

# Kentucky Narrative Report 2007-2008

Kentucky Adult Education submits the following report on activities, initiatives and accomplishments during the 2007-08 fiscal year.

## 1. State Leadership Activities, Programs and Projects

*Describe successful activities, programs and projects supported with State Leadership funds and describe the extent to which these activities, programs and projects were successful in implementing the goals of the State Plan.*

In order to implement the goals of the State Plan, Kentucky Adult Education (KYAE) places great emphasis on the following activities, programs and projects - professional development, technology assistance, curricula and workforce education.

### Professional Development

KYAE provides ongoing professional development (PD) grounded in research and program improvement for the state's 900+ adult educators. New educators complete core PD courses, including an Orientation to Adult Education online course, the TABE and Official GED® Practice Tests workshops and three NRS Online modules.

Ongoing professional development is provided for all experienced adult educators. Instructors earn professional development units (PDUs) by investigating research-based practices, testing the practices in the classroom, reporting their findings and promoting best practices to their colleagues. PDUs are weighted according to the intensity of the PD and not seat time. Experienced full-time adult educators must earn eight PDUs annually; part-time educators must earn two PDUs per year.

On [PDtrack](#), the KYAE Web-based catalog and calendar of professional development opportunities, educators can register for workshops online and check their PD history. The online [PD e-Handbook](#) provides educators with the year's professional development requirements and opportunities.

### 2007-08 Professional Development Opportunities and Activities

During 2007-08, KYAE provided the following:

- Three regional conferences; 743 attendees
- One GED examiners' conference; 108 attendees
- Second annual ESL conference; 64 attendees
- Six online courses; 423 completions
- 24 self-directed activities; 2,494 completions
- 72 face-to-face workshops; 991 completions
- Bridges to Practice professional development was offered by four certified state trainers; 547 attendees. Bridges to Practice materials are designed to help instructors recognize learning

disabilities, learn how to implement a screening process in a program and learn what to do when an adult has been diagnosed with a disability.

- Bridges to Practice online course; 86 completions

KYAE contracted with the Collaborative Center for Literacy Development (CCLD) at the University of Kentucky to provide the following professional development in up-to-date research-based strategies and best practices in reading and writing instruction:

- Four Adult Diagnostic Reading Inventory workshops with an intensive, job-embedded component; 39 completions
- One introductory course on the Adult Reading Components Study; 17 completions
- One intensive writing institute completed by five educators
- One pilot Instructional Strategies for the Struggling Reader (GED/ABE Level) with an intensive, job-embedded component; 11 completions
- One pilot Instructional Strategies for the Struggling Reader (Literacy Level) workshop with an intensive, job-embedded component completed by eight educators
- One reading research study circle completed by five educators
- One Kentucky Literacy Research Symposium; 22 completions
- One Kentucky Adult Educators Literacy Institute alumni discussion forum; 14 attendees
- Four regional Scoring the Official GED Practice Tests Essay workshops; 64 completions
- Six Foundations in Reading and Writing Instruction; 78 completions

CCLD also produced *PD Connection* to link educators and resources. This professional development newsletter was a collaborative effort of the professional development partners and was distributed quarterly.

KYAE also contracted with the Adult Education Academy for Professional Development at Morehead State University to provide:

- Four regional Integrating Assessment and Instruction that Support Student Learning workshops; 43 completions
- Piloted and conducted two New Teacher Institutes with an intensive, job-embedded component; 37 completions
- One workshop on the Baldrige Model for Program Improvement; 15 completions
- Two workshops, Program Planning in Adult Education: Bringing It All Together; 24 completions
- One Program Director as Instructional Leader workshop; 14 completions

Through the National Center for Family Literacy (NCFL), KYAE contracted with the Kentucky Institute for Family Literacy (KIFL) to provide:

- Two, one-day workshops, Managed Enrollment and Group Instruction in Adult Education and Family Literacy; 25 completions
- Two workshops on Foundations in Family Literacy; 26 completions
- The online component of the Foundations course; 14 completions

The Kentucky Association for Adult and Continuing Education hosted a statewide Institute funded by KYAE that was attended by 818 adult educators. Tracks included adult basic education, GED, English as a Second Language, workplace education and family literacy.

