



**Adult Education
and Literacy**

Missouri

2010 - 2011

**Annual
Performance
Report**

**Missouri Department of Elementary and Secondary Education
Jefferson City, MO**

MISSOURI NARRATIVE REPORT 2010-2011

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 2011. 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 state's performance, local program directors and staff are making an effort to look at their data and 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. Ten local AEL directors serve on this committee. 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.

Of our 44 local AEL programs, 43 have either completed their STAR program training or have started their STAR 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.

MISSOURI ADULT EDUCATION AND LITERACY PROFESSIONAL DEVELOPMENT CENTER

The State AEL office has committed itself to supporting high quality professional development necessary to make a difference in Missouri's adult student population. The commitment is in the form of sponsoring and financing the Missouri Adult Education and Literacy, Professional Development Center (PDC). Missouri requires that teachers providing instruction must be certified as an AEL teacher. The certification requires on-going professional development to maintain certification.

The PDC continues to expand access opportunities for teacher to training through a variety of formats, including face-to-face, list serve discussion, video and on-line workshops. The PDC is administered by North Central Missouri College (NCMC), located in Trenton, Missouri.

A summary of the PDC activities are listed in the following table.

Summary of Fiscal Year 2011 Workshops and Training

TYPE OF WORKSHOP	NUMBER	HOW PRESENTED	TOTAL NUMBER OF PARTICIPANTS
Pre-Certification Workshop (PCW)	10	Face-to-Face	155
Beginning Teacher Assistance Program (BTAP)	25	Face-to-Face	181
CASAS	6	Face-to-Face	66
Summer Workshops (CTW)	14 AEL/ASE 4 ESL	Face-to-Face	589
Topical Workshops (e.g. ACES, math, mentoring, class management, testing)	79	Face-to-Face (hours vary 1-10)	891
STAR Workshops	5	Face-to-Face 3 2-day meetings	52
Various Workshops	94	Online	440
Video-taped Workshops		Checked out from PD Library	174
TOTAL			2,548

PROFESSIONAL DEVELOPMENT CENTER ACTIVITY

Topical Workshops/Trainings Offered by the PDC in Fiscal Year 2011:

- Using content standards
- Health literacy
- Using the State's MIS system – Adult Computer Enrollment System (ACES)

- Math institutes
- Using the Test of Adult Basic Education (TABE)
- Goal setting
- S-KNOW Bound: S-KNOW Bound sessions were presented during the months of January and February. These sessions were offered online using Elluminate and were one-four hours in length. Topics included: Reaching Out to Immigration Populations, Mentoring Tools for Teachers, Transitional Math
- Learning styles
- Helping students transition video

MISSOURI AEL-PDC WEBSITE

The PDC maintains a website housed on NCMC's server at: www.maelpdc.org. 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 PDC staff, ACES information, an overview of the PDC, and instructions for using the online product Elluminate.

OTHER STATEWIDE ACTIVITIES

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 program. The PD Committee is comprised of the PDC staff, a State AEL office staff person, AEL local program directors, and AEL teachers.

Based on this direction and guidance, the PDC develops trainings and workshops that are presented to Missouri's AEL teachers by the PDC. As identified in the above table, these workshops can be face-to-face or online (webinar).

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 conducted a new directors' 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 10 times a year. It is available at: http://www.dese.mo.gov/divcareered/ael_news.htm. This approach which was started in Fiscal Year 2009 has had very positive responses and comments from both directors and teachers.

FISCAL YEAR 2011 AEL DIRECTORS' CONFERENCES

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

The Fall AEL Directors' Meeting was held September 22-24, 2010, in Columbia, Missouri.

Session topics were:

- Director's Guide Updates
- Serving individuals with disabilities
- GED OnlineClass
- ACES (MIS) Update
- Professional Development Update
- Review of state assessment policy
- Program marketing strategies
- Program review updates
- Health literacy
- Utilizing distance learning, meet the new online teachers (GED OnlineClass)
- Utilizing volunteers and tutors
- Next Generation Career Centers (WIA Title I program operators)
- WorkKeys presentation

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

Topics for the New AEL Directors' meeting included:

- Budget/Finances
- Data and ACES (MIS)
- Professional Development
- Teacher Certification
- Content Standards
- GED Online
- Managing an AEL program

In Fiscal Year 2011 the Spring Directors' Meeting was held May 4-6, Jefferson City, MO.

Session topics were:

- Federal NRS targets for Fiscal Year 2012
- Upcoming changes to the GED Tests
- Professional Development Summer Offerings and Schedule
- Program Improvement Pilot Update
- TEAL Project
- Career Awareness Pilot
- ESL Online

- GED OnlineClass
- Changes to NRS
- Changes in the AEL teacher certification process
- Using social networking media

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. This seems to bring more efficiency and quality to the program.

- **Student Enrollment**

In Fiscal Year 2011, 2,926 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 99,668 learning hours in the online classroom. This is a 12% increase in learning hours over Fiscal Year 2010. During Fiscal Year 2011, 76% 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* and *TutorSystems* continued to be utilized for students working below the GED level.

- **ESL Online**

Missouri piloted an ESL online program in Fiscal Year 2009. One teacher, bilingual in Spanish and English, was hired and the Rosetta Stone online curriculum was used. Links to other free English tools as well as citizenship are also available on the site. In Fiscal Year 2011, the ESL online program had 132 students and a progression rate of 54%.

PROJECT IDEAL

Missouri again participated in activities associated with Project IDEAL (Improving Distance Education for Adult Learners). During Fiscal Year 2011, state managers as well as a teacher attended Project IDEAL’s Workshop at the University of Michigan.

