Adult Education and Literacy

Missouri

2011-2012

Annual Performance Report

Missouri Department of Elementary and Secondary Education
Jefferson City, MO

MISSOURI NARRATIVE REPORT 2011-2012

Missouri's AEL program continues to improve the services and instruction offered to eligible students. This is evidenced by the improved performance in the negotiated performance measures established for Fiscal Year 2013. The State AEL office continues to provide support and guidance to local AEL programs in establishing better methods to evaluate and analyze program data and program processes in order to determine areas of strength and areas that need improvement. The State AEL office has emphasized to the local AEL program directors to make this process of evaluation an integral part of their overall administrative responsibilities, not just something they do once a year. From what we have heard and looking at the improvements made in the state's performance, local program directors and staff are making an effort to look at their data and are making adjustments to their programs accordingly.

Missouri's AEL program has had another successful year. As mentioned earlier, the program improvement process that was modeled several years ago continues to assist the state and local programs in improving services and student achievement.

PART I – SUCCESSFUL ACTIVITIES, PROGRAMS, AND PROJECTS

AEL STATE ADVISORY COMMITTEE

The Missouri AEL program established a State Advisory Committee in Fiscal Year 2009. All local AEL directors are invited to serve on this committee and approximately 25% of the directors (12) regularly attend. The committee meets quarterly, via web conference or face-to-face. The committee's task is to provide an opportunity for State AEL office staff to discuss issues and topics affecting the AEL program in Missouri with AEL directors. This has proven to be a very effective way for local AEL directors to ask questions and discuss various concerns and problems that may be affecting local AEL programs.

STAR (STUDENT ACHIEVEMENT IN READING) PROJECT

Missouri continues to offer and support the STAR program.

All of our 44 local AEL programs completed their STAR program training. AEL teachers comment how effective this program has been and that many of the strategies and techniques used in the STAR program are transferable to other content areas.

A STAR leadership team was convened this year to evaluate and strengthen the implementation of STAR in Missouri. The team met with national leaders to develop an action plan, and continue to follow through on that plan to sustain the implementation of evidence-based instruction in reading.

MISSOURI ADULT EDUCATION AND LITERACY PROFESSIONAL DEVELOPMENT

The State AEL office has committed itself to providing high quality professional development necessary to make a difference in Missouri's adult student population. Missouri requires that every teacher providing instruction must be certified as an AEL teacher. The certification requires on-going professional development to maintain certification.

Missouri AEL contracts with Missouri Training Institute (MTI) from the University of Missouri, Columbia to develop and deliver focused, high-quality, face-to-face training opportunities for AEL teachers and directors. In cooperation with the state office, MTI offers workshops that are data-driven as well as responsive to the needs articulated by learners, teachers, and directors. A summary of the MO AEL PD activities are listed in the following table.

Summary of Fiscal Year 2012 Workshops and Training

TYPE OF WORKSHOP	NUMBER OF TRAININGS	DURATION OF TRAINING	TOTAL NUMBER OF PARTICIPANTS
Pre-Certification Workshop (PCW)	6	12 hours over 2 days	121
Beginning Teacher Assistance Program (BTAP)	8	6 hours	198
Career Awareness and Missouri Connections	8	6 hours and 4 hours	233
ESL Classroom topics: Culture in the ESL Classroom Challenges in the ESL Classroom Making the CASAS Work for You Grammar, Pronunciation, Vocabulary	13	4—6 hours	231
Data Management and ACES (MIS) training	18	4 hours	326
GED Math topics: Algebra Geometry Math Basics	13	4 hours	199
GED Social Studies and Science	3	4—5 hours	51
Topical Workshops: Dealing with Difficult Students; Engaging the Millennial Learner; Customer Service; Time Management	23	(hours vary 1-10)	363

Student Achievement in Reading Institutes	2 Cohort Groups	3 2-day sessions of 12 hours	101
TOTAL			**1,823**

MISSOURI AEL-PD WEBSITE

Missouri Training Institute maintains a website housed on the University of Missouri's server at: http://mti.missouri.edu/adult-education-literacy.php. It is updated weekly and lists workshop topics and descriptions, a calendar of events, information about the PCW and BTAP, resources for directors, resources for teachers, contact information for MTI staff, ACES information, and an overview of MTI.