### Technology Assistance

Adult educators in Kentucky have access to several online curriculum products, including PLATO, WIN and LiteracyLink to help meet the needs of a diverse student population. In 2007-08, KYAE offered the following technology trainings:

- 3 LiteracyLink trainings; 35 instructors trained
- 10 PLATO trainings; 56 instructors trained
- 10 WIN trainings (9 Web conferences, 1 face-to-face); 39 instructors trained
- 8 WorkKeys trainings (5 Web conference and 3 face-to-face); 60 instructors trained

KYAE conducted 10 workshops to train 359 adult educators on the use of AERIN, KYAE's online data collection system for NRS reporting. Through AERIN, KYAE receives real-time data on enrolled students directly from providers giving KYAE a tool for ongoing program evaluation and system-wide research and data analysis.

### Curricula

In 2007-08, KYAE created a Curriculum and Instruction section to focus on the important areas of curriculum, the development and implementation of content standards, developmental education, assessments, learning disabilities, differentiated instruction and other related topics.

The section began their work with content standards by studying standards-based education from other states. From this research, various designs and formats for the standards were selected and

presented at six fall regional meetings. This provided an opportunity to receive feedback from adult educators on the design of content standards. The standards will be pilot tested in fiscal year 2009.

KYAE provides online curriculum products, including PLATO, WIN and LiteracyLink, and supports adult educators in using these to meet their students' needs. Completion of the WIN curriculum prepares students to take the ACT WorkKeys assessments that lead to the Kentucky Employability Certificate (KEC). In 2007-08, 961 adult education students registered and used the WIN curriculum.

Students who want to improve their work skills, get a GED diploma or enroll in college may opt to use PLATO online. PLATO allows the student and instructor to design a course of instruction to meet individual student's needs and interests. Topics include communications, mathematics, science, social studies, life skills and work skills. In 2007-08, 2,393 adult education students registered and used the PLATO curriculum.

Rosetta Stone is a language learning software that allows adult educators to teach English through a step-by-step sequence of 210 lessons building toward advanced proficiency. Students master more than 3,000 words with more than 8,000 pictures to reinforce the meaning. Students work exclusively in English, without translation, and study at their own pace. Vocabulary, then phrases, then sentences are introduced through the sound of native speech, printed text and real-life photographs. In 2007-08, 99 adult education students had logged over 1,600 hours of work in Rosetta Stone.

KYAE and Newspaper in Education (NIE) at the *Lexington Herald-Leader* partnered to provide access to digital newspaper instruction and a specialized curriculum. Adult education programs statewide have the ability to access the electronic version of the *Lexington Herald-Leader* newspaper and NIE specialized curriculum and training to use digital newspapers as a teaching tool.

KYAE regularly informs adult educators of curricula and other resources through its newsletter. In 2007-08, information was disseminated about grammar, writing, reading, ESL, health literacy, humanities and social sciences, global literacy, civics education, NRS online, family literacy, managed enrollment and OVAE's site, [www.adultedonline.org](http://www.adultedonline.org).

### **Workforce Education**

KYAE programs provide instruction to prepare adults to take the ACT WorkKeys assessment for the Kentucky Employability Certificate (KEC), a standardized credential that validates reading, math and locating information skills for specific occupations. Because the Kentucky Community and Technical College System (KCTCS) has profiled its technical courses with ACT WorkKeys, adult students who

score well on the assessment can seamlessly transition into technical programs. In 2007-08, 2,709 adult education students earned KECs.

KYAE programs provide targeted instruction for the Kentucky Manufacturing Skills Standards (KMSS) assessment, which is based on the academic, employability and occupational skills identified by industry as necessary for manufacturing employment.

