

Kentucky Narrative Report 2011-2012

Kentucky Adult Education (KYAE) submits the following report on activities, initiatives and accomplishments during the 2011-12 fiscal year.

1. State Leadership Activities

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.

Activity One – Professional Development

The establishment or operation of professional development programs to improve the quality of instruction, ... including instruction incorporating phonemic awareness, systematic phonics, fluency, and reading comprehension, and instruction provided by volunteers or by personnel of a state or outlying area.

KYAE Common Core Standards

Kentucky was one of the first states to adopt the NGA-CCSO Common Core State Standards at all educational levels – P-12, postsecondary and adult education. KYAE recognizes the critical need for aligning adult education instruction to meet the higher demands of the Common Core State Standards, a more rigorous GED and college- and career-readiness requirements. To be successful, alignment must be accompanied by strong and rigorous professional development to ensure that instructors have a full understanding of the standards and have appropriate resources that allow them to best prepare students to meet these higher demands.

In addition, Kentucky was one of seven states chosen to participate in the Office of Vocational and Adult Education's *National Diffusion of Standards-in-Action (SIA) Innovations* project in which KYAE and local program staff members learned strategies to implement academic standards into programs and classrooms. The SIA innovations, which OVAE developed and pilot-tested from 2006-2009, address four priority areas of standards-based reform:

1. Building instructors' understanding of the standards taught;
2. Translating the standards into curriculum;
3. Aligning student assignments to standards; and
4. Assessing the extent to which instructors are teaching to the standards and using effective instruction.

As a participant in the SIA project, KYAE led a five-county pilot for adult education programs located at Owensboro Community and Technical College, Madisonville Community College and West Kentucky Community and Technical College. Based on the pilots, in 2011-12 Kentucky became the first state to implement common core standards in adult education programs statewide.

For three years, program directors and instructors are required by KYAE policy to participate fully in an intensive and comprehensive professional development effort based on the successful pilots. Professional development is being delivered via face-to-face sessions and online by KYAE's professional development partners – the Collaborative Center for Literacy Development at the University of Kentucky, the Adult Education Academy at Morehead State University and the National Center for Family Literacy.

In 2011-12, KYAE programs were divided into 10 regional learning communities, each served by a trained coach. Each learning community was made up of teams, consisting of staff from one program or up to four programs, depending on size. Team members were program

directors and full-time instructors. Teams were organized to work collaboratively on activities, such as unpacking, sometimes referred to as deconstructing, standards

During the 2011-12 fiscal year, teams completed the activities in SIA Unit One, Understanding the Standards We Teach, which provided adult educators with an introduction to standards-based education. By “unpacking,” or looking at the components of each standard, instructors considered the skills, content, context and cognitive demand of the standard to be taught. Then, as a result of that “unpacking,” instructors developed sample instructional activities. Throughout the professional development, instructors engaged in interactive learning with their peers.

In fall 2011, 228 adult educators participated in one of 10 regional English Language Arts professional development learning communities; 204 adult educators participated in one of 10 regional mathematics professional development learning communities in spring 2012. Although KYAE policy requires that adult educators participate in either ELA *or* math, 43 adult educators chose to participate in *both* ELA *and* math. An additional 164 adult educators took the online KYAE Common Core Standards course, which focuses on both ELA and math.

To sustain the work of the Common Core Standards statewide rollout, KYAE contracted with Kentucky Educational Television (KET) to film some of the learning communities as they followed the SIA model. The vignettes and related SIA resources can now be seen on the KET Teachers’ Domain and will be moved to PBS Learning Media in January 2013.

A KYAE staff member has served on an OVAE panel to assist with its project – *Promoting College and Career Ready Standards in Adult Basic Education* – to validate an accepted set of college- and career-readiness standards as a model for developing or updating state standards. The project is intended to support and encourage states to adapt or adopt standards defining what adult students need to know for placement in credit-bearing college courses or job training programs and employment.

PowerPath

During 2011-12, 30 instructors and program directors from 16 counties completed basic certification in PowerPath bringing the number of certified counties to 35. PowerPath focuses on how a person learns and helps the instructor create the best possible environment for developing learning gains. PowerPath screens for key breakdowns in learning that result from challenges in vision and hearing, visual stress syndrome, attention and information processing. It provides tools for identifying the underlying barriers to education and employment success.

