

Minutes
Adult Literacy Leadership Committee
March 29, 2012
Meeting began at 1:36

Attendance:

Twelve were in attendance.

Phyllis Hinton, Darla Helm, Jennifer Wilson, Mary R. Schultz, Rose Pridie, Sharon Speckhard, Sarah Thao, Ann Waynar, Peg Garrison, Debbie Gosnell, and Melissa Derr

Agenda

Agenda is posted on white board.

Teri recorder is not able to join us today so Mary will take notes.

Meeting will be recorded and link will be sent to coordinators.

Roll call was taken and mikes checked to make sure they were working.

Discussion on Survey Questions

Phyllis thanked Sarah Thao for helping define the survey.

Information received from the field about the survey was listed in the notes section.

Phyllis placed the survey on the whiteboard. It was also placed in the file share section.

There was a discrepancy in forms sent earlier, the one on the whiteboard or in the file share section will be used for discussion but the one received in e-mail was the most current.

Question #1

Changes were made to individual colleges.

Question #2

Discussion about adding "Other category". Sub might be one of those choices. We will look into having an "other category" and using sub as an example.

Question #3

Can we check all that apply? State is being asked to differentiate what is the dominant workplace environment. It is not always an even split. Take out the 50%. The definition of primary is 51%. Time in programs are always going to change, so use best definition. Take out the word "two". Take out word "evenly". Best option might be "I am split among programs". There were a lot of good ideas. Phyl will revise with help of Sarah and report back.

Question #4

Change the way the question reads so that it uses an action verb.

Question #5

Instructors will be asked to only select two topics from the ones listed below. Will include option for "Research-supported strategies and techniques for teaching grammar". Should this say for "state-wide" PD? This may be posed within the description. The state will provide a list of instructor preferences to the respective colleges. Wording changes suggested for question #5. Question was asked if the question on computers is for instructors to learn or teach computers to students? Added some strategies for ESL instructors. Include a section on CASAS? Could another "Other" category be included? This

is an abbreviated survey and tells a little of the instructor needs. Once we know what PD is desired, a more detailed survey can be generated.

General Comments

If we are asking instructors about teaching we need to ask them if they need PD on being able to teach in the specific areas.

A suggestion was made to make initial directions more specific.

Re-word the question on computers to something like: How to integrate computers into classroom, or how to teach computer skills for word, PPT, etc.

There will be a question to ask how long instructors have been in the teaching profession.

Sarah and Phyl will get together and re-word and submit again.

The survey has to go through an approval process before survey can be implemented. The intent is to have this completed and brought to the face-to-face in May.

Updates from the Field

Phyl on Face to Face

This will be held on May 10

Knudson Room at Jessie Parker Building

510 East 12th Street, Des Moines

Arrival between 9:30-10:00

Networking and meeting 10:00-3:00

Sarah - ESL Specialists Webinars

Have had 4-5 participants each time

Topics include: technology, how do I know if my students are learning, etc.

Been going okay but wish there was more participation

All were recorded and links were sent out for people to watch when they could

Ann Waynar - ALWI ABE/Conference

Full schedule of conference is on DE website.

Currently have 114 registered. Hope to have 150 total registrations.

People can register through April 15.

Hotel reservation have been extended to April 2.

Six vendors at this time.

Closing Comments

No Round Robin due to lack of time.

No conference call in April as we will have a face-to-face meeting.

Coordinators Face-to-Face will be in April at the conference. This will be held the night of the pre-conference on Wednesday.

Hope to see everyone May 10th for face-to-face