WIA II/EL CIVICS NETWORK MEETING

October 2011

WIA II Network Meeting Contents

▸ CDE Update

▸ Networking

▸ Accountability

▸ Professional Development & Training Highlights

▸ Promising Practices and Making a Difference Awards

▸ EL Civics

▸ Professional Development and Training Details

CDE Update

Expenditure Claim Report Reimbursement Process

Policy: Reimbursement Process

- Expenditure Claim Report (ECR) must be submitted for reimbursement of expenses incurred.
- An ECR may be submitted quarterly although only a final ECR is required.
- The current ECR filing period is from October 1 to October 31. The next filing period will be in January 2012.
- The budget process and budget forms remain the same.
- Log into the WIA agency account screen on the OTAN Web site at

    http://adulted.otan.us/

Networking

CDE/CASAS WIA II/EL Civics Network Meeting 2011

Networking: Open Forum

▸ Who would like to share practices/curriculum?

  ▸ Today?

  ▸ This year?

▸ What topics would you like to talk about?

  ▸ Today?

  ▸ This year?

Networking: Points of Departure

▸ Please share:

  ▸ Are you working with other agencies (e.g. educational providers, workforce development organizations, economic development organizations, social services, etc.) ?

    ▸ Which Agencies?

    ▸ How did you develop those relationships?

    ▸ How often do you meet?

    ▸ How do you keep the relationship going?

2011

California Adult Education Administrators' Handbook for WIA II Agencies

▸ Helps agencies more easily meet state and federal reporting requirements

▸ Enables new administrators to "hit the ground running"

▸ Includes brief overviews and quick tips for WIA II programs

▸ Supports, but does not replace **THE CALIFORNIA ADMINISTRATION MANUAL,** which details all federal and state requirements for WIA Title II funded agencies in California.

Handbook Contents

Chapter 6: CA WIA II Deliverables

What's Due

How to create it

Accountability

Submission Deadlines

▶ October 31, 2011

  ▶ First Quarter Data Tracking of Programs and Students

  ▶ At least one EL Civics COAAP submitted

  ▶ First Quarter Data Integrity Report

  ▶ October Expenditure Claim Report (Optional)

Promising Practices and Making a Difference Awards

Learn More About Awards and Nominate

- Promising Practices Website: www.casas.org > California Accountability

  - Click on "Promising Practices" on the left-side menu

- EL Civics: Making a Difference Award Website: www.casas.org > California Accountability

  - Click on Making a Difference Awards" on the left-side menu

EL Civics

Civic Participation

EL Civics COAAP Selection Dates for 2011-12 Program Year

▶ July 1, 2011 – Begin selecting COAAPS for 2011-12

▶ Oct. 31, 2011 – Deadline to select first COAAP

▶ Jan. 31, 2012 – Deadline to submit Option 3 (new) COAAPs

▶ April 30, 2012 – Last date to add, edit or delete Option 1 and 2 COAAPS

EL Civics Technology Plan

▸ A deliverable for EL Civics – Civic Participation

▸ Due on January 31, 2012, submitted online

▸ Find it at www.otan.us/adulted/

▸ Requires a planning team

▸ Tech Support

   ▸ 1-800-894-3113, ELCivTechPlan@otan.us

▸ Content

   ▸ Short videos on how to fill out the plan at http://adulted.otan.us, scroll to For More Information => El Civics Tech Plan

   ▸ Branka Marceta 916-228-2587 or 800-894-3113 or bmarceta@otan.us

WIA II Network Meeting Reflection

Reflection

▶ What will you do with the information from this meeting?

▶ What are going to share with…

 ▶ Administrators

 ▶ Teachers

 ▶ TOPSpro staff

 ▶ Others

Training & Professional Development

CASAS Training

CALPRO Training

OTAN Training

CASAS
Online Accountability Trainings

Date	Time	Training
Tuesday Oct 11	9:30-11:30 AM	Accountability for New Users
Tuesday Oct 11	1:00-3:00 PM	Accountability for Experienced Users
Friday Oct 21	9:30-11:30 AM	Accountability for New Users
Friday Oct 21	1:00-3:00 PM	Accountability for Experienced Users
Tuesday Oct 25	1:00-3:00 PM	Accountability for Experienced Users
Thursday Oct 27	1:00-3:00 PM	Accountability for Experienced Users
Tuesday Nov 1	9:30-11:30 AM	Accountability for Experienced Users
Tuesday Nov 8	9:30-11:30 AM	Accountability for New Users
Tuesday Nov 8	1:00-3:00 PM	Accountability for Experienced Users

CASAS
Online TE/eTests Online Trainings

Date	Time	Training
Tuesday Oct 4	10:00-11:00 AM	Getting Started: TOPSpro/TE
Tuesday Oct 4	1:00-2:00 PM	Introducing TE
Friday Oct 7	1:00-2:00 PM	Introducing eTests Online
Tuesday Oct 18	10:00-11:00 AM	Getting Started: TOPSpro/TE
Tuesday Oct 18	11:00 AM-12:00 PM	Introducing TE
Wednesday Oct 19	2:00-3:00 PM	Agency Succession Planning
Thursday Oct 27	10:00-11:00 AM	Introducing eTests Online
Wednesday Nov 2	10:00-11:00 AM	Introducing TE
Wednesday Nov 9	1:00-2:00 PM	TE Reports
Wednesday Nov 16	10:00-11:00 AM	Introducing eTests Online

CALPRO
New Administrator's Orientation

▸ CALPRO and CDE are offering a one-and-a-half-day professional development event for new adult education administrators to become familiar with the CDE adult education system:

