

# North Dakota Department of Public Instruction Adult Education

## Vision

Support free programs that promote adults over the age of 16  
obtain basic academic and career readiness skills to be  
productive workers and citizens

## Mission

Teach adults to become literate, college and career ready and self-sufficient  
Assist adults in the completion of a high school equivalency diploma (GED)  
Provide English language acquisition skills to New Americans

## Unit Goals

Serve as a strong, dynamic voice for adult education as a system  
Elevate the adult education career with quality professional development  
Ensure exemplary access & services for eligible students  
Perform according to federal and state regulations and accountability standards

## Local Program Services

Basic education skills  
GED preparation & GED testing  
Math, Social Studies, Science, Language Arts  
Computer literacy  
English Language acquisition skills  
College & Career Readiness - Integrated Employment and Training

## Adult Education Staff

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# North Dakota

## Department of Public Instruction

### *Adult Education 2016-2017 State Program Goals*

- 1) Ensure the financial needs of Adult Education programs with federal and state income for existing ALC sites. In addition to local program sustainment and growth to meet increasing workforce and academic demands, allocate adequate and equitable budgets for distance education, satellite and ESL services (citizenship classes).

*Short-term goals:*

- ✓ *Research national practices and formulas for funding formula and select most appropriate to meet state needs*
- ✓ *Develop strategies for legislation regarding funding formula*
- ✓ *Develop plan for additional satellite, ESL and distance education programs*
- ✓ *Research alternative funding sources for adult education*

- 2) Ensure the adult education infrastructure functions in an exemplary model to meet federal and state standards for quality programs, fidelity of college and career readiness (CCR) and common core state standards (CCSS) instructional strategies leading to student-driven outcomes, and identified performance measures.

*Short-term goals:*

- ✓ *Participate in national, regional and state level professional development to assure skill and knowledge is maintained*
- ✓ *Provide quality professional development to all adult education staff by way of annual calendar and monitor by program and student performance measures*
- ✓ *Be aware of and communicate effective research based practices to local programs as it relates to career pathways, reading comprehension, digital and financial literacy and the state requirement for civics education*
- ✓ *Conduct quarterly data audits and program on-site monitoring according to master schedule*
- ✓ *Annually assess staff, director and program quality indicators and provide technical assistance, resources and PD to maximize instructional and leadership skill sets*
- ✓ *Ensure comprehensive student services to maximize both academic and personal gains (i.e., college job fairs, career exploration, ACT and scholarships, life and related issues, service referral)*

- 3) Maintain and expand local and statewide collaboratives and partnerships to maximize resources for ALC sites, staff and students and to meet the economic development and workforce needs of North Dakota.

*Short-term goals:*

- ✓ *Actively participate in meetings which promote the mission, vision and goals of adult education, including the Governor's Workforce Development Council*
  - ✓ *Collaborate in projects with partners with similar program goals*
  - ✓ *Provide presentations and information to partners and stakeholders which advance and strengthen the adult education agenda*
  - ✓ *Examine marketing and social media strategies to increase student attendance and program awareness with prospective students and employers*
- 4) Implement the federal requirements of Workforce Innovative and Opportunities Act (WIOA) reauthorization with fidelity and adhering to the required timelines and criteria.
- Short-term goals:*
- ✓ *Participate in national and regional meetings, training and PD to ascertain all federal requirements and their implications*
  - ✓ *Provide exemplary professional development and information to staff and partners*
  - ✓ *Evaluate regulation implementation, effectiveness and outcomes*
- 5) Implement the WIA incentive grant projects to the identified quality standards of Office of Career, Technical and Adult Education (OCTAE) and Department of Labor (DOL).
- Short-term goals:*
- ✓ *Participate in required conference calls, reporting and budget submission*
  - ✓ *Oversee DPI projects (professional development to ALC staff, explore opportunities for distance education, support local programs IT needs, pilot business services position) and evaluate effectiveness*
- 6) Ensure the 2014 GED instruction remains of high quality with adequate and continued staff professional development.
- Short-term goals:*
- ✓ *Assess GED outcomes via SLDS partner data*
  - ✓ *Continue quality professional development to ALC program staff regarding instruction*
  - ✓ *Participate in national and GEDTS specific professional development meetings*
  - ✓ *Ensure GED students have access to available scholarship opportunities for college and resources for careers*
- 7) Evaluate and advance ESL programs (assessment, instruction/curriculum, workforce prep/integrated career education, data and evaluation) for fidelity and meaningful student and family outcomes.
- Short-term goals:*
- ✓ *Maintain contact with ALC's regarding needs and services*
  - ✓ *Ensure quality and current professional development is offered*
  - ✓ *Research opportunities for staff to seek ESL credentials*

- ✓ *Assess data regarding skill gain, attendance and academic growth*
- ✓ *Continue monitoring ESL programs according to federal standards*
- ✓ *Work with partners to ascertain incoming New Americans, location of residence and volume to adequately prepare ALC's to provide services*
- ✓ *Develop protocol for citizenship classes*
- ✓ *Document attendance and skill gains for adequate funding proposals*
- ✓ *Implement WIOA requirements for integrated employment and training and career pathways into instruction; evaluate for effectiveness in concert with performance measures*

8) Complete adult education administrative and management duties in timely fashion and to highest standards possible.

*Short-term goals:*

- ✓ *Maintain contact with ALC's regarding needs and services; receive and review annual, quarterly and final narrative, data and fiscal reports*
- ✓ *Ensure quality professional development is available and offered to staff to include teacher standards, certification and credentials', new teacher and director orientation*
- ✓ *Ensure WIOA requirements (state and local levels) are implemented with fidelity and to federal standards*
- ✓ *Initiate monitoring schedule for all adult learning centers*
- ✓ *Initiate competition for local adult learning center programs after reauthorization (July 2017)*
- ✓ *Assess data regarding skill gain, attendance and academic growth*
- ✓ *Prepare policy and procedure handbook and assessment guidelines*