

Minutes of Adult Literacy Coordinator Meeting

January 19, 2012

1:30 pm (Online)

NOTE: The Iowa Department of Education's response to some of the questions raised during this meeting may be found at the end of this document.

Members present:

Area 1-NICC:	Area 10-KCC: Marcel Kielkucki
Area 2-NIACC: Mary Schultz	Area 11-DMACC: Rick Carpenter
Area 3-ILCC:	Area 12-WITCC: Lily Bonilla
Area 4-NWICC: Janet Leifeld	Area 13-IWCC: Terri Amaral
Area 5-ICCC: Ann Waynar	Area 14-SWCC: Darla Helm
Area 6-IVCC:	Area 15-IHCC: Raeann Wyngarden, Lorraine Cremer
Area 7-HCC: Sandy Jensen	Area 16-SCC: Teresa García
Area 9-EICC: Peggy Garrison	DE Representatives: Colleen Hunt, Amy Vybiral, Alex Harris

1. Department of Education Updates - Amy Vybiral

- Table 7 Reporting for 2012: Amy thanked everyone for their quick response to her recent request for a revised Table 7 for 2011. The updated tables were required because personnel and teacher lists are in two separate databases in TOPSpro. The lists will be combined in Enterprise. Full-time, part-time or volunteer personnel supported with AEFLA funding will need to be created in the personnel list by the end of 2012 to generate a correct Table 7 at year end.
- Data submission schedule for 2012: Programs will need to submit data two times using a secure file transfer upload. Amy can provide training on the process via Adobe Connect or she can talk everyone through the process. She preferred the latter and everyone agreed individual guidance on submitting the data would be most beneficial. (Waiting on DE IT before implementation schedule can be created)
- Reported outcomes session (Closed to coordinators and state staff) at ALWI/ABE Institute (2010 and 2011 Individual College Profiles): Amy will run individual college profiles and will share with each institution after the state report is complete during the ALWI/ABE Institute.
- Feedback for NRS 2012 Changes: OVAE listened to feedback from the field regarding changes to the National Reporting System (NRS). Effective July 1, 2012, changes to reporting of follow-up measures and new student and teacher measures will be implemented. The upcoming changes are described in *NRS Tips: NRS Changes for PY2012* at <http://www.nrsweb.org/docs/tips/NRSChangesPY2012.pdf>
- Year-end data collection: Amy will put together data collection procedures. She asked when colleges would like technical assistance and responses ranged from March to May. Terri also suggested we have two separate meetings to address year end 2012 and year beginning 2013.
 - Amy will try to schedule an Adobe Connect meeting around the end of February (approximately 1.5 hours), followed by individual meetings as needed. She will also plan to meet with TOPSpro specialists to make sure the report fields are set accurately for closing out program year 2012.

– Amy will then schedule another meeting in late June or early July to discuss the upcoming changes, such as core measures, cohort changes, collection of teacher qualifications and experience, etc. Amy will post the changes to the DE website. However, she wants everyone to focus on 2012 first. PD will be forthcoming for NRS changes.

- Enterprise and eTesting Online: The roll out at Kirkwood Community College and Eastern Iowa Community College District is going well. Soneeta will send out a calendar request in February to give everyone a chance to sign up for sequential Wednesday meetings from mid-March through the end of June. Each college has an allocation for eTesting units. There will be a panel presentation about this at the conference.

2. GED Testing Fee Increase: Responses to the question of raising testing fees varied, with several people indicating they plan to increase fees by July 1 due to the increased cost of computer-based testing. Colleges also raised concerns about understanding equipment needs associated with computer-based testing because equipment requests at most colleges are due soon. Information about computer specifications for the new testing procedures may be found at www.gedcbt.org. Information about the Iowa Department of Education's change in processing fees for GED documents is posted online at the Adult Literacy page. The notice indicates that effective February 20, 2012, the department will implement the following changes to the processing fee for GED documents:

- \$10 - High School Equivalency Diploma
- \$10 - Official Transcript (includes scores and test dates)
- \$10 - Verification/Verification Letter

More information is available under the GED section of the DE's Adult Literacy page.

