

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

VIRGINIA DEPARTMENT OF EDUCATION (VDOE)

James Monroe Building
Richmond, VA 23218-2120
Jefferson Conference Rooms B & C

MEETING MINUTES

Wednesday, May 11, 2016

Committee Members

Mr. Rodney D. Caulkins (Absent)
The Honorable Kaye Kory (Absent)
Mr. Maurice G. Oliver
Ms. Ellen Moore Osborne
Ms. Katharine S. Parrish
Ms. Sharon W. Renner
Ms. Linda K. Seyer
Mr. E. Denton Sisk – Co-Chairman
Mr. Bruce Sobczak (Absent)
Dr. Susan M. Clair (Ex-Officio)

**VDOE/Office of Adult Education and
Literacy (OAEL) Staff**

Mr. George P. Bailey
Ms. Melissa L. Dixon
Ms. Beverly R. Godwin
Dr. B. Sue Mansfield
Ms. Denise A. Throckmorton (Recording)

Other Participants

Mr. Jeffery A. Elmore, Training
Coordination Specialist Virginia Adult
Learning Resource Center (VALRC)
Ms. Nancy Faux, ESOL Specialist,
VALRC

CALL TO ORDER

- Co-Chairman Sisk called the meeting to order at 10 a.m.

Opening Remarks and Introductions

- Co-Chairman Sisk welcomed all present and introduced the new OAEL Specialist for Adult Secondary and Individual Student Alternative Education Plan (ISAEP), Ms. Beverly R. Godwin, and guest presenters from the Virginia Adult Learning Center (VALRC), Mr. Jeffery A. Elmore, Training Coordination Specialist, and Ms. Nancy Faux, English for Speakers of Other Languages (ESOL) Specialist.

Approval of Minutes

- Co-Chairman Sisk called for any revisions to the meeting minutes of October 8, 2015. He called for a motion to approve. Ms. Parrish motioned and Mr. Oliver seconded the motion. Co-Chairman Sisk called for a vote, and the minutes were approved.

Nomination and Vote for Second Co-Chairman of the Adult Education and Literacy Advisory Committee (AELAC)

- Co-Chairman Sisk gave a brief review of the *Resolution of the Virginia Board of Education for the Establishment and Operation of the Adult Education and Literacy Advisory Committee of the Virginia Board of Education* from 2001 and indicated that revisions of the bylaws would be made by the Board of Education (BOE) sometime in the near future. Co-Chairman Sisk shared that per the resolution, there is to be a second Co-Chairman on the committee. Co-Chairman Sisk also indicated that there are four AELAC nominations to go before the BOE for First Review of Nominations to Fill Vacancies on Board of Education Advisory Committees on June 23, 2016. The vote on an additional Co-Chairman was deferred until the next AELAC meeting on October 13, 2016.

Public Comment

- No public comments were received.

PRESENTATIONS AND REPORTS

Legislative and *Workforce Innovation and Opportunity Act (WIOA)* Updates – Dr. Susan M. Clair

- Dr. Clair gave an update on new legislation. Senate Bill No. 576, *New Economy Workforce Credential Grant Program*, and Senate Bill No. 245 by adding a section numbered 23-220.02 on *Dual enrollment; high school equivalency; and workforce training* were discussed. The *New Economy Workforce Credential Grant* is a grant program for eligible students who enroll in non-credit work force training programs. Eligible students may apply for and be awarded a grant that covers two-thirds of the cost of the non-credit work force training program. The purpose of Senate Bill No. 576 is to create and sustain a demand-driven supply of credentialed workers for high-demand occupations in the Commonwealth by addressing and closing the gap between the skills needed by workers and the skills of the available work force; expanding the affordability of work force training and credentialing; and increasing the interest of current and future Virginia workers in technician, technologist, and trade-level positions to fill emerging jobs. Dr. Clair indicated that a joint letter from the Virginia Community College System (VCCS) and VDOE is forthcoming, and will provide guidance to the field on the implementation of this grant. Dr. Clair shared that Senate Bill No. 576 is a new source of funding that adult education and literacy providers can use to provide integrated education and training for adult learners under WIOA. In regard to Senate Bill No. 245, the Virginia Association for Adult and Continuing Education (VAACE) agreed to meet with adult education regional program managers in Senator Stanley's district to discuss the intent of this Bill and the PluggedInVA program.

