



# WIA II/EL CIVICS NETWORK MEETING

October 2011

# WIA II Network Meeting Contents

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- ▶ 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

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- ▶ 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

# Networking: Open Forum

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- ▶ 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

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## ▶ 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 1 OVERVIEW

- ▶ **WHAT IS THE CA ADULT EDUCATION WIA II ADMINISTRATORS' HANDBOOK?**
- ▶ **CALIFORNIA LEADERSHIP PROJECTS**
  - ▶ CASAS
  - ▶ CALPRO
  - ▶ OTAN

## CHAPTER 2 WIA TITLE II PROGRAMS DEFINED

- ▶ **OVERVIEW**
  - ▶ ADULT BASIC EDUCATION
  - ▶ ENGLISH AS A SECOND LANGUAGE
  - ▶ ADULT SECONDARY EDUCATION
  - ▶ HIGH SCHOOL DIPLOMA
  - ▶ **FOCUS AREAS DEFINED**
    - ▶ VOCATIONAL LITERACY
    - ▶ ESL-CITIZENSHIP
    - ▶ FAMILY LITERACY
    - ▶ EL CIVICS – CITIZENSHIP PREPARATION
    - ▶ EL CIVICS – CIVIC PARTICIPATION

## CHAPTER 3 PLACEMENT INTO PROGRAM

## CHAPTER 4 DATA REQUIREMENTS FOR WIA TITLE II PROGRAMS

## CHAPTER 5 PAYMENT POINTS

## CHAPTER 6 CALIFORNIA WIA TITLE II DELIVERABLES

## CHAPTER 7 NATIONAL REPORTING SYSTEM

## CHAPTER 8 ATTACHMENTS

**TRAINING**

**NETWORK MEETINGS**

**REPORTING STAFF CHANGES**

**GLOSSARY**

**DEFINITION OF ACRONYMS**

# Chapter 6: CA WIA II Deliverables

## California WIA Title II Deliverables

The CDE contracted CASAS to provide training, data collection materials, and technical assistance to meet the accountability requirements for WIA Title II Sections 225, 231, and English Literacy and Civics Education (EL Civics) funded agencies. These agencies receive Tracking of Programs and Students (TOPSpro®) software, data collection forms, and test booklets at no cost.

CA WIA Title II Deliverables		
October 31	1st Quarter Data Submission July 1 to September 30	<ul style="list-style-type: none"> <li>• TOPSpro data submission</li> <li>• Data Integrity Report</li> <li>• Submission of EL Civics Objectives and Additional Assessment Plans</li> <li>• 1st Quarter Expenditure Report/Claim Document - Optional</li> </ul>
January 31	2nd Quarter Data	<ul style="list-style-type: none"> <li>• TOPSpro data submission</li> </ul>

What's Due

### TOPSpro Data Submission

Due: Quarterly  
Submit electronically (TOPSpro) or mail disk to: CASAS, 5151 Murphy Canyon Road, Suite 220, San Diego, CA 92123-4339

When creating export files to send to CASAS or to meet State reporting requirements, you can submit your data electronically.

Exports are formatted according to the TOPSpro installation. A TOPSpro export is only readable by another TOPSpro installation. A 3rd Party export is readable by many kinds of applications depending on the format you choose.

More selection criteria appear on the next screen.

☐ Export tables for import into another TOPSpro installation  
☐ Export tables for Data Submission (on disk)  
☐ Export for 3rd party system  
☐ Diagnostic Export for CASAS Technical Support  
☒ Export tables for Electronic Data Submission

For details on submitting the Quarterly TOPSpro Data and Data Integrity Report to CASAS:

1. Go to [casas.org](http://casas.org) (Outside Source)
2. Click on the "California Accountability" virtual community link. This requires you to log in as a community member. If you do not have access to the California Accountability page, the system prompts you to request access.
3. For instructions on submitting the TOPSpro data and the Data Integrity Report, select the current program year's "Quarterly Data Submission Instructions".

