



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

R. Scott Ralls, Ph.D.

President

May 12, 2008

MEMORANDUM

TO: Basic Skills Directors

FROM: Randy Whitfield, Ed.D.
Associate Vice President of Academic & Student Services
Basic Skills Department

SUBJECT: Basic Skills Update Session at Spring NCCCAEA Conference

Attached is information discussed at the Basic Skills Update session at the NCCCAEA Spring Conference in Durham on April 30, 2008.

Please contact the Basic Skills staff members listed below if you have any questions:

- Randy Whitfield, Associate Vice President, 919/807-7132
- Bob Allen, Coordinator of the North Carolina Literacy Resource Center, 919/807-7144
- Karen Brown, Coordinator of Adult Basic Education and English as a Second Language, 919/807-7140
- Gloria Johnson, Basic Skills Applications Analyst Programmer, 919/807-7025
- Lou Ann Parker, Coordinator of Adult High School and GED, 919/807-7214
- Katie Waters, Basic Skills Training Specialist, 919/807-7136
- Sillar Smith, Coordinator of Compensatory Education and Special Populations, 919/807-7134.

Attachments

cc: Presidents
Senior Continuing Education Administrators

CC08-109
Email & Paper Copy

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NCCCAEA SPRING CONFERENCE
BASIC SKILLS UPDATE
April 30, 2008

Randy L. Whitfield, Ed.D.
Associate Vice President of Academic & Student Services, Basic Skills

- Adult education legislation is still pending in Congress. No action will probably be taken until the new Congress takes office next January.
- A revised Basic Skills funding formula should be presented to the North Carolina General Assembly during the 2009 Session. The formula needs to be simplified. Although details have not been worked out, the state allocation may be based mainly on FTE and the federal allocation on a combination of performance outcomes and FTE. No decisions have been made; therefore, people have time for input.
- Randy Whitfield and Lou Ann Parker have been invited to the June State Board of Education meeting to discuss the Adult High School diploma program. The Department of Public Instruction would like to stop counting students who enter community colleges' Adult High School diploma programs as "transfers" rather than "dropouts."
- The Basic Skills State Leadership Advisory Board will be asked to take the issue of funding special projects (such as Comprehensive Family Literacy, Pathways to Employment, etc.) back to the regions for discussion. Currently, the programs exceed the amount of money the System Office receives for state leadership, with the excess coming out of money that could go to colleges for regular grant funding.
- The issue of serving undocumented students may be brought up for discussion in the next session of the General Assembly.
- The United States Department of Education Change Management Committee will meet in May to further discuss "business requirements" for the National Reporting System. This group will be making recommendations for changing the data collection system to better meet federal regulations. The committee will also revise the LEIS forms.

NCCCAEA SPRING CONFERENCE
Literacy Resource Center Update
April 30, 2008

Bob Allen
Coordinator, North Carolina Community College Literacy Resource Center

- All programs are "strongly" encouraged to send a student to the Literacy Ambassador workshop on June 6-7, 2008 at Camp Caraway in Asheboro, NC. The cost of the workshop is FREE. Registration is now due. There is great benefit for students, programs, and colleges.
- The evaluations of the Great Basic skills Retreat in April, 2008, were distributed and shared with all. The response was very favorable and exceeded expectations in all areas. A 2009 retreat has been scheduled for April 5-8, 2009 at Camp Kanuga.
- There has been great success in the Student Success Grant projects for Spring 2008. Twenty-one programs received funding. Project evaluations will be done in June and exhibits will be at the August annual conference. Grants are expected to be offered again in the fall.
- Twenty-one Basic Skills participants will travel to US Holocaust Memorial Museum on May 20-23, 2008 for the sixth training institute.
- Bob Allen's training workshops on "Managing Time, People and Monkeys" and "Creating an Inviting Classroom" are available for programs to schedule for instructional staff development training at no cost. Call 2-3 months ahead to schedule.