- Dr. Clair told the committee that the state submitted the WIOA Combined State Plan (CSP) on April 1, 2016. The Adult Education and Family Literacy Act (AEFLA) Program State Plan for the Commonwealth was also submitted as part of the overall CSP. The work force partners are currently meeting on a monthly basis to implement the strategies stated in the CSP. The state work force system is focusing on revamping the One-Stop system to provide high-quality customer service for businesses that are seeking employees and for clients seeking employment. There are meetings and discussions currently being held to work out a solution for common intake in the One-Stop system. Ms. Parrish suggested that the state consider coordinating a work force conference that would provide opportunities for networking and cross-agency information on work force issues.

High School Equivalency (HSE) – Dr. B. Sue Mansfield

- Dr. Mansfield gave a HSE update that included a review of the HSE process from July 2014 to date.
- Dr. Mansfield discussed the findings of the HSE Evaluation Committee on the three current vendors' high school equivalency examinations: GED Testing Service's (GEDTS) General Educational Development (GED[®]) Test; Data Recognition Corporation's (DRC)/CTB Test Assessing Secondary Completion (TASC[™]); and Educational Testing Service's (ETS) High School Equivalency Test (HiSET[®]). She indicated that only the GED[®] examination met all of the guidelines; thus, it is the only HSE examination approved for administration in Virginia at this time. Dr. Mansfield explained the re-application process for interested vendors would occur again in October 2016.
- Dr. Mansfield discussed the work of the HSE Implementation Committee and the process that is being followed to develop guidance to the field when or if more than one HSE test is approved. At the first meeting on May 2, 2016, the committee enumerated fifteen benefits and thirty-two challenges that are likely to occur when additional HSE tests are approved. She shared that various committee members are in the process of contacting other states that offer all three HSE tests to discuss with them the implementation processes they followed. The HSE Implementation Committee will meet again the end of June.
- Dr. Mansfield discussed the increase in the pass rate for testers in the state. She indicated that there was an adjustment to the cut scores by the GED Testing Service and the passing score was lowered from 150 to 145. This new passing score was grandfathered back to January 2014, resulting in an increase of 647 individuals who are now considered graduates.
- Dr. Mansfield held a group question and answer session. She shared that there is a limitation on access to data on "options" students because GED Analytics[™] does not have a specific filter for them.

- When asked if she could share why the other two vendors were not approved, Dr. Mansfield explained the key points for the denial of approval of the TASC™ and the HiSET® examinations at this time. These decisions were made by the HSE Evaluation Committee's review of the original submission and resubmission of the vendors' applications, based upon the guidelines. She also related that GEDTS had indicated to her that Virginia was the most thorough with its review of their test. Dr. Mansfield identified the members of HSE Review and Evaluation Committee, and applauded their commitment and hard work during the process of reviewing applications and reiterated that their contributions were invaluable.

Working Lunch – Open discussion on HSE – Dr. Susan M. Clair

- Dr. Clair led the discussion and called for any recommendations from the committee to take to the BOE meeting on July 28. There were no recommendations.

National External Diploma Program (NEDP) – Ms. Beverly R. Godwin and Mr. Jeffrey A. Elmore

- Ms. Godwin gave a presentation with updates on the National External Diploma Program (NEDP) highlighting its unique characteristics, competencies, and program components.

Ms. Godwin shared that NEDP is growing in Virginia. There are NEDP sites in eleven localities throughout the Commonwealth and six adult education programs are currently investigating the feasibility of becoming an NEDP site. She stated that regional adult education programs are encouraged to partner and collaborate with the localities they serve in an effort to make this high school completion option more accessible to adult learners.