OTHER STATEWIDE ACTIVITIES

Customized and On-Demand Professional Development

Besides the face-to-face workshops developed and delivered by Missouri Training Institute, directors and teachers may receive professional development credit for other approved activities. Directors may develop professional development offerings unique and customized for their program needs for their teachers. Also, various nationally-recognized virtual PD opportunities have been approved by the state office for credit, including LINCS and ELL-U online courses.

Professional Development (PD) Committee

The Missouri AEL PD Committee meets on a quarterly basis. This committee provides guidance and input to the State AEL office on the professional development and training needs of our AEL programs. The PD Committee is comprised of the MTI staff, State AEL office staff, AEL local program directors, and AEL teachers.

Based on this direction and guidance, Missouri Training Institute develops trainings and workshops that are presented to Missouri's AEL teachers by the MTI staff.

Missouri Association for Adult Continuing and Community Education (MAACCE)

Missouri's State AEL office has been a strong supporter of this association. State staff serves on the committee and provides guidance and input into the association's work of providing professional development opportunities to its members. This is done primarily at the association's annual summer conference. A large number of our AEL teachers and directors belong to this professional association and attend the conference. State AEL office staff provided a Beginning Teacher workshop as a pre-conference session at the conference.

Show-Me Literacy **Newsletter**

The *Show-Me Literacy* **Newsletter** is a statewide newsletter featuring articles specific to AEL in Missouri. The newsletter is published in two versions; one targeted at AEL directors and one targeted at AEL teachers. The newsletter is published throughout the year. It is available at: **http://www.dese.mo.gov/divcareered/ael_news.htm.**

FISCAL YEAR 2012 AEL DIRECTORS' CONFERENCES

The State AEL office sponsors two AEL Directors' Meetings each fiscal year.

The Fall AEL Directors' Meeting was held October 5-7, 2011, in Osage Beach, Missouri.

Session topics were:

- GED Update and Instructions
- Review of FY11
- Missouri Connections
- Professional Development Update
- Spotlight on Effective Teacher Resources
- Monitoring Update
- Legal Q&A
- Certification Update
- TEAL Update
- Career Awareness Update
- WorkKeys Update
- GED Accommodations
- GED OnlineClass and Testing
- ESL/CASAS
- Spotlight on High Performing Programs

A meeting for new AEL directors was also held prior to the Fall Directors' Conference.

Topics for the New AEL Directors' meeting included:

- Data Management
- Staff Management
- Fiscal Management

In Fiscal Year 2012 the Spring Directors' Meeting was held May 3-4, Osage Beach, MO.

Session topics were:

- 2014 GED Update by GEDTS
- Update on 2002 Computer-Based GED Implementation
- Performance Measures for 2012-2013
- Professional Development Update
- Demonstration of new Beginning Teacher workshop
- Missouri Connections

- New Monitoring Process
- Fiscal Guidelines
- Program Improvement Plans
- Issues Seen in Onsite Reviews
- GED Q&A

GED ONLINECLASS

The GED OnlineClass program continues to be a valuable instructional option for Missouri adult learners.

Fiscal Year 2011 brought a change in structure for the GED OnlineClass. Prior to Fiscal Year 2011, Missouri used 32 part-time local teachers to instruct the online program. Starting in Fiscal Year 2011, Missouri initiated a "hub" model for our GED OnlineClass. This model utilized five full-time online teachers teaching the program. Numbers continue to show that this has brought more efficiency and quality to the program. In Fiscal Year 2012, a more rigorous orientation was implemented in the program.

- **Student Enrollment**
  In Fiscal Year 2012, 2,293 students enrolled as GED OnlineClass students. To be enrolled, a student completes an online screening procedure and then takes the TABE test at a local AEL class site. Students are then assigned an online teacher and given access to the classroom and work on their assignments. Those students accrued 109,902 learning hours in the online classroom. This is a 9% increase in learning hours over Fiscal Year 2011. During Fiscal Year 2012, 80% of GED OnlineClass students who post-tested, progressed a level.

