

Kentucky Narrative Report 2012-2013

Kentucky Adult Education (KYAE) submits the following report on activities, initiatives, and accomplishments during the 2012-13 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 College- and Career-Readiness Standards-based Instruction

2012-13 was the second year of KYAE's three-year plan to deliver the *SIA Innovations* as required professional development for all program directors and instructors. Building on year one's work to gain a solid understanding of the standards, participants learned to translate standards into curriculum during year two. This Lead Standards Approach uses three interrelated action steps: Identifying Lead Standards, Designing Coherent Units of Instruction and Conducting Lesson Studies. As in year one, professional development was delivered via face-to-face sessions and, for part-time instructors, online by KYAE's professional development contractors – the Collaborative Center for Literacy Development (CCLD) at the University of Kentucky, the Adult Education Academy at Morehead State University and the National Center for Family Literacy (NCFL).

KYAE's 120 programs were divided into 10 regional communities of learning, each supported by a trained coach. Programs were given the choice of participating in either the English Language Arts Standards training during the fall, the Standards for Mathematics training in the spring, or both. Each community of learning's participants met twice and returned to their programs to complete assignments reinforcing the training. At a culminating meeting of all participating program directors, they shared their completed Lesson Study and receive information about sustaining the *SIA* professional learning.

In fall 2012, 177 adult educators participated in the Standards for English Language Arts professional development delivered by CCLD; 246 adult educators participated in the Standards for Mathematics professional development delivered by Adult Education Academy at Morehead State University in spring 2013. An additional 114 adult educators took the online KYAE Common Core Standards Unit 2 course, which addressed both ELA and mathematics. As additional and continued fortification, Standards in Action Unit 1 was again offered as an elective course, and 15 adult educators completed the elective.

To assist program directors in their planning for sustained implementation of standards-based instruction, KYAE introduced the four stages of sustainability in spring 2013 and had program directors address the questions for Stage 1: Assessing the Context for Scaling Up. Furthermore, KYAE contracted with Kentucky Educational Television (KET) to film some of the communities of learning as they followed the *SIA* model. The resulting video vignettes and related *SIA* resources were posted by KET on PBS Learning Media. These resources are available to assist new adult educators and contribute to sustaining the *SIA Innovations*.

PowerPath

During 2012-13, 20 instructors and program directors from 12 counties completed basic certification in PowerPath, bringing the number of certified counties to 47. In the course, participants learn how to:

- Screen students for learning challenges and help students select adaptations and strategies to manage their own learning challenges;
- Engage students in group and individual SMARTER plans. SMARTER plans are a set of steps for students to learn to co-create their own learning and to build a framework for learning that is used by successful learners;
- Learn about how the brain works and why some learners struggle with learning; and
- Redesign classrooms or learning centers into learning communities using participatory learning. Participatory learning is a set of methodologies for instructors to 'host learning' by shifting the power, i.e., remove themselves as the knowledge-holders and place students into learning situations that are engaging and student-driven.

PowerPath Certification is given when it is determined through site visits that course participants and their program have implemented into their program the research-based components (addressed and practiced in the course).

PowerPath Update & Reconnection – April 2013, a preconference to NCFL's 2013 Annual Conference

In April 2013, an Update and Reconnection was offered to participants and programs completing the PowerPath from 2009 - 2012. Twelve participants from 10 programs joined this practical update to review the newest additions to PowerPath, practice new participatory learning methodology, and address common challenges in implementation of research-based best practices. Participants reviewed the new SMARTER plans, SMARTER Strategy Sheets, Group Colored Filter Selection for Visual Stress Syndrome, and conducted group screening for learning challenges. The session also covered the latest support for training new instructors in how to conduct PowerPath's 5-Step Process (that was filmed by KET and resides as part of PBS' online learning collections).