Online courses

- Orientation to Adult Education, 90 completions
- Introduction to the Tests of Adult Basic Education, 107 completions
- Administering the TABE Refresher Course, 126 completions
- GED Official Practice Test Administration, 63 completions
- Administering the OPT Refresher Course, 170 completions
- Effective Instructional Strategies, Part 2, 30 completions
- Assessment to Instruction, 10 completions
- Foundations of Teaching Adult Numeracy (ProLiteracy), 5 completions
- Teaching Reasoning and Problem Solving Strategies (ProLiteracy), 8 completions
- Number Sense: Teaching About Parts and Wholes (ProLiteracy), 4 completions
- Geometry: Teaching About Shapes and Their Measures (ProLiteracy), 4 completions
- Data: Helping Students Interpret Statistical Representations (ProLiteracy), 3 completions

- Algebra: Introducing Algebraic Reasoning (ProLiteracy), 5 completions
- CASAS Implementation Training, 27 completions
- Effective Adult English as a Second Language Classrooms, Part 2, 25 completions
- Assessment to Instruction for ESL instructors, 10 completions
- Teaching Listening Skills for ESL instructors (Pearson-Longman Teacher Development Interactive Series), 16 completions
- Fundamentals of English Language Teaching for ESL instructors (Pearson-Longman Teacher Development Interactive Series), 20 completions

Other Professional Development

- New GED Examiners Training, 11 completions
- GED Examiner's Training, 82 completions

Activity Two – Technical Assistance

The provision of technical assistance to eligible providers of adult education and literacy activities.

KYAE holds county programs accountable for meeting enrollment and GED goals based on need in each county and for meeting NRS performance measures. Counties are placed in one of three categories based on end-of-year performance results generated from the Adult Education Reporting Information Network (AERIN) student data collection system. The three categories are Excellence, Proficient and Needs Improvement. All counties receive desk audits and follow-up visits as needed or requested. In 2011-12, KYAE staff completed 224 local program desk audit reviews.

Counties in the Needs Improvement category receive multiple technical assistant contacts, which include onsite visits and desk audit reviews. In 2011-12, KYAE provided 156 technical assistance contacts to Needs Improvement programs. Fiscal agents in the 37 Needs Improvement programs received notification letters regarding their status, putting them on notice regarding their poor performance. KYAE Senior Leadership visited/contacted fiscal agents in 14 counties that were the lowest Needs Improvement programs to discuss the critical importance of improving performance.

KYAE staff members conducted nine Program Director Meetings (216 attendees) with the focus of elevating the leadership skills of program directors and their role as the administrative and instructional leader accountable for program success. Topics included performance and accountability, use of performance reports available in AERIN, KYAE funding model, upcoming GED changes, KYAE Common Core Standards professional development model and workforce initiatives.

Other avenues are employed to provide technical assistance to help programs meet enrollment and NRS goals and promote continuous improvement. They include:

- [News to Use](#), an e-newsletter.
- Regularly updated [website](#).
- Dissemination of valuable resources, best practices, replicable models, professional development opportunities, adult education research, curriculum tools and changes in state and federal regulations and policies. Examples include resources from OVAE, LINC and the U.S. Department of Labor; student financial aid tips and scholarship availability; ProLiteracy materials; and citizenship resources.

Activity Three – Technology Assistance

The provision of technology assistance, including staff training, to eligible providers of adult education and literacy activities to enable the eligible providers to improve the quality of such activities.

During 2011-12, KYAE implemented or participated in two pilot projects in which technology played an major role.

A total of 16 programs applied and were accepted into KYAE's Transitioning to Postsecondary and Career Readiness pilot during 2011-12. As transitions level curricula, either the Carnegie Learning Cognitive Tutor for Mathematics software or the Pearson's MyFoundationsLab (MFL) program for Writing, Reading and Mathematics was used by pilot programs. Six of the programs piloted both curricula, one used only the Carnegie curriculum and nine used only the MFL curriculum. The seven instructors implementing Carnegie's Cognitive Tutor were trained initially in a one-day face-to-face session followed a few months later by a webinar. The 15 instructors piloting Pearson's MFL participated in two training webinars. A total of 53 students enrolled in the Cognitive Tutor program and 591 students in the Pearson MFL program.

KYAE partnered with the Kentucky Workforce Investment Board and the Office of Employment and Training to contract with Eastern Kentucky University on a Career Advising and Transitions Services (CATS) pilot. KYAE adult education programs worked with 10 local Workforce Investment Board regions to collaboratively offer the Kuder Journey System College and Career Advising Software to likely clients as the foundational element of the CATS course. A total of 45 staff from the three agencies were trained on the software in two webinars. A total of 212 clients were served.

