Three program directors share their tips for improved GED® diploma production

On October 28, Don Howerton, senior associate for administrative leadership, pulled together three program directors whose counties have the best GED® diploma production in Area 1’s 42 counties. These three directors, Dianne Bratcher (Grayson), Diane Kelley (Hardin) and Lindsey Kafer (Daviess), shared their secrets for success.

They were asked what one step another director could take to begin to improve GED® diploma production. Here are their recommendations:

1) **Take a really close evaluation of the entire program** – including things such as instructors, enrollment and marketing. Every aspect must be evaluated with decision points and pathways chosen to improve.
2) **Review data** and use it to help evaluate your program and determine areas of need.
3) Once you determine your program’s needed areas of improvement, **select a priority and work on that – and go on from there.** As you go through all of the points you’ve identified, the improvement will occur.
4) **Use the Red Flag Chart** – it’s valuable!
5) **Go get students!** Figure out where they are and get them. Don’t wait for them; go find them.
6) **Know why students don’t finish.** Change your program to stop the loss of students by knowing why they are leaving and fixing the problem.
7) **Boldly administer the GED Ready® Test.** The GED Ready® Prescriptive is gold!

Pruitt named director of system support

Terry Pruitt, formerly senior associate of CPE’s administrative services unit, has been named director of system support.

Terry, who will continue to be a member of the KYAE senior leadership team and serve as primary lead for local program (sub-recipient) budgeting and performance outcomes, federal sub-recipient monitoring, and KYAE procurement and accounting needs, will add the KYAE website and program communication to the areas under his supervision.

Missy Brownson and Toni Quire, senior associate and associate for communications and outreach, are members of Terry’s newly created system support team.
Garrard County instructor awarded for video

As shared in the last issue of News to Use, Catherine Beechie, lead instructor for the Garrard County adult education program, was one of three finalists for a 2016 eCaps (e-Campus) Award from Eastern Kentucky University for a video she created during the Online Course Development and Teaching Certificate Program. We are pleased to announce that Catherine was named the winner at the awards ceremony on December 1. You may watch her award-winning video here.

KYAE phone numbers have changed

CPE has updated the KYAE phone system, which has led to new phone numbers for all KYAE staff. You may want to clip and save the below for your convenience.

Arauz, Elizabeth 502-892-3004
Box, Gayle 502-892-3012
Brownson, Missy 502-892-3014
Bullock, Joyce 502-892-3015
Cummins, Natalie 502-892-3021
Davidson, Cody 502-892-3022
Howerton, Don 270-824-8596
Johnston, Sharon 502-892-3029
Korengel, Jacqueline 502-892-3033
McCoy, Deb 502-892-3038
Murray, Natasha 502-892-3045
Potter, Donna 502-892-3053
Pruitt, Terry 502-892-3055
Quire, Toni 502-892-3056
Slayden, Janet 502-892-3078
Smith, Rae 502-892-3058
Smither, Ashley 502-892-3059
Stagnolia, Reecie 502-892-3060
Tackett, Terry 502-892-3063
Warmouth, Jerry 502-892-3065
Wilhoite, Benita 502-892-3067

GEDReady Test® vouchers are coming your way

KYAE is pleased to announce that it is providing all counties with a certain number of GED Ready® Test vouchers based on projected student population.

In the coming weeks, each program director should receive an email from Ron Griffin (KET) with a list of all voucher codes.

These voucher codes can be used only at GED.com. When a student is working through the checkout process, they can enter a voucher code to apply the discount to the price of the GED Ready® Test.

If necessary, additional voucher codes can be requested from Rae Smith.

“Despite its ‘basic’ image, adult education possesses the right set of circumstances to realize the promise of modern education and to illustrate the classic theory of disruptive innovation, where some are willing and able to use alternative pathways to forge more efficient and effective solutions to education. These approaches include both curricular and technology innovations.”

– Kevin Bauman, “Adult Education: Edtech’s Next Act of Disruption,” EDUCAUSE

To read the full article, go here.
Now in the Lesson Bank: Updated healthcare sector RLA lesson plans

Fifteen updated healthcare sector RLA lesson plans for students at NRS Level 4 (6th-8th Grade Level) have been posted to the KYAE Lesson Bank. These lessons focus on universal skills desired by the entire healthcare sector including: observing for detecting and diagnosing; posing diagnostic questions; understanding SOAP note medical chart documentation; employing active listening; interpreting charts and print-outs; helping patients heal; and working in healthcare teams. The 15-lesson set is subdivided into three instructional units targeted to high-growth healthcare sub-sectors, including diagnostic services, therapeutic services and support services. These lessons, along with substantial supporting materials, should comprise approximately 40 hours of contextualized instruction.

