

Notes from Coordinator Face to Face meeting-April 19, 2011

Benchmark Negotiations—Our benchmarks did not look good for the year, as there was a partial implementation of the 40 hour rule for the past year. Extremely low percentages were submitted but rejected. It was asked to renegotiate the 11 benchmarks and that was also rejected. Helene had top level administrators sign a letter to send to OVAE, but that was also stated as a no. As a result, we know that benchmark attainment will be difficult to achieve. Amy and Helene will be at the state directors meeting in May, and the negotiations conference call will occur soon.

ALWI 1 Reporting—see the green handout. Make sure that ALL funding is spent by June 30th. Let Helene know if you plan to have any money left over. If you need an extension for funding please let Helene know. The grant report will be due shortly after June 30th, and the handout has directions to complete those items. ALWI 2 reports are due Oct 1, 2011 and March 30, 2012. We will use a similar reporting structure with ALWI 2. Invoice needs to be sent for ALWI reimbursements, but not for ABE reimbursements. ALWI 2 reimbursement is called Exhibit D and will be used in the same manner. Use the extension column for the last quarter (April 1-June 30.)

State Level Transition Specialists—3 applications, selected 2. Sonita will be a state-level transition specialist, and one other one that has not yet been informed. They will be in place in the next few weeks. These two people will help with grant opportunities, sustainability, etc.

Also, GED fees at the state level will soon be able to be paid by credit card.

Helene sent out a list to check of staff that have access to NRSPRO so that the access can be cleaned up. Coordinators were asked to review and delete individuals that are no longer necessary.

News from DC on Reauthorization—The \$31 million that is being removed was due to a correction made in 2009-2010. So far things sound like funding should be level, a slight increase, or possible decrease. Helene will let us know as she has more information.

ISALT—Jim is no longer directly involved with adult literacy, but need to handle leadership of ISALT over to someone having more of a role with Adult Literacy. Need someone who can spend some time to organize the advisory board, and get things off the ground. If someone is interested in taking on ISALT please let Helene know.

NCRC—ACT has purchased a preparation program called KeyTrain, meaning the WIN curriculum will have less support than KeyTrain. IWD is working on getting a state license to KeyTrain. Programs will have an option to stay with WIN or to move to KeyTrain as more details are available.

GED Testing Service Email—Helene discussed the information about GED Computer-Based Testing with GED testing's partnership with PearsonVUE. Helene will try to go to the GED conference to get more details. There is not state funding available at this time for Helene to go, so we will be looking for further funding sources. The \$5.00 fee for the diplomas and transcripts is waived in code. The state will now start charging \$10.00 for diplomas, transcripts, and verification letters, starting in the fall. Discussion also occurred on if programs should adjust the GED fee to reflect this.

Tena Malone from IowaGrants.gov gave a presentation on how to use IowaGrants.gov for the submission of the Local Plan Extension for this year, which will be due until June 1, 2011. IowaGrants.gov will be used for future grant opportunities and potentially reimbursement forms as well. This is a web-based application so it can be accessed from anywhere. However, when you are in IowaGrants.gov, use the tools located within the webpage or it can create errors within the program. The application will be posted early next week. Tena then went over how to submit the application within IowaGrants.gov, which was also in our PowerPoint handout. **Green** information is directions, and items in **red** are important details. You can also have others at your institution help you fill out this application by registering for IowaGrants.gov and then getting those individuals access to the application. Please do not share your ID and password with others. Contact information for questions is listed on the PowerPoint handout. The best way to get in touch with Tena is by phone—515-249-9139.

Updates from Phyl:

IALL/ABE Information—Refer to the pink handout. Conference is July 13-15, 2011. Rooms will be at the Best Western Regency. Thanks to those who have served on the planning committee. There will be a “Share Fair” the morning of July 13th to share what programs are doing with the ALWI grant. There will be a lot of good informative sessions throughout the conference. Registration will be coming out soon, as well as a conference schedule. Links will be posted on the DE website, and DE staff will work to help programs to send as many staff as possible. Programs will be informed of the extra allocation as soon as possible.