How to create it

### EL Civics Objectives and Additional Assessment Plans

Due October 31 (at least one Objective and AA)

Due April 30 (all Objectives and AAs, including deletions and changes)

Submit online at [www.casas.org](http://www.casas.org)

EL Civics Program Implementation Web Site

Rolling Hills Adult School

Current Selections for Rolling Hills Adult School

Agency Name	Description	Status
Agency 1	Agency 1 Description	Approved
Agency 2	Agency 2 Description	Pending
Agency 3	Agency 3 Description	Approved
Agency 4	Agency 4 Description	Approved
Agency 5	Agency 5 Description	Approved
Agency 6	Agency 6 Description	Approved
Agency 7	Agency 7 Description	Approved

# Accountability

# Submission Deadlines

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## ▶ 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

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- ▶ Promising Practices Website: [www.casas.org](http://www.casas.org) > California Accountability
  - ▶ Click on “Promising Practices” on the left-side menu
- ▶ EL Civics: Making a Difference Award Website: [www.casas.org](http://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

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- ▶ 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

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- ▶ A deliverable for EL Civics – Civic Participation
- ▶ Due on January 31, 2012, submitted online
- ▶ Find it at [www.otan.us/adulted/](http://www.otan.us/adulted/)
- ▶ Requires a planning team
- ▶ Tech Support
  - ▶ 1-800-894-3113, [ELCivTechPlan@otan.us](mailto: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](mailto:bmarceta@otan.us)

# WIA II Network Meeting Reflection

# Reflection

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- ▶ 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

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

# CASAS

## Online TE/eTests Online Trainings

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



# CALPRO

## New Administrator's Orientation

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- ▶ 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](http://www.CAAdultEdTraining.org)
- ▶ Applications due September 26, 2011
- ▶ For more information contact Ellen Oka, [eoka@air.org](mailto:eoka@air.org)

# CALPRO Online

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## Facilitated Training

- ▶ Understanding the Adult Learner,  
Session I: Adult Learning and Development
  - ▶ 10/11/2011 – 11/7/2011
- ▶ Designing Programs for Adults with Learning Disabilities,  
Session I: 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 – 11/17/2011

**Register at [www.CAAdultEdTraining.org](http://www.CAAdultEdTraining.org)**

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# CALPRO Online

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## **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](http://www.CAAdultEdTraining.org)**

# CALPRO Training

## Face-to-Face Regional Workshops

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- ▶ **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](http://www.CAAdultEdTraining.org)**

# CALPRO Web site Links

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- ▶ **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

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- ▶ Moodle: Create a Course Web Site  
Monday, October 3, 4:00p — 6:00p
- ▶ Moodle: Create Online Interactive Activities  
Thursday, October 6, 3:30p — 5:00p
- ▶ 10 Activities Using Google Search  
Friday, October 7, 10:00a — 11:30a
- ▶ Moodle: Assignments  
Friday, October 14, 11:00a — 12:30p
- ▶ Teaching Critical Thinking for the Internet  
Wednesday, October 19, 4:00p — 5:30p

**Register at [www.CAAdultEdTraining.org](http://www.CAAdultEdTraining.org)**

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# OTAN Technology Webinars for October - November 2011

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- ▶ Three Fun Activities for Students

Friday, October 21, 10:00a — 11:30a

- ▶ Moodle: Using Audio to Enhance Teaching & Learning

Monday, October 24, 1:00p — 2:30p

- ▶ Creating a High Quality Online Course

Thursday, October 27, 3:30p — 5:00p

- ▶ Cell Phone Activities Using Voice and Camera

Friday, November 4, 9:30a — 11:00a

- ▶ Moodle: Using the Quiz Activity to Assess Students

Friday, November 4, 1:00p — 2:30p

**Register at [www.CAAdultEdTraining.org](http://www.CAAdultEdTraining.org)**

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# OTAN Technology Webinars for November 2011

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- ▶ An Online Presence for Teachers

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

- ▶ Moodle: Customizing Your Course & Grade Book

Thursday, November 17, 3:00p — 4:30p

- ▶ Moodle: Using the Lesson Activity

Friday, November 18, 4:00p — 5:30p

- ▶ Simple Free Web Tools to Use with Your Students

Friday, November 18, 10:00a — 11:30a

**Register at [www.CAAdultEdTraining.org](http://www.CAAdultEdTraining.org)**

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# Upcoming Conferences

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- ▶ **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