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## MONTHLY MINDERS FOR NEW ADMINISTRATORS

**February 2, 2026**

### An Idea to Increase Enrollments

I have this rather unorthodox approach to recruiting new students. I didn't spend a lot of energy marketing to potential students. Rather, my marketing efforts were directed to people who were already working with potential adult education students: people like their family and friends, employers, WorkOne career advisors, military recruiters, volunteer literacy groups, high school personnel, judges and probation officers, clergy case workers for benefit programs (e.g., TANF, SNAP, DCS), and others like that. In doing so, I tried to make adult education a "tool in their toolbox."

Many of these people might belong to your city or town's social service clubs, such as the Optimists, the Lions, Kiwanis, Rotary, etc. As a two-time president of a local social service organization, I can tell you that these clubs are always looking for speakers at their monthly or bi-monthly meetings. So go ahead and contact your local club and offer yourself as a guest speaker! You can search on the Internet for the websites each of these national organizations (such as [www.optimist.org](http://www.optimist.org), [www.rotary.org](http://www.rotary.org), etc.) and you will usually find a directory to find your local clubs



Have a nice PowerPoint presentation ready to go that talks about your program's mission, student eligibility, class locations, the instructional services you provide (e.g., HSE, English language learning, IETs, WEIs), funding sources, outcomes, successes, and opportunities for employers to use your services through Workforce Education Initiatives. Include examples and pictures in your presentation. And bring brochures to distribute to the club members.

Oh, and one more thing. Most of these clubs earn something like "Activity and Involvement Points" from their national organizations for various kinds of community engagement that furthers their mission. So you in your presentation, connect to the club's mission and include ways the club can support you: maybe funding for high school equivalency tests or materials, presenting to your classes about civic engagement, or hosting your awards or graduation ceremonies.

Tasks Upcoming

<input type="checkbox"/>	Thursday, February 5, 2026. 11:00 pm Eastern.	<a href="#">Dollar General Literacy Grant</a> applications are due.	
<input type="checkbox"/>	Friday, February 6	DWD Adult Education <a href="#">Continuation Grant Application</a> is issued.	Contact Person: DWD Adult Education <a href="mailto:adulted@dwd.in.gov">adulted@dwd.in.gov</a>
<input type="checkbox"/>	Tuesday, February 10, 2026	Make sure InTERS is up-to-date and error-free.	Contact People: Matt Crites George Jurado <a href="mailto:inters@dwd.in.gov">inters@dwd.in.gov</a>
<input type="checkbox"/>	Friday, February 13, 2026	<a href="#">CenterPoint Energy Foundation grant</a> application period are due.	Contact Person: CenterPoint Energy Foundation <a href="mailto:CNPGives@centerpointenergy.com">CNPGives@centerpointenergy.com</a>
<input type="checkbox"/>	Friday, February 13, 2026	Deadline to submit questions about the Continuation Grant.	Contact Person: DWD Adult Education <a href="mailto:adulted@dwd.in.gov">adulted@dwd.in.gov</a>
<input type="checkbox"/>	Wednesday, February 11, 2026. 10:00 – 11:30 am Eastern.	Adult Education & Workforce Development Statewide Webinar. Link will be sent via e-mail.	Contact People: Lara Pastore <a href="mailto:lpastore@dwd.in.gov">lpastore@dwd.in.gov</a> Isabella Biesen <a href="mailto:IBiesen@dwd.in.gov">IBiesen@dwd.in.gov</a>
<input type="checkbox"/>	Wednesday, February 11, 2026	Nomination form for IAACE Board of Directors is released.	Contact Person: Jenn Wigginton <a href="mailto:director@iaace.com">director@iaace.com</a>
<input type="checkbox"/>	Tuesday, February 17, 2026	Deadline to register for <a href="#">COABE Conference</a> with reduced, early bird rates.	Contact Person: COABE <a href="mailto:info@coabe.org">info@coabe.org</a>
<input type="checkbox"/>	Thursday, February 19, 2026	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"/>	Friday, February 20, 2026	Answers to questions about the DWD Adult Education <a href="#">Continuation Grant</a> are released.	Contact Person: DWD Adult Education <a href="mailto:adulted@dwd.in.gov">adulted@dwd.in.gov</a>
<input type="checkbox"/>	Tuesday, February 24, 2026. 3:00 – 4:15 pm Eastern.	<a href="#">IAACE Professional Development Session</a> . Topic: What’s the Deal with Differentiated Instruction. Presenter: Steven Schmidt	Contact Person: Jenn Wigginton <a href="mailto:director@iaace.com">director@iaace.com</a>
<input type="checkbox"/>	Friday, February 27, 2026. 10:00 – 11:30 am Eastern	Professional Development Facilitators Meeting. (Directors may join also!) Link will be sent via e-mail.	Contact Person: Amy Ramer <a href="mailto:aramer@dwd.in.gov">aramer@dwd.in.gov</a>
<input type="checkbox"/>	Sometime in February	Submit your request for reimbursement for January expenses from your adult education grant using this address: <a href="mailto:adulted@dwd.in.gov">adulted@dwd.in.gov</a> .	Contact People: Donna Lovelady Joetta Mayfield <a href="mailto:adulted@dwd.in.gov">adulted@dwd.in.gov</a>
<input type="checkbox"/>	Sometime in February	Attend your regional consortium meeting.	Contact Person: Isabella Biesen <a href="mailto:IBiesen@dwd.in.gov">IBiesen@dwd.in.gov</a>
<input type="checkbox"/>	Sometime in February	Share student success stories with IAACE using the simple template found at <a href="https://iaace.com/stories/">https://iaace.com/stories/</a> . Your nominee might be selected for the <a href="#">“Share the Journey” podcast!</a>	Contact Person: Jenn Wigginton <a href="mailto:director@iaace.com">director@iaace.com</a>
<input type="checkbox"/>	Sometime in February	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>