Amy Updates:

CASAS E-Testing Admin. Manual Training—everyone is very welcome to come. It’s more of a support staff role. The purpose is to help create a manual for e-testing on a local level. This will be needed if you are e-testing or plan to e-test in the next year. It’s a very simple process. It may be better for those who work on a daily basis with TOPS. If you’re not sure, wait until next year. Scheduled for May 19th—the day after the ALWI partner retreat—9 AM to 4 PM at the DMACC Urban campus, downtown Des Moines. Need a minimum of 1 person per program. An email will be sent out to everyone with information needed for the presentation.

Colleges using e-testing need to contact Soneeta first if they have questions prior to contacting Amy, as Soneeta is under contract for e-testing. She will also become certified as a state trainer for e-testing.

E-testing cost: Prices up went up 110% in the catalog. Amy contacted CASAS --no minimum order, \$.75 per test for anyone in Iowa who orders. Amy is formulating a proposal for a statewide contract as well. To order e-testing contact Bobby and make sure to get the discount. Payment is done up front as you need them.

Web-based testing is being piloted by KCC in 2012. It will go through if CASAS comes down on the price. Right now it’s .90 per test plus a storage cost. Amy’s trying to get the cost go down between .52 and .75 per test. It has positives and negatives. Concerns right now on FERPA guidelines compliance, and CASAS is in the process of working on this.

There are new items in the Compliances in the Local Plan Extension regarding FERPA guidelines. DOB, Gender, and Social Security Numbers are items that should not be done via email. There will also be compliances/assurances in regards to home computer use.

Enterprise is up and ready to go—Enterprise is the web-based version of TOPSPro. Needs to be accessed only on a work computer. Amy will contact 7-8 colleges prior to the start of the new year to install Enterprise and run side-by-side with TOPSPro to get feedback on how it works. Those would likely start in August 2011 and the rest by Feb. of 2012. Amy feels that it is much more user friendly. Local IT is removed from the equation because items are automatically updated by the system.

Post-testing exception form—State staff is working on a form that could be used to document situations when an immediate testing occurrence needs to occur. Example: A student diamonds on a pre-test and then you do another test as soon as possible. Helene did mention that you cannot hold back a student from GED testing to get 40 hours of instruction. However, if a student has more than 40 hours of documented instructional time, local programs have discretion to not allow students to take a final GED test until they have post-tested. Local programs also have discretion to require 12 hours of instructional time prior to allowing students to begin to officially start their GED official testing.

Amy will schedule a year-end Telenet for TOPS Year-End information. Also, if you need program-specific assistance, Amy is willing to provide it.

Other reminders: Don't post-test prior to 40 hours, as it hurts everyone across the board.

Proxy: Do not hold any records until July 1st as in the past. Enroll everyone who walks in the door through June 30th. Put as many students in the program year as possible, as it counts for your enrollment allocations. Year-end data will be due August 15th rather than in July as in the past so programs can have time to secure all enrollments.

From May 12 and after, any test given until June 30th can be proxied. Try to give a pre/post if they have 40 hours of instruction for the proxy. Amy will discuss this more on the telenet.

80% employment coding rates will be incentivized in the funding formula. Amy will check numbers if you are interested to know where you are.

Phyl then shared a PowerPoint regarding PD overview. This was included in a yellow handout in folders. Phyl also thanked everyone for their efforts to have staff fill out the PD survey. This year the Adult Literacy PD committee has been focusing on standards for professional development, with development of initial standards completed. These Iowa standards will be rolled out likely in the fall of 2011. Please let Phyl know if you have any questions.

Vlad Bassis from the DE also shared information regarding Adobe Connect Pro and how it can be utilized for web-based conferencing. This will be utilized for some meetings in the future.

Helene polled programs to find out which programs are charging a fee for classes. Helene will compile the list and then send out to everyone.