- **Curriculum**
  The GED curriculum, created by Missouri AEL teachers, continued to be evaluated and updated as needed. *Skills Tutor* continued to be utilized for students working below the GED level. GED OnlineClass teachers have also been using Adobe Connect to host and record lessons via a webinar format.

PROJECT IDEAL

Missouri again participated in activities associated with Project IDEAL (Improving Distance Education for Adult Learners). During Fiscal Year 2012, state managers as well as a teacher attended Project IDEAL's Workshop at the University of Michigan.

CAREER AWARENESS

In Fiscal Year 2011, eight Missouri teachers, from four local AEL programs, a state coordinator and the state AEL office piloted the Career Awareness course developed by LINC. After taking the course and using the Integrated Career Awareness curriculum, the teachers were extremely supportive of spreading what they had learned to the rest of the state. In Fiscal Year 2012, they worked toward aligning the curriculum to a state funded online career program (Missouri Connections), developing professional development for other teachers in the state and reworking Missouri's Workplace Content Standards. In Fiscal Year 2012, Missouri's professional development vendor provided Career Awareness workshops throughout the state.

PART II – SIGNIFICANT FINDINGS

Missouri continues to emphasize local program improvement. Several years ago, the state office began requiring local programs to submit program improvement plans that would be implemented the following fiscal year. These plans had to include an explanation of how the local program determined what areas of their program needed improvement, what actions would be taken to improve these areas, how they would implement any changes, what the anticipated results would be and how they would know if these changes were successful.

Our local programs have seen the benefits from this process in the improvement of their performance and success of their students. One of the primary reasons for Missouri's continued improvement in meeting and exceeding our performance measures has been many of the programs chose managed intake as part of their program improvement plan. Missouri has moved from a mostly open-entry/open-exit state to a predominantly managed intake state.

In Fiscal Year 2012, 29,820 students were enrolled into Missouri's MIS system (ACES). Of those students enrolled into our program, 28,308 persisted 12 hours or more and were pre-tested – a ninety five (95%) persistence rate. This was a six percent (6%) increase from last fiscal year's persistence rate. This trend is continuing to grow because of the focus the state office has given local programs to set expectations with their students and more intensive use of managed intake.

CORE OUTCOME MEASURE #1 (EDUCATIONAL GAIN)

The table below shows that ninety-nine percent (99%) of all students enrolled in Fiscal Year 2012 were administered a pre-test, which matches 2011. In Fiscal Year 2012, 71.3% of the participants who persisted in classes for 12 hours and given pre-tests were administered post-tests, compared to 70.9% in Fiscal Year 2011.

Eighty-four percent (84%) of the Fiscal Year 2012 post-tested participants completed an educational functioning level or advanced to higher educational functioning levels, a gain from 81% in Fiscal Year 2011. We attribute this increase to: the program improvement projects (mentioned above) and local AEL programs' focus on quality instruction and preparation.

Fiscal Year	2006	2007	2008	2009	2010	2011	2012
Students Pre-Tested	97.0%	98.2%	96.7%	98.6%	98.9%	99%	99%
Students Post-Tested	56.5%	61.0%	59.3%	63.1%	65.2%	70.9%	71.3%
Students Who Progressed	56.5%	57.1%	59.4%	66%	74%	81%	84%

CORE OUTCOME MEASURE #2 (Entered Employment)

Forty-five percent (44.9%) of the Fiscal Year 2012 participants who persisted in classes 12 hours or more exited, and who stated a primary or secondary goal of "employment," entered employment. This was a decrease from forty-seven percent (47%) reported in Fiscal Year 2011. Missouri economy has certainly impacted the number of individuals able to find employment.

CORE OUTCOME MEASURE #3 (Retained Employment)

Individuals were classified as employed or unemployed at entry on the basis of their answers to a question regarding employment status at time of enrollment. Individuals were in the calculation if they were identified as employed at the time of enrollment or unemployed but employed in the quarter following AEL exit.