To help meet the needs of a diverse student population, during 2011-12 adult educators in Kentucky had access to the following online curriculum products – Worldwide Interactive Network (WIN), a curriculum aligned to the ACT WorkKeys assessment, and the McGraw-Hill curriculum Instruction Targeted for TABE Success (ITTTS), which is aligned to KYAE's official assessment for student eligibility and progress. In 2011-12, KYAE offered the following technology assistance:

- Provided assistance in resolving technical issues related to WIN/WorkKeys.
- Continued to provide self-training instruction to all programs for the WIN user process, WorkKeys testing process, National Career Readiness Certificate (NCRC) printing process.
- Provided 14 sessions of onsite WorkKeys training.
- KYAE conducted nine workshops to train 152 adult educators on the use of AERIN.

KYAE regularly promotes technology resources and innovations in its e-newsletter and on its website as well as in face to face regional meetings.

In addition, KYAE continues to contract with KET to provide regional multimedia training days for adult educators across the state. Sessions feature the use of instructional technology in adult education and include topics such as the integration of popular social network media, iPads and apps and other technology into adult education instruction.

Activity Four – Literacy Resources

The support of state or regional networks of literacy resource centers.

KYAE is a member of the Southern LINCS consortium and regularly promotes LINCS resources through the KYAE e-newsletter. KYAE staff members actively participate in LINCS conference calls to network with other participating states regarding PD initiatives and use the LINCS website to research a multitude of adult education issues. KYAE sends a representative to the annual LINCS conference and shares information with the field. On several occasions, LINCS staff members have presented sessions to adult educators for their professional growth. As the menu of LINCS online PD courses grow, KYAE anticipates offering LINCS courses as PD growth opportunities for adult educators.

Activity Five – Monitoring and Evaluation

The monitoring and evaluation of the quality of, and the improvement in, adult education and literacy activities.

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

- KYAE's program support team members act as liaisons between KYAE and local programs. Program support associates provide information on state and federal policy and procedures; monitor and evaluate 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.
- In 2011-12, KYAE's monitoring activities placed particular emphasis on using student data to guide program decisions. KYAE's AERIN system provides a means for real-time monitoring and evaluation based on program and student data and guides KYAE's technical assistance and program support. KYAE program support associates produce quarterly desk audits for each provider based on AERIN data and other available information. This action ensures that both KYAE and the local program director are aware of data related to the program. In 2011-12, KYAE staff completed 224 local program desk audit reviews and 156 technical assistance contacts to low-performing programs.
- In 2011-12, 33 programs were selected for annual audits conducted by the Kentucky Auditor of Public Accounts. The audits consist of both performance and financial reviews and include a review of programs' compliance with KYAE policy. Of the 33 programs audited, 22 programs did not have any reportable exceptions. One of the audits resulted in disallowed costs totaling \$4,016, or less than one percent of program funds audited. These counties provided adult education services to 18,542 students in fiscal year 2011. Results of the audit are used as financial best practices and tools for program improvement.

Activity Six – Incentives

Incentives for program coordination and integration; and performance awards.

Based on their 2011-12 performance, 88 counties received nearly \$1 million in Program and Student Performance Funding. Thirty-seven programs earned nearly \$500,000 in program performance funding for meeting or exceeding enrollment and NRS goals. Eighty-eight counties

shared nearly \$500,000 in Student Performance Funding for achieving specific student outcomes, such as GED completions, GED scores above 2700, students with multiple educational level gains, and students transitioning to postsecondary education.

Activity Seven – Curricula

Developing and disseminating curricula, including curricula incorporating phonemic awareness, systematic phonics, fluency, and reading comprehension.

Online curricula

A KYAE internal distance learning committee reviews online curricula to assess a product's potential for use with adult students. KYAE evaluates products on whether the content is adult appropriate, if the content meets the educational and career goals typical of adult students, implementation issues for adult education programs and the product's cost-effectiveness. KYAE currently offers at no cost to all programs Worldwide Interactive Network (WIN), a curriculum aligned to the ACT WorkKeys assessment. In addition, KYAE holds a state license for the McGraw-Hill curriculum Instruction Targeted for TABE® Success (ITTS), which is aligned to KYAE's official assessment for student eligibility and progress.