Ms. Godwin discussed the *National External Diploma Program in Virginia Guidelines*, which are currently in the final stages of administrative approval. The guidelines were developed to serve as a streamlined resource for new and existing programs and include a wide range of programmatic topics. Once approved, the guidelines will be posted on the OAEL Web page. Ms. Godwin also shared that the NEDP state meeting was held on April 27, 2016, at the Staunton/Augusta Adult Learning Center in Fishersville. The meeting provided an opportunity for NEDP staff to receive pertinent updates, collaborate, and share best practices.

- Mr. Elmore provided an update on NEDP training efforts. He shared that Ms. Janita McNemar and he are state trainers, and can schedule and deliver implementation training. Mr. Elmore stated that there are two distinct training needs, one for existing NEDP sites, and another for new NEDP staff and program sites. He shared that there are NEDP modules available online. Starting at the end of May 2016, there will be training webinars for current programs. The first two training modules will be webinars followed by the third module conducted via face-to-face trainings to be offered in the western and

eastern regions of the state. The training will conclude with a fifth module to be delivered via webinar. Mr. Elmore shared that there will be additional implementation trainings scheduled in the fall and as new programs continue to come on board. Ms. Seyer asked for clarification of OAEL oversight of the NEDP. Mr. Elmore stated that when students complete the NEDP, they can be included in the National Reporting System (NRS).

- Ms. Godwin and Mr. Elmore held a question and answer discussion session with the committee. Ms. Godwin shared that the NEDP enrollment for 2014-2015 was 247, and for 2015-2016 to date there are 208 students enrolled in NEDP. Mr. Elmore commented that on average it takes approximately 12 months for completion of NEDP. Mr. Elmore indicated that CASAS has been very supportive and responsive to feedback and suggestions from NEDP program practitioners. He further commented that CASAS has been supportive in working with the VALRC, regional programs, and the Commonwealth. He commented that the face-to-face interview portion of the program is extremely beneficial to adults who are English Language Learners (ELLs). Ms. Godwin shared that according to CASAS data, the average age range of NEDP participants is 25-44 years of age.

Virginia Adult Learning Resource Center (VALRC) – Ms. Nancy Faux

- Ms. Nancy Faux, ESOL Specialist, gave updates to the committee on her work with ESOL and Integrated English Literacy and Civics Education (IELCE) programs. There was group discussion on the statistics for enrollment and employment of adult English Language Learners (ELLs).
- Ms. Faux discussed the change from English Literacy/Civics (EL/Civics) to IELCE under WIOA. Ms. Faux shared that IELCE has changed and discussed the difference between WIOA, Title II, Section 231 and 243. She discussed requirements for applications and programs for the coming year, notably the integration of work force development activities and training. There was committee discussion on the integrated education and training component of IELCE. Ms. Faux discussed concerns from the field as to the impact of IELCE on adult learners. For example, in the Northern Virginia area, ELLs who are already employed, refugees, ELLs who have college degrees, females from Middle Eastern countries who are not interested in employment, and those with undocumented status and no social security numbers, could be adversely impacted by the new IELCE requirements. Dr. Clair stated that more guidance and technical assistance concerning IELCE will be provided to states by the U.S. Department of Education (USED), Office of Career, Technical, and Adult Education (OCTAE).
- Ms. Faux presented the Civics It Up! Web site at <http://civicsitup.org/>. She reviewed and discussed IELCE curriculum from the Web site stating that the curriculum offers instructional techniques, activities on multiple learner levels, and links to other available resources. She gave a demonstration of the video on how to use the curriculum. Civics It

Up! will be shared at the Virginia Institute for Lifelong Learning (VAILL) in July at James Madison University.

COMMITTEE DISCUSSION

- Dr. Clair called for any additional discussion on meeting presentations or reports.

ANNOUNCEMENTS AND DISCUSSION

- Dr. Clair announced the next regular meeting of the AELAC will be Thursday, October 13, 2016.

ADJOURNMENT

- The AELAC meeting adjourned at 2:28 p.m.