NCCCAEA SPRING CONFERENCE
Adult Basic Education and English as a Second Language Update
April 30, 2008

Karen M. Brown
Coordinator, Adult Basic Education and English as a Second Language

- From the 2006-2007 NRS Table 3, the NC Basic Skills Program served students in community colleges and community-based organizations (CBOs) totaling:

ABE: 58,979 **ESL:** 31,258

- Three federal grant programs:

2007-08 Comprehensive Family Literacy Funded @ \$ 723,900

2007-08 English Literacy/Civics Education Funded @ \$ 817,685

2007-08 Adult Basic Education (for CBOs) Funded @ \$ 944,300

As a primary focus for 2007-2008, English Literacy/Civics Education has been a major focus of the ABE/ESL Office. In June 2007, NC Basic Skills Program underwent a formal monitoring visit from the US Department of Education. Several EL/Civics project managers from across the state met with the Office of Vocational and Education Director for a demonstration of their program's projects. As a key outcome of the review, there was a clarification of the definition of the EL/Civics. In brief, the content and purpose is to integrate or combine the language skills development and the civics education content. See the CAELA Brief, English Literacy/Civics Education:

http://www.cal.org/caela/esl_resources/briefs/elcivics.html

- Coordinators of the EL/Civics Programs shared their ideas and EL/Civics projects at the: August 2007, Basic Skills Education Conference EL/Civics Poster Session and at the April 2008, US Citizenship and Immigration Conference EL/Civics Poster Session
- The NCCCS Basic Skills Program hosted the US Office of Citizenship's conference, "Teaching the Principal Documents of American Democracy," on April 25, 2008, at Wake Tech Community College. The 180 ESL and civic education instructors, refugee managers, immigration lawyers, and health and human services representatives from across our state attended this regional conference. For more information, see the online training: <http://www.elciviconline.org> The *Civics and Citizenship Toolkit* is available at <http://www.citizenshiptoolkit.gov/toolkit.htm>
- CASAS *Life and Work Listening* for testing ESL students will be available **June 2008**. As programs transition from the *LifeSkills Listening* series, please plan strategically. ESL programs are strongly encouraged to implement either *BEST-Plus* or CASAS *Life and Work Listening* assessments for ESL students if the program is currently not using an ESL listening assessment. The next CASAS training is August 4 – 6 and will include information on the new CASAS *Life and Work Listening* test. Registration for the pre-conferences will be included in the 2008 Basic Skills/Family Literacy Conference packet
- CASAS assessments for *LifeSkills Math* are still current. The Assessment Policy disseminated in spring 2008 outlined standards for administration and guidelines for usage for our state. (See the 2007 NC Basic Skills Assessment Manual).
- In July 2006, CASAS presented the new reading test, *Life and Work Reading*. Both *LifeSkills Reading* and *Life and Work Reading* are acceptable standardized tests in NC.

A word of caution is issued as programs transition from one series to the other. (See numbered memo

- RE: Transitioning ESL students -- Please take a moment to read “Passing the Torch: Strategies for Innovation in Community College ESL” (January 2007) by Forrest Chisman and Jodi Crandall for ideas on program improvement, strategic planning, and innovative considerations for colleges.

NCCCAEA SPRING CONFERENCE

**Data Update
April 30, 2008**

**Gloria Johnson
Basic Skills Applications Analyst Programmer**

- GED test scores download process XLGT went out on 4/17/08 in R18_0040. Attached is a copy of the LEIS Datatel manual (only sent out in email form – not in paper copies), "North Carolina Community Colleges Administrative Information System User Guide for Literacy Education Information System (LEIS)." Directions are in section 7.3 and here are the parameter settings for the XLGT screen.

Host IP Address: so3.ncccs.cc.nc.us
Host Login Name: gedftp
Host Password: call system office for it
Host Path: /u1/CC.GED/COLLEGE.DOWNLOAD
Transfer GED Test: Yes

It is basically the same server that the GED examiners at your college used to check scores here at the System Office so the same login will work for XLGT. You can call Dennis Smith, 919-807-7190 directly for the password or if you have any other questions.

- The LEIS 07/08 annual report data is due to the System Office on July 22, 2008.
- Data Warehouse reports, LitMonitors 1-5 are for Summer and Fall LEIS data. LitTables 1-13, NRSTables 1-7, and the LITPIS100 reports are for annual LEIS data. Each college should have a Skilled Knowledge Worker that can access these reports.