LEARNING DIFFICULTIES GUIDELINES

The State AEL office continues to provide training and guidance on serving students with learning difficulty needs. The state issued *Guidelines for Serving Students with Learning Difficulties* several years ago and the guide is available on the State AEL website

(www.ael.mo.gov). Staff started its review of the document in Fiscal Year 2010 and plans to continue its review and make updates as needed.

CAREER AWARENESS

In Fiscal Year 2010, 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. Currently, they are working 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.

TEAL (TEACHING EXCELLENCE IN ADULT LEARNING)

In Fiscal Year 2010, Missouri was chosen as one of twelve states to participate in this national initiative. In Fiscal Year 2011, Missouri piloted the TEAL project, starting with five teachers and a state coordinator. The teachers able to follow through with participation were pleased with what they learned and are at this time developing professional development activities to be made available to our AEL teachers and directors.

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. Local AEL program staffs participate in the development of these program improvement plans and are engaged in the implementation of these plans. One of the primary reasons for Missouri's continued improvement in meeting and exceeding our performance measures is due to this program improvement process.

In Fiscal Year 2011, 35,263 students who had at least four hours of attendance were enrolled in our Missouri AEL program. Of those students enrolled into our program, 31,397 persisted 12 hours or more and were pre-tested – a eighty-nine percent (89%) persistence rate. This was a seven percent (7%) 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.

CORE OUTCOME MEASURE #1 (EDUCATIONAL GAIN)

The table below shows that ninety-nine percent (99%) of all students enrolled (students with four or more hours of attendance) in Fiscal Year 2011 were administered a pre-test, compared to

98.9% in Fiscal Year 2010, a slight increase. In Fiscal Year 2011, 70.9% of the participants who persisted in classes for 12 hours and given pre-tests were administered post-tests, compared to 65.2% in Fiscal Year 2010.

Eighty-one percent (81%) of the Fiscal Year 2011 post-tested participants completed an educational functioning level or advanced to higher educational functioning levels, a significant gain from 74.0% in Fiscal Year 2010. We attribute this increase to: the economic situation in the U.S. that influences the quality and motivation of our students, the program improvement projects (mentioned above) and local AEL programs' focus on quality instruction and preparation.

Fiscal Year	2005	2006	2007	2008	2009	2010	2011
Students Pre-Tested	89.8%	97.0%	98.2%	96.7%	98.6%	98.9%	99%
Students Post-Tested	56.1%	56.5%	61.0%	59.3%	63.1%	65.2%	70.9%
Students Who Progressed	55.8%	56.5%	57.1%	59.4%	66.0%	74.0%	81.0%

CORE OUTCOME MEASURE #2 (Entered Employment)

Forty-seven percent (47%) of the Fiscal Year 2011 participants who persisted in classes 12 hours or more, exited, and stated a primary or secondary goal of “employment” entered employment. This was a decrease from fifty-four percent (54%) reported in Fiscal Year 2010. 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 2011 participants “retained employment”. This was an increase from sixty-three percent (63%) reported in Fiscal Year 2010. 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 2011, 5,382 students persisted for 12+ hours, pre-tested, had the goal of “GED Achievement”, and exited Missouri’s programs. Of those, 3,696 achieved their GED between July 1, 2010 and December 23, 2011 - a seventy percent (70%) success rate.

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

Forty-five percent (45%) of the Fiscal Year 2011 participants who persisted in classes 12 hours or more, exited, and stated a primary or secondary goal of “postsecondary education” entered postsecondary education or training. This was a slight decrease from Fiscal Year 2010’s forty-six percent (46%).

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.
- A Memorandum of Understanding (MOU) developed in Fiscal Year 2006 between the Department and the Division of Workforce Development is still in effect. This MOU was utilized to comply with the U.S. Department of Labor (DOL) Training and Employment Guidance Letter (TEGL) 17-05 regarding Common Measures for Youth Literacy and Numeracy Gains. This MOU, coupled with an Implementation Guideline for Testing and Remediation, served as a facilitation tool for the DESE/AEL and WIA Service Providers to better address the needs of out-of-school youth seeking WIA Title I services. Through local agreements, WIA operators were able to partner with AEL programs for the arrangement of testing for youth basic skill levels and possible remediation services.
- 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

The EL/Civics grants for Fiscal Year 2011 were renewed with the following AEL programs:

Columbia School District
Cape Girardeau School District
Crowder College
North Kansas City School District
Parkway School District (2 grants)
Ritenour School District

Rockwood School District
St. Charles Community College
St. Joseph School District
State Fair Community College
Ozark Technical College

In Fiscal Year 2011, there were 1,731 participants enrolled in English Literacy (EL)/Civics classes. Of those enrolled 1,479 students persisted at least 12 hours and were pre-tested in the programs - an eighty-five percent (85%) persistence rate. Of those who persisted, 1,047 were given a post-test (a sixty-nine percent (69%) rate) and 779 showed NRS level progression – a seventy-four percent (74%) rate. Also 53 students were identified as applying for the Citizenship Test. Seventy-eight students also completed the official CASAS Citizenship Practice Test.

All local AEL staff working with the EL/Civics program were required to participate in an online professional development course called *The EL/Civics Online* which is a collaborative project of the U.S. Department of Education/Office of Vocational and Adult Education (OVAE) and the U.S. Citizenship and Immigration Services/Office of Citizenship (USCIS). All grantees were also required to use the CASAS Citizenship Practice Test for students interested in applying for the test.

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 will be conducted in the spring of 2012 for activities and services beginning July 1, 2012.