These lessons were initially developed by the MSU AE Academy for the Paths2Promise pilot in southeastern Kentucky. The Paths2Promise pilot seeks to improve coordination of training and employment programs, in addition to providing wrap-around support services to trainees and job-seekers, in the region. Kentucky Adult Education programs in Bell, Clay, Harlan, Knox, Leslie, Letcher, Perry and Whitley counties participate in the pilot. Charlene Fugate and Frona Akerman, Perry County Adult Education program director and instructor, report that these lesson plans can be utilized in multiple instructional delivery models. In traditional face-to-face instruction, Frona uses the lesson plans as a foundation for customizing lessons like the one she developed for understanding healthcare manuals. In online or blended instruction, Charlene utilizes the lessons as a digital complement to coursework pre-AOKY students can complete via Blackboard in Perry County’s Opportunity You! initiative.

To access the lesson plan set, please do the following:

• Go to kyaelessons.blogspot.com
• Click “Lesson Vault”
• Sign in with:
  o kyaeinstructors@gmail.com
  o Password: 2016KYAE (DO NOT CHANGE PASSWORD!)
• Click the folder: Employability
• Click the folder: Healthcare Paths 2 Promise RLA Units

Reporting PSE goals in KAERS

In order to provide a timely count of students who have achieved the Measurable Skill Gains (MSG) of exiting the adult education program and transitioning to postsecondary education, we are asking providers to use the KAERS goal of Enter Postsecondary Education/Training for tracking and reporting purposes.

Once a student provides evidence of enrolling in a postsecondary education or training program, programs should mark this goal as reached. Please remember that any goals marked as reached in KAERS should have accompanying evidence of achievement in the student’s file. This goal will feed into Exit AE/Enter Postsecondary Education column on the Performance Report.

As enrollment data becomes available from the Council on Postsecondary Education (CPE), Kentucky Adult Education will be running data matches to ensure accuracy of reporting.

If you have any questions about this, please contact Natalie Cummins at natalie.cummins@ky.gov or 502-892-3021.

For National Adult Education & Family Literacy (NAEFL) Week (September 26-October 1), staff and students from the Henderson County adult education program planted a tree. Pam Buchanan says, “Our theme was ‘TREEmendous opportunity ... Get your GED® at the ALC!’”
Learning plans required for every student

As KYAE staff has visited local programs, a technical assistance need related to student learning plans has been identified. Below, you will find a link to a variety of orientation and intake resources. On page seven of the Implementation Guidelines, it notes that all programs shall have, for every student, a “learning plan with short- and long-term goals with an emphasis upon a career pathway” (p. 7). One of the resources you’ll find when you click the link is a template for a student learning plan that would meet the criteria outlined in the Implementation Guidelines.

Also, we want to remind you that students and instructors must sign assessments given in this fiscal year.

Here is the link to the orientation and intake resources: http://kyae.ky.gov/educators/intake_orientation_toolkit.

Holiday and New Year-themed marketing materials available

In order to help you keep the student recruitment momentum going for the remainder of 2016 – and to start it off right in 2017 – new downloadable, customizable marketing materials have been posted here.

If you need these materials in a different format than what has been posted (i.e., postcard, business card, etc.), please contact Missy Brownson at missy.brownson@ky.gov or (502) 892-3014.

Have you completed TABE Certification training?

Do you administer the TABE? If so, have you completed the TABE Certification training?

Per the KYAE Implementation Guidelines, “All program staff who administer the TABE shall be certified through KYAE-specified TABE training.”

Here are three documents describing Data Recognition Corporation’s certification training:

- TABE Training Letter
- TABE 9/10 Certification Training, Parts 1 and 2
- TABE Training FAQ

Here are two videos associated with the TABE certification training. The password for both of these videos is tabecertdrc

- TABE Certification Part 1
- TABE Certification Part 2

One question that has come up about TABE Certification is related to an individual needing to retake the test if a minimum score of 80% isn’t achieved. Please note that the individual must log completely out of Brainshark system before attempt to retake the test. Additionally, the individual must view at least 60% of the slides before starting the test.

If you have any questions regarding the technical aspects of the new TABE certification, please contact the TABE Help Desk at TABEHelpDesk@datarecognitioncorp.com or (800) 459-6522.

You won’t want to miss these incredible resources presented by the Adult Numeracy Network at COABE’s Virtual Conference!

- www.collectedny.org - Built for New York State adult educators, CollectEdNY presents a variety of high-quality teaching resources as an OER. Check out these two features:
  - The CUNY HSE Curriculum Framework which “provides direction, structure and materials for teaching math, science and social studies (integrated with reading and writing) in the new era of HSE instruction.” The complete framework is available for free download.
  - Teaching Demonstration Videos See adult education videos for Reading, Writing and Social Studies; Math; Science

- Which One Doesn’t Belong? – Want to get discussion started in your math class? Want to get your students thinking? Want an activity with multiple possibilities for answers according to the level of student understanding? You’ll find easy to use, short and quick activities for Shapes, Numbers, and Graphs and Equations on this site. For example, which one of these numbers doesn’t belong? Use as a bell ringer warm-up, an extension or review, formative assessment

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