

# **ADVISORY COMMITTEE ON ADULT EDUCATION AND LITERACY TO THE VIRGINIA BOARD OF EDUCATION**

**VIRGINIA DEPARTMENT OF EDUCATION**  
James Monroe Building  
Richmond VA 23218-2120  
Jefferson Conference Rooms B & C

## **AGENDA**

October 18, 2013

Opening statement by Dr. Troilen Seward, Acting Chair

Introduction of persons in attendance:

### **Committee Members**

Dr. Troilen Seward  
Ms. Elaine Callahan  
Mr. Rodney D. Caulkins  
Dr. Maria Gail Derrick  
Ms Annette Loschert  
Ms. Betsy Mathias  
Mr. Maurice Oliver  
Ms. Katharine Parrish  
Mr. E. Denton Sisk  
Ms. Bette Sneed

### **DOE /OAEL Staff**

Dr. Susan M. Clair  
Mr. Lan Neugent  
Mr. James Andre  
Ms. Melissa Dixon  
Ms. Gloria Murphy  
Dr. Mike Nusbaum  
Mr. Thomas Suh  
Ms. Helen Shook

### **Approval of Minutes**

- A motion was made and seconded to approve the February 8, 2013 minutes.

### **Public Comments**

- None were presented.

**Presentation of the GED<sup>®</sup> Credentialing<sup>™</sup> Solution** - Dr. Susan M. Clair, Director,  
Office of Adult Education and Literacy

**GED<sup>®</sup> Credentialing<sup>™</sup>**

GED<sup>®</sup> Credentialing<sup>™</sup> is a full-service program for states to outsource all fulfillment requests for GED<sup>®</sup> transcripts and diplomas. Currently, the Office of Adult Education and Literacy (OAE) fulfills requests for duplicate transcripts/certificates.

Services

- There is no cost to the jurisdiction/state.
- There is no fee for setup.
- There is no fee for movement of historical data.
- There is no ongoing management fee for the program
- There is no fee to the new test taker.
- GED<sup>®</sup> 2014 test takers receive their first certified electronic transcript (eTranscript) and official paper copy of a Virginia GED<sup>®</sup> certificate for free through MyGED<sup>™</sup>. Test takers can download and forward the certified eTranscript as many times as needed.

Benefits

- Test takers can send multiple secure eTranscripts to employers via email.
- Smart Transcript – hyperlinks will provide testing information for the student, employers, and post-secondary institutions.
- Colleges and employers can search for and order documents on behalf of students.
- Students have access at any time to their eTranscript and/or GED<sup>®</sup> certificate.
- Student has immediate access to eTranscript/certificate after taking the 2014 test.
- There will be a reduction in OAE workload since it will not be fulfilling duplicate transcripts/certificate requests.

Impact

- There must be a cultural shift in the way duplicate transcript/certificate requests are fulfilled.
- OAE will need to communicate the GED<sup>®</sup> Credentialing<sup>™</sup> solution to the field.
- Programs must work toward educating test takers about how to access and order their historical records.
- There must be an effort to inform post-secondary institutions in Virginia about eTranscripts.

Following the presentation, a motion was made by Mr. Denton Sisk and seconded by Mr. Rodney D. Caulkins to accept the GED<sup>®</sup> Credentialing<sup>™</sup> solution.

**Presentation of the OAEL/VALRC Organizational Diagnostic Project - Dr. Susan M. Clair, Director, Office of Education and Literacy**

In March 2013, the Virginia Department of Education, Office of Adult Education and Literacy (OAEL), secured the services of McManis & Monsalve Associates, a management consulting firm located in Manassas, VA, to conduct an organizational diagnostic evaluation of the OAEL and the Virginia Adult Learning Resource Center (VALRC) in support of the following goals:

- Promote best practices in coordination and collaboration among the two organizations (i.e., identifying/formalizing reporting requirements, coordinating cross organizational effort on complementary projects)
- Develop a robust and structured relationship that values and promotes cooperation and communication

Since the organizational diagnostic project began in March 2013, OAEL and VALRC have met together to review the report, attend an all-day partnering session, and attend an all-day planning retreat.

**Presentation of PluggedInVA Outcomes - Mr. James Andre**

PluggedInVA is a career pathways bridge program that prepares adult learners with the knowledge, skills, and credentials they need to succeed in postsecondary education, training, and high-demand, high-wage careers in the 21st century.

Technical assistance and curriculum guidance occurs at the state level. However, making PluggedInVA happen depends on the collaboration of local partners. Together, adult education programs and their partners can identify need, determine student eligibility, develop curriculum, and simulate employment experiences that help transition students to postsecondary education and training and entry level jobs.

| -Since 2009, 19 individual PluggedIn VA cohorts have been conducted, and 355 individuals have completed a PluggedIn VA program.

**Presentation of the Quarterly Desk Review of Adult Education and Literacy Programs - Mr. Thomas Suh**

The Quarterly Desk Review

- New for 2013-2014
- Previously referred to as “Desk Audits”
- Purpose:
  - Measure grants management risk
  - Strengthen program evaluation in terms of program goals
  - Evaluate data used to calculate program report cards

### Components of the Desk Review

- Grant Financial Management
  - Percentage of regional allocation spent
  - Required quarterly grant reports
  - Timeliness of reimbursement request submitted for OAEL approval
  - Denied reimbursement requests
- NRS enrollment and assessment measures
- Progress towards fulfilling program goals

2013-14 will be a demonstration year for the desk review system, during which time OAEL will evaluate the measures used to evaluate regional program's quarterly progress toward meeting program goals.

Newly established quarterly reporting dates for 2013-2014 are:

- 1<sup>st</sup> Quarter – October 17, 2013
- 2<sup>nd</sup> Quarter – January 17, 2014
- 3<sup>rd</sup> Quarter – April 17, 2014
- 4<sup>th</sup> Quarter – July 17, 2014

Desk reviews will be distributed beginning with the second quarter report.

### **Presentation of the Adult Education Endorsement Project - Dr. Michael Nusbaum**

- Revisions to the Licensure Regulations for School Personnel, 8VAC20-22-10 et seq. Adult Education were discussed. Section 22.1-298.2 of the Code of Virginia is being reviewed to determine the need for updating and revising.
- The Advisory Committee was asked to offer suggestions or recommendations to improve/update the endorsement requirements for adult education.
- The next meeting of the OAEL committee addressing this concern is scheduled for November 5, 2013.

### **Presentation on Funding and the Impact of Sequestration – Ms. Melissa Dixon and Mr. James Andre**

Reduction in federal funds is due to sequestration and a decrease in the number of Virginians who are 18 years of age or older without a high school credential. The decrease in the number of people without a high school credential created a 7.3% decrease in federal adult education and literacy funding to Virginia in 2013-2014. 5.5% is attributed to sequestration. Between FY 2012-2013 and 2013-2014, the reduction due to sequestration is \$923,666 in AEFLA funding and \$85,338 in EL/Civics funding.

Other information and dates:

- A 2013 Adult Education Facts Sheet for VAACE (Virginia Association for Adult and Continuing Education) was distributed by Betsy Mathias
- Next Advisory Committee on Adult Education and Literacy to the Virginia Board of Education meeting will be March 7, 2014.

Adjournment