## 2. Kentucky Adult Education Effectiveness

*Describe any significant findings from the eligible agency's evaluation of the effectiveness of the adult education and literacy activities based on the core indicators of performance.*

KYAE is strongly committed to providing the support to ensure local program success in producing quality student outcomes based on the core indicators of performance. Whether monitoring, evaluating, assisting in continuous improvement, sharing resources or providing technical assistance, program support is provided in a myriad of ways by all KYAE staff, either directly or indirectly. Presented below are some of KYAE's major program support components.

### Technical Assistance

KYAE holds county programs accountable for meeting NRS performance measures and enrollment goals based on need in each county. Using information in the Adult Education Reporting Information Network (AERIN), KYAE conducts ongoing desk audits of all 120 county programs. Based on desk audits and information from other sources, KYAE identifies counties in need of program support and assistance. In 2007-08, KYAE provided formal technical assistance visits to 22 counties. KYAE also provided 81 program support visits.

In addition to the program support visits there were a total of 12 regional meetings in 2007-08. These regional meetings were designed to support the needs of the programs in assisting the quality of adult education services. There were also three regional conferences designed to improve the teaching ability of adult education instructors. All 120 county adult education programs were represented at the conferences.

In 2007-08, KYAE integrated family literacy visits into the regular program support and technical assistance visits. To supplement family literacy program support, KYAE partners with the [Kentucky Institute for Family Literacy](#) (KIFL). Also, KIFL assisted in five technical assistance visits last year directly related to family literacy.

## **Monitoring and Evaluation**

### **Regional Program Support Team**

Acting as a liaison between KYAE and local programs, program support associates provide information on state and federal policy and procedures; facilitate and provide professional development; monitor program performance and assist in data-informed analysis and program improvement plans; provide local programs with information on best practices; and promote efforts to increase the use and understanding of technology.

### **Family Literacy**

To supplement family literacy program support, KYAE partners with the [Kentucky Institute for Family Literacy](#) (KIFL) to offer family literacy professional development and training for adult educators. In total KIFL has provided workshops that focused on family literacy topics such as, foundations, adult reading, managed enrollment, group instruction and program delivery models. KIFL has expanded its' role to focus on resource development for local providers. In conjunction with KYAE staff, KIFL has developed models for family literacy programming, a family literacy handbook and DVDs modeling best practices in parenting, Parent and Child Together Time and component integration.

### **English as Second Language (ESL)**

KYAE has provided all counties with ESL curricular resources and sponsors various professional development opportunities throughout the year. A KYAE staff person is assigned to coordinate ESL activities.

### **Corrections Education**

In partnership with the Kentucky Department of Corrections, KYAE provides funding to local jails. KYAE also provides professional development, technology and consultation for adult education services in local jails and state institutions. A KYAE staff person is assigned to coordinate corrections education.

### **Workforce Education**

Workforce education focuses on academic instruction leading to a GED diploma, Kentucky Employability Certificate or Kentucky Manufacturing Skills Standards certificate. To facilitate employer and community partnerships, local providers may conduct other types of workforce training projects through funding from KYAE's Workforce Alliance. A KYAE staff person is assigned to coordinate workforce education partnerships and activities.

## **Communications**

KYAE views effective communication as an integral part of good management. Many communication avenues are employed to help programs meet enrollment and NRS goals and promote continuous improvement, including an e-newsletter, continuously updated [Web site](#), e-mail and letters. KYAE focuses communication efforts on disseminating valuable resources, best practices, replicable models, professional development opportunities, adult education research, curriculum tools, and changes in state and federal regulations and policies.

In 2007-08, KYAE received national recognition from the National Adult Education Professional Development Consortium and was awarded the 2007 Web site Excellence Award.

## **Research and Data Analysis**

The Research and Data Analysis section provides the KYAE community with information necessary to determine and implement effective strategies and translates research findings into practice to ensure that scientifically-based research informs instruction.

## **Annual Audits**

In 2007-08, 31 programs were selected for annual audits conducted by the Kentucky Auditor of Public Accounts. The audits consist of performance and financial reviews. Results of the audit are used as financial best practices and tools for program improvement.

## **Incentives**

Beginning in 2007-08, Performance Funding was redesigned to consist of two parts – Program Performance Funding and Student Performance Funding. County programs that were not eligible for Program Performance Funding still qualified for Student Performance Funding.