During 2011-12, KYAE implemented a pilot project in which 16 programs used transitions level curricula, either the Carnegie Learning Cognitive Tutor for Mathematics software or the Pearson's MyFoundationsLab (MFL) program for Writing, Reading and Mathematics. Details are in Activity Three – Technology Assistance.

Activity Eight – Other Activities

Other activities of statewide significance that promote the purpose of this title.

Kentucky is one of five states to receive a \$1.6 million Accelerated Opportunity grant from Jobs for the Future. KYAE, the Kentucky Community and Technical College System (KCTCS) and the Department for Workforce Investment are collaboratively implementing the grant in an effort to ensure that more workers have the skills they need for today's good jobs. This initiative provides an option for adults to earn a GED and a credential and enter the workplace with competitive skills.

Activity Nine – Coordination

Coordination with existing support services, such as transportation, child care, and other assistance designed to increase rates of enrollment in, and successful completion of, adult education and literacy activities, to adults enrolled in such activities.

One of KYAE's keys to 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.

- Community-Based Organizations
- Council on Postsecondary Education
- Eastern Kentucky University
- Economic Development Cabinet, Bluegrass State Skills Corporation
- Education Cooperatives
- Kentucky Broadcasters Association

- Kentucky Community and Technical College System
- Kentucky Department for Workforce Investment (Office for the Blind, Office of Employment and Training, Office of Vocational Rehabilitation, Kentucky Career Centers)
- Kentucky Department of Corrections
- Kentucky Education and Workforce Development Cabinet
- Kentucky Educational Television
- Kentucky Higher Education Assistance Authority
- Kentucky Virtual Library and Kentucky Virtual Campus
- Kentucky Workforce Investment Board
- Local Boards of Education
- Local Workforce Investment Boards
- McDonald's Restaurants
- Morehead State University
- Morehead State University, Adult Education Academy for Professional Development
- National Center for Family Literacy
- University of Kentucky, Collaborative Center for Literacy Development
- U.S. Department of Education, Office of Vocational and Adult Education

Activity Ten – Linkages with Workforce

Integration of literacy instruction and occupational skill training and promoting linkages with employers.

KYAE programs provide instruction to prepare adults to take the ACT WorkKeys assessment for the NCRC, a standardized credential that validates reading, math and locating information skills for specific occupations. KYAE staff participated in Office of Training and Employment regional meetings across Kentucky in 2011-12 to promote the use of the NCRC. In addition, KYAE promoted the NCRC during “lunch and learn” sessions for business and industry as well as human resource and Chamber of Commerce meetings. In 2011-12, 2,221 adult education students earned NCRCs.

KYAE is represented on the Kentucky Workforce Investment Board and actively participates in all KWIB meetings as well as the KWIB Work Ready Communities Steering Committee and the KWIB Comprehensive One-Stop Certification Steering Committee. KYAE has an ongoing collaboration with KWIB to promote the use of the NCRC among employers and individuals.

KYAE is represented on the board of the Bluegrass State Skills Corporation (BSSC), established in 1984 by the General Assembly of the Commonwealth of Kentucky as an independent, de jure corporation to stimulate economic development through programs of skills training to meet the needs of business and industry. BSSC, in cooperation and coordination with other state employment and training organizations, has the capability to customize a comprehensive program of skills training services for new, expanding and existing industries. BSSC is attached to the Cabinet for Economic Development for administrative purposes, in recognition of the relationship between economic development and skills training efforts.

KYAE works closely with the Education and Workforce Development Cabinet and actively participates in the Office of Employment and Training Business Services Steering Committee and the OET Case Management Committee.

Activity Eleven – Linkages with Postsecondary

The provision of technology assistance, including staff training, to eligible providers of adult education and literacy activities to enable the eligible providers to improve the quality of such activities.

As a unit of the Kentucky Council on Postsecondary Education, KYAE is strategically positioned to create significant postsecondary education linkages, which are important in recruiting students and helping them transition to postsecondary education as well as providing professional development for adult educators. Examples of postsecondary education linkages are described below.

In 2011-12, KYAE had partnerships with Kentucky public universities to provide research-based professional development for adult educators – the University of Kentucky’s Collaborative Center for Literacy Development and Morehead State University’s Adult Education Academy for Professional Development over many years have provided a wide variety of professional development and training opportunities.

Two universities, Morehead State University and Eastern Kentucky University, were the local adult education providers in five counties.

