state staff can determine how much additional monies you'll get!

Workplace English: Designing Objectives and Assessing Outcomes

If you have teachers teaching English Language Learning in a workplace, here's a free professional learning opportunity offered by Indiana Workplace English Collaborative (IWEC) on Friday, December 15, from 10:00 am to 12:00 pm Eastern Time, at the Indy Language Center, 1001 3rd Ave SW, Carmel, IN 46302. Indiana University Indianapolis and Indy Language Center are hosting this two-hour in-person workshop on developing objectives and assessing student and course outcomes in workplace English programs. ***The workshop is open to anyone passionate about teaching English and wanting to expand their skills into the workplace setting.*** Using examples from research and practice in the hospitality industry, Matthew Hume, Director of Education Programs at IU Indianapolis's International Center for Intercultural Communication, and Giancarlo Di Mizio, Education Director at Indy Language Center, will examine the importance of designing tailored objectives for workplace contexts and will share best practices in an activity and discussion. The presenters will also share strategies for and examples of objective-aligned assessments that stakeholders can use to measure both student success and program effectiveness. For more information, contact Juan Padilla, manage of English at Workplace at the Immigrant Welcome Center, at (317) 808-2340. [Register at this link.](#)

One More Time

In case you missed the DWD Adult Education competitive grant information meetings that were held regionally, or if you would like to see the information again, there will be one more information meeting for potential applicants on Tuesday, December 12, at 10:00 am Eastern time. The meeting will be held via Microsoft Teams, and [the link is here.](#)

If you'd like to review the "Grant Writing 101" webinar I held on November 6, the recording and presentation slides are available on the IAACE website [at this link.](#)