Based on 2007-08 performance, 21 counties received Program Performance Funds. All county programs were awarded Student Performance Funds based on KYAE approved student outcomes, such as earning a GED diploma or Kentucky Employability Certificate and transitioning to postsecondary education.

### 3. Integration of Activities

*Describe how the eligible agency has supported the integration of activities sponsored under Title II with other adult education, career development, and employment and training activities. Include a description of how the eligible agency is being represented on the Local Workforce Investment Boards, adult education's involvement on the State Workforce Investment Board, the provision of core and other services through the one-stop system and an estimate of the Title II funds being used to support activities and services through the one-stop delivery system.*

Adult education activities are integrated with other education, training and employment programs at state and local levels. As a member of the Kentucky State P-16 Council, KYAE has the ability to promote statewide and local partnerships between adult education and postsecondary education. The State P-16 Council leads comprehensive, coordinated efforts to close achievement gaps and to raise the level of educational attainment and economic development in Kentucky. These linkages create natural opportunities to partner, communicate and collaborate.

KYAE is fully supportive of the One-Stop delivery system vision and participates in One-Stop Career Centers across the Commonwealth. All Local Workforce Investment Boards include representation of adult education. Additionally, adult education program services are made available through the One-Stop delivery system.

The integrated working and referral relationship between KYAE providers and local One-Stop Career Centers does not allow KYAE to quantify the dollar amount of Title II funds being used to support activities and service through the one-stop delivery system aggregately at the state level. Many county adult education programs staff the resource rooms of One-Stop Career Centers. In addition, KYAE has supported and built capacity in Kentucky's One-Stop Career Center system through the use of Title II incentive funding:

- PLATO Learning and WIN Adult Education and Skills Evaluation software is available across the Commonwealth, including in the 28 comprehensive One-Stop Career Centers.
- WorkKeys assessments and the Kentucky Employability Certificate (KEC) are provided to One-Stop Career Center customers. The KEC is endorsed by the Education Cabinet, KYAE and the Kentucky Workforce Investment Board.

#### Workforce Coordination

One of KYAE's keys to career development success is the breadth and depth of its partnerships. The charge of increasing the knowledge and skills of Kentucky's undereducated adults is too broad for one state government agency alone; therefore, partnerships with public and private entities are critical to KYAE's success. A list of major statewide and local partners follows.



- Economic Development Cabinet, Bluegrass State Skills Corporation
- Graviss McDonald's Restaurants/Bluegrass Cooperative
- Kentucky Cabinet for Health and Family Services, Department for Community-Based Services and Family Resource and Youth Services Centers
- Kentucky Education Cabinet, Council on Postsecondary Education (Kentucky State P-16 Council, Kentucky Virtual Library, Kentucky Virtual Campus); Kentucky Department for Workforce Investment (Kentucky Workforce Investment Board, Office for the Blind, Office of Employment and Training, Office of Vocational Rehabilitation, One-Stop Career Centers); Kentucky Department of Education, Even Start; Kentucky Educational Television

#### 4. EL Civics Grants

*Describe successful activities and services supported with EL/Civics funds, including the number of programs receiving EL/Civics grants and an estimate of the number of adult learners served.*

Kentucky served 1,258 students in EL/Civics programs in 2007-08. Adult education programs in 10 counties – Boone, Christian, Daviess, Fayette, Franklin, Hardin, Jefferson, Kenton, Warren and Woodford counties – were awarded EL/Civics grants.

EL/Civics programs in Kentucky continue to use a variety of activities and instructional methods. Most programs use a combination of field trips to public libraries; science, art or history museums; local historical landmarks; and the Kentucky Capital. Most programs sponsor cultural activities, such as holiday and birthday celebrations, and invite students to bring food and share their own traditions.

EL/Civics curricula include Steck-Vaughn America's Story, New Readers Press News for You, McGraw-Hill Rights and Responsibilities, U.S. Citizenship Immigration Services materials and the Encyclopedia of Kentucky.