KYAE partners with the Kentucky Community and Technical College System (KCTCS) on several fronts:

- KCTCS was the local adult education provider in 31 counties.
- KYAE and KCTCS jointly promote workforce development through the NCRC.
- KYAE collaborates with KCTCS on the Work and Learn project, which transitions welfare clients from GED to postsecondary education.
- KYAE, KCTCS and the Department for Workforce Investment are implementing Accelerating Opportunity grant from Jobs for the Future.

KYAE has a strong partnership with the Kentucky Higher Education Assistance Authority to make sure adult students have information about financial aid and support in applying for and receiving financial aid.

KYAE is a partner in the KnowHow2GO campaign adopted by the Council on Postsecondary Education to encourage more Kentuckians of all ages to seek a postsecondary education. KYAE has a major portion of the knowhow2goky website – <http://knowhow2goky.org/adults/index.php>. KnowHow2GOKY is modeled after the national KnowHow2GO campaign developed by the American Council on Education, Lumina Foundation and the Ad Council.

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 proud to report that our system met or exceeded negotiated NRS measures for the 11 Educational Functioning Levels, GED attainment, transition to postsecondary education and entered employment.

In addition, KYAE has proven its effectiveness as evidenced by several measures.

- From 2000 to 2010, the working-age population (18-64) without a high school credential declined from 537,000 (21 percent) to 410,000 (15 percent), a 24 percent decline.
- In 2011-12, KYAE enrolled 39,487 students.

- In 2011-12, 9,469 Kentuckians earned a GED.
- Kentucky's 2011 GED pass rate is 81 percent, which exceeds the national GED pass rate of 74 percent.
- By summer of 2012, 25 percent of the 2010 cohort of GED graduates had enrolled in postsecondary education.

Based on their 2011-12 performance, 88 counties received nearly \$1 million in Program and Student Performance Funding. Thirty-seven programs earned nearly \$500,000 in program performance funding for meeting or exceeding enrollment and NRS goals. Eighty-eight counties shared nearly \$500,000 in Student Performance Funding for achieving specific student outcomes, such as GED completions, GED scores above 2700, students with multiple educational level gains, and students transitioning to postsecondary education.

As further evidence of KYAE's effectiveness, Kentucky's adult education system has been recognized for excellence in several recent national publications as detailed below.

In its recent report "[State Capacity for Leadership](#)," the National Center for Higher Education Management Systems stated, "Among the states visited by NCHEMS, only Kentucky is deliberately focused on how to reach and ensure higher levels of college and career readiness preparation for adults and high school dropouts."

A policy brief, "[Graduating to College: Three States Helping Adult Education Students Get a College Education](#)," recently released by the Working Poor Families Project noted:

- Kentucky has far more experience than most states in strengthening adult access to postsecondary education.
- Kentucky is ahead of almost all other states in building the common core standards into its adult education system.

Additionally, Kentucky was recognized in the [U.S. Department of Education's Adult College Completion Toolkit](#) as a top state strategy as a result of implementing college and career readiness standards in adult education. The toolkit is a collection of resources to connect adult educators to strategies, resources and technical assistance tools in three key areas – access, quality and completion.

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. KYAE is represented on the Kentucky Workforce Investment Board and actively participates in all KWIB meetings as well as the KWIB Work Ready Communities Steering Committee and the KWIB Comprehensive One-Stop Certification Steering Committee. KYAE has an ongoing collaboration with KWIB to promote the use of the NCRC among employers and individuals.

KYAE is fully supportive of the One-Stop delivery system vision and participates in Kentucky Career Centers across the Commonwealth. Local Workforce Investment Boards include adult

education representation. 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 Kentucky 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 Kentucky Career Centers.

KYAE works closely with the Education and Workforce Development Cabinet and actively participates in the Office of Employment and Training Business Services Steering Committee and the OET Case Management Committee.

Kentucky is one of five states to receive a \$1.6 million Accelerated Opportunity grant from Jobs for the Future. KYAE, KCTCS and the Department for Workforce Investment are collaboratively implementing the grant in an effort to ensure that more workers have the skills they need for today's good jobs. This initiative provides an option for adults to earn a GED and a credential and enter the workplace with competitive skills.

KYAE partners with the Department of Corrections to provide adult education services in correctional facilities. KYAE is represented on the Governor's Re-entry Task Force to develop recommendations to help former inmates re-enter their communities and reduce the likelihood that they will reoffend.

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 1,555 students in EL/Civics programs in 2011-12. Adult education programs in 12 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.