**NCCCAEA SPRING CONFERENCE
AHS/GED Update**

**Lou Ann M. Parker, MEd.
AHS/GED Coordinator**

Data Information

- **GED Scores can now be uploaded into LEIS** (Instructions are in the CIS manual for LEIS. Contact Dennis Smith if you have questions. GED Examiners will not be doing this – this is for the LEIS Assessment Specialist or Basic Skills Data staff person)
 - **SIPS and Procomm GED data** will be moved to Datatel by November, 2008 per Arthur Hohnsbehn.
 - **Contract for Microfilm data** will be presented to the May Board of Trustees meeting (microfilm will be moved to Datatel by November, 2008 – per Arthur Hohnsbehn)
 - **Registrars and other college personnel as well as the Basic Skills Staff will be able to look up all GED graduates.**
AHS - 2,327 graduates (2006 – 2007) (Increase of 120 students from 2005-06)
 - **June 2nd is the due date for AHS completions** for the program year 2007-08. An Excel Spreadsheet will be sent again in a numbered memo for all students for the program year. This data will be uploaded into Data Warehouse for backup and data matching.
 - The **AHS Manual** was approved by the Basic Skills State Leadership Advisory Board in February. The Department of Public Instruction has had it to review for one and one-half months. They are targeting it for their June Department of Public Instruction State Board meeting. The North Carolina Community College System Board of Trustees will approve the manual for our AHS Programs.
 - **AHS Training and Mentoring Groups by Regions**
(This group will train on the Competency Test until it is phased out. They will mentor new AHS Coordinators. They will also help train on the new AHS manual when it is approved by all boards.)
Coastal Region – Diane Matlock
Central Region- Belinda (Sissy) Grubbs, Lynn Rabhon, and Sonja Redmon
Piedmont Region – Kathy Gardner, Shannon Stanley, Ronni Valenti (NC Competency Testing)
Southern Region – Becky Sanders, Lavern Berrin, and Sandra Strickland
Western Region – Debbie Jackson
- GED – 12, 817 graduates (2006 – 2007)** (Increase of 102 students from 2005-06)
- **New GED Examiner Training** – June 4, 2008 – NCCCS – Room 401A
 - **Hold the Date! - GED Pre-Conference** – August 5 – August 6, 2008 at the Basic Skills Conference – Winston Salem, NC
A numbered memo will be sent as soon as we get confirmation from GED Testing Service and Oklahoma Scoring. Back by popular demand – Mario Payne and George Anderson (We are asking that they conduct the training again this year.) Sessions

will include: Test Administration, Test Security, Accommodations, Scoring/Scanning/ GED updates, etc. *Please hold the date!*

- The **Transcript Request Form** has changed and is located on our website. The Basic Skills State Leadership Advisory Board approved only one diploma is sent upon attainment of the GED. Only transcripts are sent thereafter. Duplicate diplomas can be requested on a case by case basis. (Natural Disasters, house fires, etc.)
- **2012 GED Renormed Test** – GED Testing Service will not meet the 2011 deadline for the new renormed GED Test. The test is now targeted for 2012. Please encourage your students to complete the test in 2011!
- **Accommodations will be changing** – Please come to the GED Pre-Conference training to hear about those changes from Mario Payne.
- GED staff are **researching ways to improve the diploma and transcript** – We are investigating paper size (8 ½ by 11) to save money and give students a diploma that is easy to frame. We are researching a different design for the transcript that can't be reproduced.
- System Office staff is working with **Oklahoma on transcripts** – we are looking at ways the same transcript can be printed at the college instead of a score report.
- **All Training PowerPoint's are on our website** – Go to the website – Basic Skills – GED Scanning and Scoring
- **Error Reports** are now being sent in a pdf. file rather than an excel spreadsheet. Please let us know if you can't open it.
- **Batch Control Form** – GED Examiners must include this when scanning a batch of tests as well as when they send the essay tests to Oklahoma. Please don't forget as this is the way Oklahoma tracks tests that are scanned or mailed. (VERY IMPORTANT)
- **Wizard – Web-based Oklahoma Scoring** – Fall 2008 pilot colleges to try Wizard – We will ask for pilot colleges in Fall Semester so everyone is comfortable with the existing scoring system before trying a new product.