3. Future Funding for ALWI: Future funding for ALWI is not being discussed but there is discussion about GAP and PACE initiatives. The adult literacy team is also looking at the Workforce Innovation Grant program. The concern with the latter opportunity is demonstrating the successful transition of adult literacy program students to postsecondary education.

The deadline for ALWI II funding expenditures is the end of March. The DE has not decided whether to allow continued expenditures through June or whether programs will need to apply for mini-grants to use funds remaining at the end of March. Most colleges expressed a preference for continuing expenditures beyond March with funds to be used by the end of June.

4. PY 2013 ABE Allocation: Funding for PY2013 is at nearly the same level as PY2012. We sustained a cut of only .189%. The impact on Iowa will be based on population shifts indicated by the 2010 Census. We will not have an estimate of the new allocation until we receive written notice from OVAE which we received in mid-June last year.
5. Official 2011 Benchmarks: Amy will post state-wide aggregated data after the state board presentation. She will send us a link. She will also give us individual 2010 and 2011 benchmark information at the state conference.
6. ALWI/Adult Literacy Conference Update: The conference is scheduled for April 25-27, 2012, at the Tropics Ramada near Merle Hay Road in Des Moines. The program will have an ALWI focus on Wednesday and a broader adult literacy program focus on Thursday and Friday. The planning committee has received 8-10 session proposals. Please let Marcel know what topics you are interested in having addressed at the conference.
7. Monthly Topic – GEDi Strategies for Recruitment & Retention, E-testing Check-in:

- E-Testing at Kirkwood Community College: Marcel reported that KCC started e-testing in November. All staff had to take the CASAS proctor training online. They did it individually but he recommends completing the training as a group. Marcel added that the training is more complicated than actual testing. KCC is only using the new testing procedure with new students.

Marcel advised everyone to ask college IT departments whether computers have static or renewing IP addresses. If it is not static—that is, changes with each login—you will have problems with e-testing. Also, Microsoft Silverlight must be installed and updated on the computers.

It is easier to have centralized locations for eTesting. CASAS is not ready for mobile testing (e.g., portable laptops). Start with instructors who are interested and have lots of new students. Students have been very responsive to this format, even older students.

Marcel also reported that KCC purchased Magic Touch Screens, an overlay for monitors that allows students to test using a touch screen instead of the mouse. It is intended for people who are apprehensive about using a computer but they have not had to use it.

There will be a “lessons learned” session about E-Testing at the conference in April.

Amy noted a clarification/update about Enterprise. We cannot roll the TOPSpro database over to Enterprise. It will take several steps to migrate data to Enterprise but that should end by July 1, 2012.

- GEDi Strategies: Those who intend to purchase GEDi to continue it after June 30th may want to so together. Janet will look into the possibility of purchasing it through the ICCOC.

8. Other

- GED Graduation:
 - Marcel: KCC has graduation the night before the credit program graduation. Students purchase caps and gowns.
 - Sandy: Students rent caps and gowns. There are three avenues to cover costs if a student cannot afford the fee. Students come in for measuring before graduation and the rental company distributes the caps and gowns. There is a cake and punch reception following graduation.
 - Teresa: The program provides caps, gowns and tassels. Students may purchase the tassel following the ceremony. The ceremony is separate from the credit ceremony. The college president and board of trustees participate in the ceremony.
 - Rick: DMACC rents caps and gowns to students at no charge. There are separate ceremonies at the different DMACC communities. Usually the college president or a legislator speaks.
 - Lily: The GED graduates and credit program graduates have a combined ceremony, three times per year. There is no charge for caps and gowns.
 - See chat notes for additional graduation information.

9. Next Meeting – February 16, 2012

Adobe Connect Chat: The entire meeting chat is shown below except for our opening comments about audio and video issues and our closing farewells.