Online Courses Offered

- Orientation to Adult Education, 131 completions
- Introduction to the Tests of Adult Basic Education (TABE), 146 completions
- Tests of Adult Basic Education (TABE) Refresher Course, 102 completions
- GED Official Practice Test Administration (OPT), 117 completions
- Administering the OPT Refresher Course, 88 completions
- Assessment to Instruction, 10 completions
- Foundations of Teaching Adult Numeracy (ProLiteracy), 5 completions
- Geometry: Teaching About Shapes and Their Measures (ProLiteracy), 5 completions
- KET GED® Geometry Content Course, 5 completions
- Data: Helping Students Interpret Statistical Representations (ProLiteracy), 5 completions
- Algebra: Introducing Algebraic Reasoning (ProLiteracy), 7 completions
- KCTCS Learn on Demand: Pre-Algebra, 12 completions

- KCTCS Learn on Demand: Basic Algebra, 13 completions
- KCTCS Learn on Demand: Foundations of College Writing I, 7 completions
- KCTCS Learn on Demand: Foundations of College Writing II, 3 completions
- Standards-Based Instruction – ELA: Developing Lessons, 16 completions
- CASAS Implementation Training, 16 completions
- Assessment to Instruction for ESL instructors, 21 completions
- ESL, Fundamentals of English Language Teaching for ESL instructors (Pearson-Longman Teacher Development Interactive Series), 10 completions
- ESL, Teaching Reading Skills for ESL instructors (Pearson-Longman Teacher Development Interactive Series), 28 completions
- ESL, Teaching Speaking Skills for English Language Learners (Pearson-Longman Teacher Development Interactive Series), 25 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), as well as 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 fiscal agents receive a letter from the state director stating the program's category and highlighting performance in enrollment, academic performance, and GED® attainment. All counties receive desk audits and follow-up visits as needed or requested. In 2012-13, KYAE staff completed 263 local program desk audit reviews.

Counties in the Needs Improvement category receive multiple technical assistance contacts, which include onsite visits and desk audit reviews. In 2012-13, KYAE provided 93 technical assistance contacts to Needs Improvement programs. Fiscal agents for 10 Needs Improvement programs continuing services following the RFP competition received notification letters informing them of poor programmatic performance, addressing their enrollment, academic gains, GED® attainment, and categorical status. KYAE Senior Leadership visited/contacted the fiscal agents in these 10 counties to discuss the critical importance of improving performance.

KYAE staff members conducted three Program Director Meetings (totaling 125 attendees) with the focus of elevating the leadership skills of program directors and establishing 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® test 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, LINCS, 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.

Instructional Technologist

KYAE contracted with KET to provide instructional technology consulting services on integrating instructional technology in the adult education classroom. The consultant visited 30 counties, meeting individually with program directors and instructors. The visits focused on identifying cost-effective technology to meet the individual classroom's needs and the interests of the individual instructors. The on-site services included training on the new software or hardware and follow up technical assistance visits. The off-site support included a blog on the KET website, regional webinars or web conferences and regional trainings.

To help meet the needs of a diverse student population, during 2012-13, 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 (ITTS), which is aligned to KYAE's official assessment for student eligibility and progress. In 2012-13, 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 15 sessions of onsite WorkKeys training.
- KYAE conducted five workshops (including two workshops with correctional personnel) to train 154 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 for adult educators in the state. Seventy-four instructors completed this year's training. Sessions featured the use of instructional technology in adult education and 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 grows, KYAE anticipates offering LINCS courses as PD growth opportunities for adult educators.

During 2012-13, members of the KYAE PD team presented a LINC'S webinar and led a week-long discussion featuring Kentucky's professional development initiative to implement statewide standards-based instruction.

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 2012-13, 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 2012-13, KYAE staff completed 263 local program desk audit reviews and 118 technical assistance contacts to low-performing programs.
- In 2012-13, 30 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 30 programs audited, 19 programs did not have any reportable exceptions. Three of the audits resulted in disallowed costs totaling \$6,282, or less than one percent of program funds audited. These counties provided adult education services to 6,157 students in fiscal year 2012. 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 2012-13 performance, 89 counties received \$1 million in Program Performance Funding (program performance funding is solely funded by state General Fund monies).

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, and if the product is both cost-effective and unproblematic for adult education programs to implement. KYAE currently offers at Worldwide Interactive Network (WIN), a curriculum aligned

to the ACT WorkKeys assessment, free to all programs. 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.