### Continuation Grant on the Horizon

The Department of Workforce Development is planning to release a Request for Application for the Adult Education Continuation Grant (for Program Year 2026-2027) on February 6, 2026. As you prepare to write that grant application, you might want to look at the previous grant questions ahead of time because they might be similar, or at least cover the same topics.

[https://www.in.gov/dwd/career-training-adult-ed/adult-ed/amplifyae/grants-and-forms/#DWD Adult Education 2025 Grant Continuation Application](https://www.in.gov/dwd/career-training-adult-ed/adult-ed/amplifyae/grants-and-forms/#DWD%20Adult%20Education%202025%20Grant%20Continuation%20Application). Applications are due on March 12.

### COABE Conference

Early Bird Registration is available until February 17 for the COABE Conference in Indianapolis on April 12-15, 2026. If you're an IAACE member, you're also a COABE member, for which you qualify for the member rate. Oh, and adult education students can attend free of charge! More information and a link to register is at

<https://www.coabe.org/coabe-2026>. DWD is awarding monies to help cover the costs, so please take advantage of this special allocation and the tremendous professional learning opportunity right here on our home turf.



### March 16 is Key to Allocation

***It's important to have our student data in InTERS updated and as error-free as possible on March 16.*** On this date, the DWD Office of Adult Education will pull our programs' enrollment and performance data to determine funding allocations for the 2026-2027 program year. So we'll want to have as many enrollments and gains actually counting so we each get the funding we're entitled to.

On a somewhat related note, on that same date, March 16, in 1829, the State of Ohio authorized high school night classes.

### IAACE Invites You!

All IAACE committee meetings are open to guests, and any member can join a committee at any time. Get involved, share your ideas, and help shape the future of IAACE! Sign up at <https://iaace.com/committee-sign-up/#!form/Committees>

### **COABE 2026 Task Force**

Monday, February 2, 2026

3:30 – 4:30 pm Eastern

<https://us06web.zoom.us/j/88923807389?pwd=ieJHNa0vTHCLIQfpTZUt4iajabfilq.1>

Meeting ID: 889 2380 7389

Passcode: 307889

### **IAACE Executive Director's Connection Hour**

Mondays, February 2, 9, 16, and 23, 2026

1:00 – 2:00 pm Eastern

<https://us06web.zoom.us/j/83871830046?pwd=84bqGNrJDaf8YiqjuuAbJSaQmTZhMM.1>

Meeting ID: 838 7183 0046

Passcode: 607072

### **Collaboration and Engagement Committee**

Thursday, February 5, 2026

2:00 – 3:15 pm Eastern

<https://us06web.zoom.us/j/84052761122?pwd=uBkdIT404nJfffEvmD3wqYrgdUo64E.1>

Meeting ID: 840 5276 1122

Passcode: 040490

### **Caroline/Jenn Chat**

Mondays, February 9, 16, and 23, 2026

11:00 am – 12:00 pm Eastern

<https://us06web.zoom.us/j/86798212884?pwd=RU1dYoBcq1rEuP5CNFIbCPr47g9a6D.1>

Meeting ID: 867 9821 2884

Passcode: 693244

### **Advocacy Committee**

Tuesday, February 10, 2026

11:00 am – 12:00 pm Eastern

<https://us06web.zoom.us/j/87223625927?pwd=to22VQ9nW5vdXEabAwtk0DxOOuqoO2.1>

Meeting ID: 872 2362 5927

Passcode: 660384

### **2026 Conference Committee**

Friday, February 13, 2026

9:00 – 10:00 am Eastern

<https://us06web.zoom.us/j/88400659965?pwd=lgYm0sqFEWw6PWYrCOYMuPk67s4Ov8.1>

Meeting ID: 884 0065 9965

Passcode: 001454

### **IAACE Community Chat**

Friday, February 20, 2026

10:30 – 11:30 am Eastern

<https://iaace.com/membership/community-chat/>

<https://us06web.zoom.us/j/87330652708?pwd=dIVxMUkzQ21GQ24zcm83djVyZGxlUT09>

Meeting ID: 873 3065 2708  
Passcode: 143626

**Professional Development Committee**

Friday, February 20, 2026

2:00 – 3:00 pm Eastern

<https://us06web.zoom.us/my/iaace?pwd=1HL6VhD9ta4284YdJxihGI1RfdD3LV.1&omn=82960385111>

**Submit a Newsletter Article**

Deadline: Wednesday, February 18, 2026

Email to [director@iaace.com](mailto:director@iaace.com)