  ▸ CDE's goals and priorities for California Adult Education;

  ▸ Resources available through CDE and the California State Leadership Projects (CALPRO, CASAS and OTAN); and

  ▸ Requirements and guidance associated with state and federal funding

▸ Dates: October 31 and November 1, 2011

▸ Find application at www.CAAdultEdTraining.org

▸ Applications due September 26, 2011

▸ For more information contact Ellen Oka, eoka@air.org

CALPRO Online

Facilitated Training

▸ Understanding the Adult Learner,

Session 1: Adult Learning and Development

  ▸ 10/11/2011 – 11/7/2011

▸ Designing Programs for Adults with Learning Disabilities,

Session 1: Awareness for Adult Educators

  ▸ 10/13/2011 – 11/9/2011

▸ Integrated and Contextualized Workforce Skills

in the ABE/ASE Classroom

  ▸ 10/20/2011 – 11/15/2011

▸ Effective Lesson Planning

  ▸ 10/21/2011 – 11/17/201

Register at www.CAAdultEdTraining.org

CALPRO Online

Self-paced Training

▶ Orientation for New ABE Teachers

▶ Orientation for New ESL Teachers

▶ Learner Goal Settings in Adult Education Programs

▶ Learner Persistence

Register at www.CAAdultEdTraining.org

CALPRO Training
Face-to-Face Regional Workshops

▸ **Differentiating Instruction -**

Introduction to Differentiating Instruction

  ▸ Larkspur, Session 1

   October 27, 2011, 2:30pm – 5:30pm

▸ **Differentiating Instruction -**

Strategies for Success

  ▸ Larkspur, Session 2

   November 17, 2011, 2:30pm – 5:30pm

Register at www.CAAdultEdTraining.org

▸

CALPRO Web site Links

▸ **Video Library**

http://www.calpro-online.org/onlinevideolibrary.asp

▸ **Virtual Workrooms**

Workforce Readiness and Multilevel ESL Instructors

http://www.calpro-online.org/VirtualWorkroom/default.asp

▸ **Instructor Competency Self-Assessment and Professional Development Plan**

http://www.calpro-online.org/Assessmenttest/

Introducing New CALPRO Professional Staff

Dr. Marcela Movit recently joined the CALPro project. She brings with her expertise in the area of adult literacy policy at the state and national level. She has provided technical assistance to agencies in Pennsylvania, working extensively with adult education and family literacy programs across the state to help them use the state's data management system for program improvement. She previously worked on the Transitioning English Language Learners (TELL) project, which identified best practices in helping English language learners transition from ESL into Adult Basic Education, Adult Secondary Education or GED. She is currently working on the *National Reporting System* (NRS) project and the Aligning Adult Education National Leadership Activities Across Content Areas (ALAC) project with the American Institute for Research (AIR).

Dr. Movit's other areas of expertise include education policy, comparative and international education, bilingual education, language policy in schools, and issues of equal educational opportunity for minority students. Dr. Movit received her Ph.D. in Education Theory and Policy from Penn State University. She earned her M.Ed. in bilingual education from the University of Houston and her B.A. in Sociology and Spanish (with a specialization in translation) from Rice University.

OTAN Technology Webinars for October 2011

▸ <u>Moodle: Create a Course Web Site</u>

Monday, October 3, 4:00p — 6:00p

▸ <u>Moodle: Create Online Interactive Activities</u>

Thursday, October 6, 3:30p — 5:00p

▸ <u>10 Activities Using Google Search</u>

Friday, October 7, 10:00a – 11:30a

▸ <u>Moodle: Assignments</u>

Friday, October 14, 11:00a — 12:30p

▸ <u>Teaching Critical Thinking for the Internet</u>

Wednesday, October 19, 4:00p —5:30p

Register at www.CAAdultEdTraining.org

▸

OTAN Technology Webinars for October - November 2011

▸ <u>Three Fun Activities for Students</u>

      Friday, October 21, 10:00a — 11:30a

▸ <u>Moodle: Using Audio to Enhance Teaching & Learning</u>

      Monday, October 24, 1:00p — 2:30p

▸ <u>Creating a High Quality Online Course</u>

      Thursday, October 27, 3:30p — 5:00p

▸ <u>Cell Phone Activities Using Voice and Camera</u>

      Friday, November 4, 9:30a — 11:00a

▸ <u>Moodle: Using the Quiz Activity to Assess Students</u>

      Friday, November 4, 1:00p — 2:30p

Register at www.CAAdultEdTraining.org

OTAN Technology Webinars for November 2011

- <u>An Online Presence for Teachers</u>

  Thursday, November 10, 10:00a — 11:30a

- <u>Moodle: Customizing Your Course & Grade Book</u>

  Thursday, November 17, 3:00p — 4:30p

- <u>Moodle: Using the Lesson Activity</u>

  Friday, November 18, 4:00p — 5:30p

- <u>Simple Free Web Tools to Use with Your Students</u>

  Friday, November 18, 10:00a — 11:30a

Register at www.CAAdultEdTraining.org

Upcoming Conferences

- ACSA Adult Education Strand at Leadership Summit, Sacramento
  - Wednesday, November 2, Pre-Conference workshop for new Adult Ed administrators
  - Thurs-Sat., November 3-5
- California Regional CATESOL Conferences
  - San Diego: Saturday, October 15, San Diego County Office of Education
  - Los Angeles: Saturday, October 22, Cypress College
  - Northern: Saturday, November 5, UC Davis