

**Iowa State Leadership Face to Face 10:00-2:30**  
**May 10, 2012**

Jesse Parker Bldg., Des Moines

Roll Call:

Area I: Sharon Speckhard

Area II: Mary Schultz

Area V: Ann Wayner

Area VI: Jennifer Wilson

Area IX: Debby Gosnell, Peggy Garrison

Area XI: Sarah Thao, Soneeta Dutcher-Mangra

Area XII: Rose Ann Pridie, Marcia Donkersloot

Area XV: Raeann Wyngarden

Area XVI: Teresa Garcia

IPTV: LaShell Staley

DE: Phyllis Hinton, Amy Vybiral, Alex Harris

**Professional Development Updates:**

- **Professional Development Standards:** These were discussed at last year's face-to-face, but have not been refined yet due to more pressing needs taking priority. The committee will act on this in the near future
- **Numeracy Academy:** There were approximately 14 participants who met last year; about half of the colleges had a representative in attendance. This was a "train the trainer" event so the participants are expected to share what they learned at their local colleges. The Numeracy Academy was the first training that addresses the Core Standards. The initial meeting was a two-day face-to-face class held in Des Moines in mid-September, with many hands-on activities. Follow-up sessions were held via ICN and online sharing October through February. Continuing education credits were available. Nancy Trampel had a session with an overview of some of the Numeracy Academy concepts at the ALWI/ABE Conference, which was very well-attended. Ann Wayner said that Nancy Trampel is planning to have a training at Iowa Central to share what she learned at the Numeracy Academy and Ann would be willing to open this up to instructors from other colleges. Phyllis announced that another Numeracy Academy will be offered this year. This will be a repeat of what was offered last year. No definite date or location has been determined yet. Raeann offered to have the training at Indian Hills; she suggested having trifold trainings with classes offered in three regional locations.
- **CASAS Assessments:**
  - **FWA** - Due to cost, time, etc., CASAS will not continue their development of the Functional Writing Assessment. The FWA will be NRS approved through program year 2013, although local programs may continue to use it after that time as an assessment for instructional purposes.

Nancy Coursen has new job duties and will no longer be a state trainer for writing after June of this year; however, Joanna Bartos will continue to be Iowa's state writing trainer through June of 2013. Deadlines for Writing certificate requests will be earlier next year since there will be only one state trainer.

**Life and Work Listening Tests - WILL NO LONGER BE NRS APPROVED STARTING JULY 1, 2012.**

The current approval will expire at the end of this program year. OVAE has asked CASAS to do more studies, so until further notice all programs must choose either Life Skills or ECS series if they plan to administer listening tests after June 30, 2012. Amy will set up your choice as the default for listening testing once your program has made a decision. Any unopened Life and Work materials may be traded for either Life Skills or ESC materials if desired. Although teachers could continue to use Life and Work Listening for instructional purposes, it will NOT be reportable on NRS after June 30, 2012 and should NOT be scanned; use only paper version.

**Amy Vybiral mentioned that every test in CASAS' battery is available through etesting online.**

**She stressed the need to check with the state first before trying out new assessments, to make sure they are NRS approved.** There is a link to NRS-approved assessments on the DE website.

- **ESL Webinars:** The previous two webinars have been recorded and are available by emailing Sarah Thao for the link. Topics included—first day of class, how do I use technology in the classroom, and other questions new ESL instructors wanted to be addressed. The final webinar was scheduled for May 14 at 2:00 PM. Sarah passed around a questionnaire (one per college) to get input for further trainings or webinars
- **CASAS Summer Institute** – will be held in San Diego June 12-14, 2012. There will be an Iowa focus meeting during the institute; the time and date will be announced later. Those planning to attend include: Phyllis Hinton, Amy Vybiral, Jeff Jones, Alex Harris, Soneeta Dutcher-Mangra, Lily Bonilla, Nancy Davis, Pam Woolridge, Blanca Gomez, Rick Carpenter, Heather Knute, Raeann Wyngarden, Teresa Garcia, Brenda Kempker, Jen Schueller, Peg Garrison, Kevin Lucas, and Debby Gosnell. Amy suggested that if your program is sending any TopsPro specialists to the SI, they should plan to attend the TopsPro training (there is an extra cost for this). If you are given a choice for either EO or Enterprise, choose Enterprise training.
- **ALWI / ABE Institute April 25**—Close to 200 people attended. Conference evaluations are being done online this year; the deadline to respond was May 14. Phyllis will report back to us once the results have been compiled. The 2013 ALWI / ABE Institute will likely be held in July, but no definite date or location has been determined.

**Instructor Needs Survey Results / Update:**

Instructors were asked to complete the survey online during the ALWI / ABE Institute April 25. 48 viewed the survey, and 32 completed it. There may have been some technical issues or user error that resulted in some survey results not being recorded. Phyllis shared the data with us. The top two professional development requests were :

- Integrating Computers in the Classroom – 38%
- Principles of Adult Learning – 22%

Phyllis shared a mnemonic cue from Malcolm Knowles' book *The Adult Learner* to remember principles of adult learners: ALeGoRP + respect. (A YouTube version of this can be found on the DE website through the link *Principles of Adult Learners*)

**A**utonomous

**L**ifetime **E**xperience to tap into

**G**oal – **O**riented

need **R**elevancy

**P**ractical

+ **R**espect, the heart of Adult Learning

Peg shared a free site – Goodwill Industry – that has very useful interactive instructions appropriate for ESL and ABE students. Examples include How to use an ATM, and basic computer skills.

**Other PD needs** which were identified from the ESL webinars include instruction involving technology other than computers, such as cellphone use (for example, how to set up voicemail), using a calculator, etc. Also, how to incorporate web resources for individual and group activities, how to repeat material while still keeping things fresh, and phonetic resources.

#### Instructor Handbook Group Work

A goal for this year is to have an Instructor Handbook available on the DE website. This would be a template, or generic handbook, which could then be adapted and customized for individual programs. We broke up into groups and came up with suggestions. A subcommittee of approximately 5 people will be formed to work on these ideas and bring them back to our group.

#### Input on Theme for Next Year's ABE Institute

Ann Wayner suggested either "Amazing Race" or "Survivor: Iowa" as possible themes. If anyone else has suggestions, the conference committee will take these ideas under consideration when planning for the 2013 ABE Institute.

Suggestions for conference sessions included: College and Career Transitions, Workforce – Access Point Resources, Common Core Standards, Hands-on Workshops for ESL Teachers, New Assessments and New GED Tests, and Integrating Technology into Your Curriculum with Common Core Standards.

Sharing of PD around the state:

- Topics noted: e-CASAS training, etesting, remodeling and new facilities, end-of-year activities, grants, collaboration, Retention and Retainment workshop, financial literacy, and tech institute
- Soneeta and Amy plan to have everyone online by August 8; e-CASAS trainings are "train the trainer" sessions

- Phyllis announced that Debby Gosnell, the state CASAS trainer, will have a fall CASAS Implementation Training. At some point after that, there will be additional training sessions open to all which will focus on using CASAS reports and data for instruction. This will address Competencies and Content Standards, Quick Search, etc. Coordinators will be contacted when specific dates have been set, and the information will also be posted on the DE website.

Next meeting: To be announced at a later date.

Please contact me (or Phyllis Hinton) with any corrections or additions.

Minutes respectfully submitted by:

Debby Gosnell, filling in for Terri Amaral

EICC – Clinton Community College

[dgosnell@cruiser.eicc.edu](mailto:dgosnell@cruiser.eicc.edu)