

MONTHLY MINDERS FOR NEW ADMINISTRATORS

March 1, 2024

An Idea to Increase Enrollments

Many ethnic groups have some kind of heritage month or week to bring recognition to the contributions their members have made to the history and culture of the United States. These commemorations and recognitions provide opportunities for our adult education programs to reach out and extend a special welcome to diverse populations. If your community has events around these heritage months, perhaps your adult education program could be present with a table with literature or participate in some other way. If these events don't exist, maybe your adult education program could organize an event with food and fun and promote it in the local media.



Our participation in events like these tell people we're interested in them, we welcome them, and we want to serve them. Here's a list I found of some of these commonly-celebrated heritage months.

<https://www.goodgoodgood.co/articles/heritage-months>.

Tasks Upcoming

<input type="checkbox"/>	Friday, March 1, 2024	Send your programs' Waitlist Report (students and companies waiting for service due to lack of funding, space or staff) to adulated@dwd.in.gov .	Contact Person: Donna Lovelady dlovelady@dwd.in.gov
<input type="checkbox"/>	Friday, March 1, 2024	2nd Quarter Professional Development Report is due today.	Contact Person: Amy Ramer aramer@dwd.in.gov
<input type="checkbox"/>	Monday, March 4, 2024. 1:00-2:00 pm Eastern.	IAACE Executive Director Connection Hour. Click here to join .	Contact Person: Jenn Wigginton director@iaace.com

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<input type="checkbox"/>	Monday, March 4, 2024. 2:00-3:30 pm Eastern.	An Update on GED® Testing in Indiana. Click here to join.	Contact Person: Megan Hibbard mhibbard@dwd.in.gov
<input type="checkbox"/>	Thursday, March 7, 2024. 10:30-11:30 am Eastern.	IAACE Community Chat. Click here to join.	Contact Person: Jenn Wigginton director@iaace.com
<input type="checkbox"/>	Friday, March 8, 2024	Make sure InTERS is up-to-date and error-free.	Contact People: Matt Crites Anshu Sharma inters@dwd.in.gov
<input type="checkbox"/>	Friday, March 8, 2024	Deadline to submit applications to DWD for the ABE and IELCE grants to adulded@dwd.in.gov .	Contact Person: Donna Lovelady dlovelady@dwd.in.gov
<input type="checkbox"/>	Monday, March 11, 2024. 1:00-2:00 pm Eastern.	IAACE Executive Director Connection Hour. Click here to join.	Contact Person: Jenn Wigginton director@iaace.com
<input type="checkbox"/>	Wednesday, March 13, 2024. 10:00-11:30 am Eastern.	Attend the Adult Education Statewide Webinar. Click here to register.	Contact Person: Jerry Haffner jhaffner@dwd.in.gov
<input type="checkbox"/>	Friday, March 15, 2024	IAACE Community Chat. Click here to join.	Contact Person: Jenn Wigginton director@iaace.com
<input type="checkbox"/>	Thursday, March 21, 2024	Read the IAACE Newsletter, sent to members by e-mail.	Contact Person: Jenn Wigginton director@iaace.com
<input type="checkbox"/>	Monday, March 25, 2024. 1:00-2:00 pm Eastern.	IAACE Executive Director Connection Hour. Click here to join.	Contact Person: Jenn Wigginton director@iaace.com
<input type="checkbox"/>	Thursday, March 28, 2024. 11:30 am – 12:30 pm Eastern.	Work-Based Learning Webinar: Introduction to Work and Learn Indiana and EARN Indiana. Click here to register.	More Information: Indiana Chamber of Commerce

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<input type="checkbox"/>	Sometime in March	Attend your regional consortium meeting.	Contact Person: Amy Ramer aramer@dwd.in.gov
<input type="checkbox"/>	Sometime in March	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 March	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 March	Submit your request for reimbursement for February 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 Virtual Institute

Save Friday, May 3, for the Indiana Association for Adult & Continuing Education's **Virtual Institute**. The Virtual Institute is a one-day professional learning event for adult educators conducted online and consisting of presenters on a variety of topics. Do you have an idea for a presentation or speaker you'd like to see? Make your suggestions at <https://iaace.com/virtual-institute/>.

Let's Get Planning

Now that grant-writing season is winding down, **it's time now to begin planning for next year!** I know the grants aren't awarded yet; those award letters usually come out in May. But you can't wait until May to start planning and have things up and ready to go in July. Let's face it: whatever you start planning in the summer might not actually commence until September, especially if it's something new. So here are some things to **think about in March**:

- Do we know if we'll have any **staff members** leaving this summer that we'll have to replace? Those openings can also present opportunities to re-arrange staff roles and responsibilities in light of your current needs and the strengths of your existing staff members.

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- Would it be good to revise our **class schedules and locations** for next program year?
- How might we improve our **new student orientation** next year? How can we conduct student registrations to increase access to our program? How can we conduct pre-testing in a way that reduces anxiety? Should we go to a more managed intake procedure with pre-determined dates for students to begin throughout the year?
- What will our **student attendance policy** be next year?
- What employer can we begin talking to now about a **new Workforce Education Initiative** early in the next program year?
- What **new Integrated Education & Training course** can we work on now so we can roll it out early in the next program year?
- If we're hoping to be a new provider of Integrated English Literacy & Civics Education (IELCE), what **curriculum and instructional resources** do we need to be looking at now so we can purchase them immediately after July 1?
- If our program takes some kind of summer break, what opportunities will we offer to our students to **continue learning during the break**? A short-term, condensed summer class? Access to instructional software for independent learning?

ProLiteracy® Grants

Are you looking for some additional funding for your adult education program? **ProLiteracy® offers several grants for adult literacy throughout the year.** Some grant funds are available for application at any time during the year. But the Literacy Opportunity Fund awards grants each quarter of the year, and the next application **deadline is April 1, 2024.** Check out the grants and funding page on ProLiteracy's® website: <https://www.proliteracy.org/grants-funding/>.