Adult Literacy Coordinator Meeting – Adobe Connect Chat

January 19, 2012

Marcel Kielkucki: I think an individual meeting with each college will be more beneficial

Marcel Kielkucki: Then the TOPS person can walk through it as they listen to you

Terri Amaral: Individual calls are fine---

Lily: I like that Idea better

Janet Leifeld: Sounds fine with me

Terri Amaral: Is someone taking minutes? thanks.

Janet Leifeld: Teresa will be taking minutes.

Terri Amaral: Super! Thank you!

Marcel Kielkucki: March would be my preference

Marcel Kielkucki: We try to start some close out then

Terri Amaral: I think that sounds good.

ann waynar: could this be done at the ABE/ALWI conference in April...a breakout for coordinators?

Raeann: IHCC would like to see February and March for 2012 close out

Raeann: I agrre with Teri

Terri Amaral: I'm thinking I would prefer earlier than later.....

Terri Amaral: Are we planning a Coordinators Face to Face?

Marcel Kielkucki: Terri, I think we're meeting in May with the business managers, aren't we?

Terri Amaral: Probably....just didn't have a set date in mind. thanks, Marcel.

Marcel Kielkucki: Amy, I'd be okay with an Adobe meeting but set them up individually with each college?

Terri Amaral: Sounds good.

ann waynar: amy, could we have the 2013 info before the program year starts? that is before July 1??

Terri Amaral: yes, I would like that too, Ann.

ann waynar: great. thanks

Marcel Kielkucki: Here's a brief overview of the NRS Changes

:<http://www.nrsweb.org/docs/tips/NRSChangesPY2012.pdf>

Amy: Thanks Marcel

Amy: Colleen and Alex will direct this after Alex comes on board

Marcel Kielkucki: No, not that we've heard

Janet Leifeld: I've seen the specs

Raeann: no but will you send that out to all of us

Marcel Kielkucki: www.gedcbt.org

Raeann: thank you

ann waynar: just checking to be sure I understand....we are not increasing GED test fees now for paper testing????

Amy: Fees are increasing

Amy: Email ardis.summers@iowa.gov

ann waynar: are other colleges raising fees to \$125?

Amy: Already effective Jan ?

Rick Carpenter: DMACC will July 1st

Marcel Kielkucki: CBT cost is \$24 per test for the currents series, so when we move to CBT students will have to pay \$120

Amy: Have increased as of January ?

Marcel Kielkucki: No, KCC is looking at July 1

Amy: Ardis will have the date and amount.

Lily: WITCC will not increase

Marcel Kielkucki: The \$120 is what GED testing service will charge

ann waynar: will ardis be emailing that amount/date to all of us?

Terri Amaral: why was there talk of being able to raise the fee effective Jan, 2012?

Amy: That is when the rule took effect

ann waynar: yes, that was my question, terri

Terri Amaral: Current fees haven't risen have they?

Terri Amaral: Yes.

Terri Amaral: What prices increased January---diploma and????

Teresa Garcia: This is posted on the DE website:NOTICE Beginning February 20, 2012, the Iowa Department of Education will implement a change to the processing fee for GED documents. The following document processing fees will become effective on February 20, 2012: \$10 - High School Equivalency Diploma \$10 - Official Transcript (includes scores and test dates) \$10 - Verification/Verification Letter

Marcel Kielkucki: Thanks Teresa! I just found that too.

Terri Amaral: Yes, thank you. :-)

Janet Leifeld: Yes, I think that was the case

ann waynar: iccc too! wants to spend through June

Teresa Garcia: I believe we were allowed to apply for mini-grants but none were funded because all programs confirmed they would have funds spent by June.

Marcel Kielkucki: yes

Teresa Garcia: yes

Terri Amaral: that would be my preference

Darla Helm: Yes

ann waynar: yes

Mary R. Schultz: NIACC YEs

Rick Carpenter: yes

Marcel Kielkucki: we have another round of classes starting in April with our larger initiative

Janet Leifeld: yes

Raeann: yes

Marcel Kielkucki: so I'm a yes

Janet Leifeld: Sharon isn't on today

Marcel Kielkucki: If I remember, Helene wanted expenditures by march so they knew carryover to expend all funds by June 30th

Janet Leifeld: Iowa Valley isn't on either

peg garrison: yes for eicc

Sandy Jensen: Yes for Hawkeye

ann waynar: will the be an ALWI next year?