NCCCAEA SPRING CONFERENCE
Compensatory Education and Special Populations Update
April 30, 2008

Sillar G. Smith, Coordinator
Compensatory Education Program and Special Populations

Compensatory Education:

- A Request for Proposal to update and revise the NCCCS Compensatory Education Program of Study went out in March 2008 to the sixteen colleges and Universities in North Carolina System. The recommended proposal for funding will be submitted to State Board of Community College at its June meeting. With approval from the State Board, the project will start up in July 2008. The project is for one year.
- The Compensatory Education Program Coordinators' Conference will be held November 5 –7, 2008. The conference will be held in the same location as the last conference. It will be held in Clemmons, North Carolina at the Village Inn and Conference Center. A note to hold the date for this conference will be sent out soon.
- The Compensatory Education Regional Instructor's Training will be held May 8 and 9 at Guilford Technical Community College/Greensboro Campus. The first day of training will focus on the CASAS/POWER Training. The second day of training will be conducted by Motherhead.
- I am pleased to say that as we do our annual monitoring visits of the Basic Skills programs, the Compensatory Education classes are looking very age appropriate. The classroom wall hangings are more age appropriate than in years past.

Special Populations:

- All Basic Skills captive co-opted applications are reviewed and submitted to the State Board by me. Tracy McPherson no longer takes Basic Skills captive co-opted applications to the State Board. Contact me if you have any questions regarding Basic Skills' captive co-opted applications.
- There will be a Correctional Education/Bridges-to-Practice training on Friday, May 23, at Catawba Valley Community College. The same training scheduled for May 22 has been cancelled due to the very low number of participants registered for that date.
- The annual Conference on Homeless will be held again at the McKimmon Center in Raleigh on November 17 – 18, 2008.

NCCCAEA SPRING CONFERENCE
Professional Development Update
April 30, 2008

Katie Waters
Basic Skills Training Specialist

- The North Carolina Community College System Office provided one- hundred thirty-one (131) Basic Skills training and staff development opportunities in program year 2006-2007 held throughout the state and attended by a total of 2,189 participants.
- The Basic Skills and Family Literacy Conference was held in New Bern and had 786 people in attendance. **Sixty-five** workshops were presented for an average rating of 5.41.
- The Training Office will be hiring a new training assistant in the next month.
- This year's Basic Skills Family Literacy Conference will be held in Winston-Salem August 4-8 with an expected attendance of 1,000. We will be offering Pre-Conference Sessions August 4-6th, in CASAS, TABE, My United States, and GED training. We have 9 national presenters and some GREAT state presenters too.
- Family Literacy Initiative training assistance, monitoring, and program support for family literacy programs are being recommended to the State Board to continue.
- Local programs are being recommended for funding at total of \$182,800 to participate in Project IDEAL for 2008-2009. Instructors are trained in North Carolina's Project IDEAL to deliver ESL instruction at a distance. We are planning to roll out DL 101 and DL 102 this fall.
- Basic Skills with the help of Strategic Training Resources piloted the online "Orientation for Basic Skills Instructors," a new professional development tool with accompanying resources as an additional option for expanding instruction for instructors.
- Basic Skills with the help of Strategic Training Resources and the guidance of the Credentialing Committee and Advisory Board has completed the draft requirements and materials for 2 of 4 levels of the Credentialing process. The piloting of this process is set to roll out in the fall of 2008.
- ASU is coordinating the completion of the reading, writing and math standards.
- The fifth and final year of a program on dealing with students with learning disabilities and/or special learning difficulties led by Payne and Associates will be completed this spring. We have 5 STATE trainers who can train leaders for local programs in the Effective Instruction for All Students (AKA LD Training).
- An RFQ is set to go out in May for Adult Basic Skills Professional Development Project (ABSPD). This project includes: two (five-day) intense institutes, development of a manual for instructor training, a CD Rom on dealing with reading, development and presentation of five regional collaborative workshops during the program year, planning and facilitation of a retreat for instructors who have completed three years of the project, and consultative services as deemed appropriate by the System Office staff.

- The North Carolina Basic Skills Directors' Institute was held April 28-30 with an attendance of 93. The Institute focused on how program managers could make a difference in dealing with change.
- We are recommending to the State Board to fund 5 CASAS trainers for 2008-2009.
- Visit our Basic Skills Webpage for updates on TRAINING opportunities and other important information: [http://www.ncccs.cc.nc.us/Basic Skills/index.html](http://www.ncccs.cc.nc.us/Basic_Skills/index.html)