Individuals were counted as having retained employment if they were employed in the third quarter after the quarter of AEL exit. Sixty-five percent (65%) of the Fiscal Year 2012 participants "retained employment". This was consistent with the sixty-five percent (65%) reported in Fiscal Year 2011. Students are highly motivated to improve their academic skills and/or obtain their high school equivalency in order to keep their job.

CORE OUTCOME MEASURE #4 (Receipt of a Secondary School Diploma or GED)

In Fiscal Year 2012, 5,685 students persisted for 12+ hours, pre-tested, had the goal of "GED Achievement", and exited Missouri's programs. Of those, 4,207 achieved their GED between July 1, 2011 and December 23, 2012 - a seventy percent (76%) success rate.

CORE OUTCOME MEASURE #5 (Placement in Postsecondary Education or Training)

Forty-nine percent (49%) of the Fiscal Year 2012 participants who persisted in classes 12 hours or more, exited, and who stated a primary or secondary goal of "postsecondary education" entered postsecondary education or training. This was an increase from Fiscal Year 2011's forty-five percent (45%).

PART III – INTEGRATION ACTIVITIES

- Ongoing efforts continue to integrate a variety of services in Missouri's AEL programs. Local AEL programs continue to ensure services are coordinated to provide customers optimum service and improve Workforce Investment Act (WIA) performance results. Local adult education programs continue to be represented on the local Workforce Investment Boards. The Department of Elementary and Secondary Education's Commissioner of Education serves as the adult education representative on the Missouri Workforce Investment Board (MO-WIB).

- The State of Missouri has developed an online resource to assist in career planning, exploration and developing education plans. This resource is called Missouri Connections (www.missouriconnections.org). Our AEL programs were first introduced to this resource last spring and we intend to incorporate it's usage in all of our local AEL programs.

- Missouri supported partner activities and services within Missouri's One-Stop System. Title II "One-Stop Participation" funds were allocated according to instructional time generated at AEL class sites co-located within One-Stop, Missouri Career Centers (MCC). These funds were provided to support common operations within the One-Stop (i.e. salary of a shared receptionist, office supplies, office equipment, and service contracts that benefit all partners). There were 20 AEL programs offering AEL classes in "comprehensive" MCCs.

- Missouri AEL is a participant in the Department of Elementary and Secondary Education's longitudinal system. The system is in place but AEL is not receiving data at this time. We hope to benefit from this information in the future.

- The State AEL office continues to coordinate adult education services with the Missouri State Library. An established MOU between our two agencies provides for a sharing of literacy information and the GED Connection and Workplace Essential Skills video series. Local AEL programs utilize both video series. The Workplace Essential Skills video is also available on our GED OnlineClass website.

PART IV – EL/CIVICS

In Fiscal Year 2012, there was an increase in the number of students enrolled in English Literacy (EL)/Civics classes. A total of 1,628 students persisted at least 12 hours and were pre-tested in the programs, an eighty-five percent (85%) persistence rate. Of those who persisted, 1,171were given a post-test (a seventy-four percent (74%) rate) and 805 showed NRS level progression – a fifty-one percent (51%) rate.

Local EL/Civics class activities included trips to local governmental agencies such as the local police department, fire department, City Hall, and city council meetings. Trips were made to the State Capitol, county government offices, and county courts (when court was in session). Presentations were also given by local, county, and state officials along with others such as, an official from The League of Women Voters. Other activities included how to read road signs, trips to local grocery stores, and where to find social services.

A statewide competition to select local programs to offer EL/Civics was conducted in the spring of 2011 for activities and services beginning July 1, 2011.

The EL/Civics grants for Fiscal Year 2012 were awarded to the following AEL programs:

Cape Girardeau School District
Crowder College
North Kansas City School District
Parkway School District
Ritenour School District
Rockwood School District
St. Charles Community College
State Fair Community College
Ozark Technical College
Independence School District
St. Louis Public Schools
State Fair Community College