Marcel Kielkucki: Amy, do you want me to explain them?

Marcel Kielkucki: I'm happy to give details as it's based on some KCC and DMACC programs

ann waynar: that would be good

Janet Leifeld: great

peg garrison: We just started last week - you are the expert!

Amy: Now a requirement before you are allowed access - Coordinated proctor training with a state certified trainer

ann waynar: is that soneeta?

Amy: CASAS will not allow your college access to assessments or Enterprise unless authorized by email by Amy or Soneeta

Amy: it's Amy

Amy: is that Ann?

ann waynar: is that the training soneeta gave last spring?

peg garrison: We had to have Silverlight installed on all of our computers in our lab to use e-casas

Janet Leifeld: Would you recommend locating classes in more centralized locations as you implement e-casas

Amy: No, but good point - All colleges will need to update to an assessment manual for eTesting Online before given access - This will be written into the Local Plan Extension and will be required in the Assurances and Certifications that Soneeta will write/assist with in the local plan extension section.

Janet Leifeld: Portable lap tops would or would not be approved?

Amy: Thanks Marcel - Phases -One site at a time

Amy: No portable laptops at this time

Teresa Garcia: thank you!

Amy: Clarification - No mobile labs at this time - also, no virtual labs at this time -

Amy: I have an Enterprise update/clarification

Janet Leifeld: NCC will keep active with it

Raeann: I think IHCC would

ann waynar: I would like to have it but not sure where the money would come from...

Rick Carpenter: DMACC would be NO

Darla Helm: SWCC would like to keep a few seats

Terri Amaral: IWCC would like to if funding allows.

Marcel Kielkucki: There were notes from this on the last meeting's minutes but I wasn't here

Marcel Kielkucki: Kirkwood has a ceremony the night before college credit graduation in May

Marcel Kielkucki: We have to this year as well because the US Cellular Center is under renovation

peg garrison: we do ours as a seperate graduation and Cooper Cap and Gown rents the gowns like Hawkeye

Marcel Kielkucki: Feel free to call me as well

Terri Amaral: Thanks, Marcel.

Terri Amaral: Thanks, Teresa! Perfect.

Janet Leifeld: NICC has 2 graduations, one at each campus. Both are set up differently so you could talk to Sharon or Karen Davidson to find out more.

Department of Education response (2/1/12):

- 1) GED – Computer Based Testing: Contact has been made with GED Testing Services and they will be at the April Conference. Allison Jennings and Alex has been in contact and she is aware of Iowa’s desire to meet as a taskforce. Allison reminded the department of the taskforce components:
 - i. Iowa state task force will be developed to address challenges and issues to take back to GEDTS. (4-5 people)
 1. Project manager – may be state administrator with plans to hand off to someone else.
 2. At least one chief examiner.
 3. At least one finance person
 4. A technology person
 5. A data person
 6. A Coordinator
 7. An instructor
 8. A proctor
- 2) Increase in fees: Information on the increase for fees is available on the DE website. Also, please refer to the attached letter from Ardis that covers those changes.
- 3) ALWI mini-grants: Options for the use of the final ALWI II funds will be emailed to coordinators 2/15.
- 4) Use of ALWI ABE Institute funds (if unused) for April’s conference: The department’s position is that this money was designated for July’s ABE institute conference. Expenses should have come out of the ALWI allocation before Professional Development monies. If this was not done then it needs to be corrected. Contact Alex for instructions on how to do this.
- 5) eTesting Online and Enterprise: The information Amy has as of January 31, CASAS programmers are focusing development efforts into Enterprise so it will be ready for use by July 1, 2012. eTesting Online is a smooth process, however, the data management side (TOPSpro, Enterprise, and TE Desktop-software based) is not fully operational at this time. The pilot colleges are spending a lot of time managing the data between the applications. The Department will discuss training and roll out options and Amy will email an update and possible options to the field.