Activity Eight – Other Activities

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

To help adults become career-ready, KYAE offers instruction leading to the National Career Readiness Certificate (NCRC); 2,311 KYAE students earned an NCRC last fiscal year. Kentucky Adult Education, Kentucky Community and Technical College System and the Kentucky Education and Workforce Development Cabinet were awarded a \$1.6 million grant to support efforts to ensure more Kentuckians have the workforce skills they need. The three-year grant is part of Accelerating Opportunity: A Breaking Through Initiative, supported by a strategic partnership of five of the nation's leading philanthropies. Kentucky joins Illinois, Kansas and North Carolina in the project.

The following community and technical colleges and adult education programs are involved in the Accelerating Opportunity pilot – Bluegrass, Gateway, Jefferson, Madisonville, Maysville, Owensboro, Southeast, and West Kentucky. The remaining eight community and technical colleges are in the planning stage and will begin AO services in January 2014 –Ashland, Big Sandy, Elizabethtown, Hazard, Henderson, Hopkinsville, Somerset, and South Central.

The Accelerating Opportunity pilot seeks to put adult students on track to earn a postsecondary credential by integrating the delivery of academic and technical skills.

Accelerating Opportunity is funded by a strategic collaboration of diverse philanthropies including the Bill & Melinda Gates Foundation, the Joyce Foundation, the W.K. Kellogg Foundation, the Kresge Foundation, and the Open Society Foundations. For program and implementation expertise, Jobs for the Future manages the grant and has engaged the National Council on Workforce Education, National College Transition Network, and the Washington State Board of Community and Technical Colleges as partners.

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 promotes the use of the WorkKeys assessment and NCRC credential to programs through trainings and continuous electronic communication. KYAE pays for the cost of the assessment and certificate; there is no cost to the program or student. In 2012-13, 2,311 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.

In January 2013, KYAE hired an Integrated Education and Training Senior Associate whose first project focused on conducting research and preparing plans that will inform the roll-out of a pilot (ramp-up, fiscal year 2014 and implementation, fiscal year 2015) on integrating academic instruction in the context of entry-level employability skills. Additional responsibilities will entail

forging partnerships with business and industry, Workforce Development Cabinet, postsecondary institutions, etc. to examine ways to transition adults into college and careers.

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 2012-13, KYAE continued 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 have provided a wide variety of professional development and training opportunities for many years.

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

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

- KCTCS was the local adult education provider in 49 counties.
- KYAE and KCTCS jointly promoted workforce development through the NCRC.
- KYAE collaborated 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 continued implementing Accelerating Opportunity grant from Jobs for the Future.

KYAE maintained its 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 continued its role as 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 2012-13, KYAE enrolled 37,909 students.
- In 2012-13, 8,890 Kentuckians earned a GED® credential.
- Kentucky's 2013 GED pass rate is 78 percent, which exceeds the 2012 calendar-year, U.S. overall GED® pass rate of 69 percent.
- By summer of 2013, 26 percent of the 2011 cohort of GED graduates had enrolled in postsecondary education.

Based on their 2012-13 performance, 88 counties received \$1 million in Program Performance Funding.

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's implementation of college- and career-readiness strategies in adult education was recognized in the [*U.S. Department of Education's Adult College Completion Toolkit*](#) as a top state strategy. 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.

The Accelerating Opportunity pilot seeks to put adult students on track to earn a postsecondary credential by integrating the delivery of academic and technical skills. Kentucky Adult Education instructors partner with technical skills instructors to provide contextualized, integrated academic instruction. Accelerating Opportunity is open to any adult who needs additional help with math, reading and/or writing skills, including those who have not earned a high school or GED® diploma.

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 1,778 students in EL/Civics programs in 2012-13. Adult education programs in 14 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 Capitol. 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's *America's Story*, New Readers Press' *News for You*, McGraw-Hill's *Rights and Responsibilities*, U.S. Citizenship Immigration Services materials and the *Encyclopedia of Kentucky*.