

**GOVERNOR'S WORKFORCE BOARD-RI
ADULT EDUCATION AND LITERACY MEETING
MARCH 2, 2006**

MINUTES

Members Present: Jack Warner, Joe MarcAurele, Mario Bueno, George Nee
Members Absent: Armeather Gibbs, Robert Nangle, Robert Paniccia
Staff Present: Mike Koback, Mavis McGetrick, Marsha McDowell
Others Present: Judy Titzel, Elizabeth Jardine, Jackie Korengel

With a quorum present, Chair J. Warner called the meeting to order at 8:10 AM.

A motion was entered to approve the minutes of the February 9, 2006 meeting.

VOTE: J. MarcAurele moved to approve, seconded by G. Nee. All approved.

Chair Warner addressed the Adult Education Problem Statement that was put together to reflect the conversations of the last meeting. The one page document listed three areas of concern:

- What is the problem?
- Where are we now?
- Why is it important to address this problem?

A suggestion was made that the numbers listed be rounded off.

A motion was entered to approve the problem statement as amended with the rounding off of the numbers.

VOTE: G. Nee moved to approve, seconded by J. MarcAurele. All approved.

J. Titzel introduced the complete staff for the new Adult Education Office, Elizabeth Jardine and Jackie Korengel; and then was asked to give a presentation on the nine Goals for Reforming and Expanding Adult Basic Education in Rhode Island. The following are the comments made on the goals:

Overarching Goal:

Chair Warner suggested including the words "to implement a comprehensive system..." at the beginning of the statement to keep it in line with the problem statement.

Goal 1: Planning:

Working with Workforce Investment Act requirements; Title I is workforce development. Title II is Adult Education and Family Literacy and requires a Five Year State Plan. The committee would like to see Title I and Title II State Plans

unified when submitted in April, 2007. There is an Advisory Council to the Adult Education Director in place with 13 or 14 work groups to focus on these goals.

Goal 2: Develop and Implement Quality Standards:

Draft standards for the three areas: content, program and staff competencies are being completed this year. In 2007, they will be vetting, piloting and validating them. The standards would be institutionalized in FY 2008.

Goal 3: Develop and Implement Curricula based on content standards that integrate needs of participants for a variety of purposes and modes of delivery:

In addition to aligning the content standards to the other systems concerned with this population, programs will be helped to integrate the standards into their systems. Standards should be aligned with curricula, curricula aligned with assessment. Another part of this goal is to encourage different modes of delivery, which would include wireless delivery.

Goal 4: Standardize Assessment Policies and Procedures across Programs:

Rhode Island does not have valid assessments that conform to any set of standards. The state is in a holding pattern waiting for assessments to be developed that are based on adult education standards. This year and next year will be interim years where less than perfect assessment tools will continue to be used. Hopefully in 2008, the agency may be able to access tools being developed by ETS and Massachusetts.

Goal 5: Support and Build High Quality Professional Development for all Program Staff:

Working with the Rhode Island Foundation to come up with part of the \$400,000 a year needed to establish a system for a Professional Development Center. Part of the funds will come from Title II money, as there is a set aside called leadership, where there is an allowable expense for professional development. The department will be sending out a Request for Proposals soon and hope to have a center in place by next Fall

Goal 6: Accountability: Ensure that programs are delivering high quality services:

The Adult Education Office is working on obtaining an MIS. Three organizations submitted bids to develop the system. The bids are presently being read. The department hopes to have a vendor next month who will begin developing a system for Rhode Island. The department has to negotiate outcomes with the Federal government every year. Rhode Island is in the top 10% of the states for outcomes in Adult Education, unfortunately data from past years are probably not accurate. Monitoring procedures are presently being established and a data base is being built to ensure accurate data in the future.

Goal 7: Policy and Governance:

The integration of Adult Education, Higher Education and other agencies.

Goal 8: Increase Performance Levels, Outcome Measures, and Impact of all funded Adult Education Programs

In terms of funding agencies, the department is going to move to a funding formula based on need and geographical areas and the performance of the program.

Goal 9: Research and Evaluation:

When funding is available, research will be done on other populations and programs.

Chair Warner stated that he would like to see a menu of delivery options in Goal 3, wireless being just one example, integration of K-12 and higher ed in the standards goal rather than just curriculum development, “building capacity and expanding capacity through investment goals” listed under Goal 8.

A motion was entered to endorse the nine goals as amended.

VOTE: G. Nee moved to approve, seconded by J. MarcAurele. All approved.

The meeting adjourned at 9:07 AM.

Respectfully submitted,

Marsha McDowell