NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Dr. R. Scott Ralls, President

September 18, 2008

<u>**RESPONSE REQUIRED BY OCTOBER 10, 2008**</u>

<u>**MEMORANDUM**</u>

To: Basic Skills Directors
             Volunteer/Community-Based Organization Directors

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

Subject: **STudent Achievement in Reading (STAR) TRAINING Opportunity – ACT NOW!**
             (Please share with all your staff.)

The Basic Skills Office is pleased to invite <u>up to 45 individuals from across the state</u> to participate in the STudent Achievement in Reading (STAR), a nationally-developed professional development opportunity that will help instructors improve reading outcomes among intermediate-level adult learners so that they can succeed in the workplace as well as in their daily lives.

STudent Achievement in Reading (STAR) is a comprehensive tool kit and training package built upon evidence-based reading instructional strategies that adult education teachers and administrators can use to increase reading achievement. STAR is not a reading curriculum. It is a reading reform initiative that includes professional development, tools, and resources that will expand participants' knowledge of effective reading instruction and improve their ability to build local and state adult basic education systems that support reading improvement.

Through STAR, adult education reading instructors and administrators will:

- understand the elements of evidence-based reading instruction;
- identify necessary resources including: staff, time, materials, space, and feedback mechanisms; and
- develop systems and procedures at the classroom, program, and state levels that support the implementation of evidence-based practices and make systemic changes to sustain evidence-based reading instruction.

STAR is based on a body of research that is summarized in a report published by the Partnership for Reading entitled, *Research-Based Principles for Adult Basic Education Reading Instruction* written by John

CCO8-213
Paper & Email Copies

Kruidenier. STAR supports evidence-based reading instruction which integrates the research found in the above report with practitioner wisdom. STAR also uses the Adult Reading Components Study to identify learner profiles for intermediate-level readers in Adult Basic Education programs. To learn more about these reports, visit the Reading Resources section of this Web site at http://www.startoolkit.org/reading.html.

Interested programs are required to send at least one lead instructor/administrator and one instructor together to all three institutes. We have slots for 22 programs to participate if everyone sends only the two required attendees, so act now and get your registration in before October 10, 2008.   The slots will fill fast.

The attached forms to be completed and returned include a registration form and two information forms. There is one information form to be completed by an administrator (even if a lead instructor is registered to attend) and another information form to be completed by the instructor/s (or the administrator) attending. Before completing forms you must visit the website: http://www.startoolkit.org/index.html and determine if you would like to implement a STAR Reading program. The registration is for all three institutes and once registered, you are required to attend the three institutes which will be held in Raleigh, North Carolina, on the following dates:

- October 15 and 16, 2008:   Raleigh, NC – NCCCS Office – Poole Conference Room, 5th Floor

- January 22 and 23, 2009:   Raleigh, NC – NCCCS Office – Poole Conference Room, 5th Floor

- March 18 and 19, 2009:   Raleigh, NC – NCCCS Office – Poole Conference Room, 5th Floor

There is a short turn-around time on this so you must act quickly **because the deadline for submission of the application packet is October 10th. Also, note that you must cover the one-day travel to three face-to-face workshops.** The State Office will cover all registration fees.

If you have any further questions, please contact Katie Waters at (919) 807-7136 or Randy Whitfield at (919) 807-7132.

Attachments

c: Presidents
        Senior Continuing Education Administrators

STAR Training

Please return form to: Judy Howell
North Carolina Community College System
5016 Mail Service Center
Raleigh, NC 27699-5016

Phone: (919) 807-7142

Fax: (919) 807-7164
Email: howellj@nccommunitycolleges.edu

College/Agency Name: _____

Contact Person: _____ **phone #** _____

Email Address: _____

DATES of Training: October 15 and 16, 2008   Raleigh, NC – NCCCS Office – Poole Conference Room, 5th Floor

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Name of lead instructor/administrator from your program:_____

Mailing address:_____

E-mail address:_____

Phone number:_____

Role (director, instructor, test administrator):_____

Participant is committed to attending all three trainings: _____
Supervisor's signature

Name of lead instructor from your program:_____

Mailing address:_____

E-mail address:_____

Phone number:_____

Role (director, instructor, test administrator):_____

Participant is committed to attending all three trainings: _____
Supervisor's signature

Directions for Completing the STAR Information Forms

STAR Program Information Form:

This form is to be completed by the Program Administrator/Lead Instructor who has the information on your current programs.

STAR State: NC
Program name: Community College/CBO   Administrator name: Dean/Director/Coordinator

STAR Program Contact: the lead support person (either the administrator or lead instructor who is registering to be trained in the STAR project)

Complete this form based on the current reading instruction going on in your programs.

CHART: you see the term "STAR" teachers that is referring to the current classroom setting of the instructor/s that will be trained in the STAR project.

Add additional comments on the back of the page if needed.

STAR Teacher Information Form

This form is to be completed by the Program Administrator/Lead Instructor who has the information on your current programs. One form should be completed for each individual who will be trained in the STAR project.

STAR State: NC
STAR Teacher name/s: lead instructor/administrator

Complete this form based on the current reading instruction going on in your classrooms. Where you see the term "STAR" teacher/student, that is referring to the current classroom setting of the instructor/s that will be trained in the STAR project.

STAR Teacher Information Form
To be completed by Program Administrators or Teachers

STAR is for ABE or ELL students whose pretests place them at NRS levels 3 and 4 (grade levels 4 – 8). Sometimes a class will be all STAR students. Other times a class will contain a mixture of STAR students and students reading at higher or lower levels.

Complete one form for **each** class that is participating in STAR.

STAR State _____   Site/class name _____

STAR Teacher name (s) _____   Email Address _____

Class meets
      Times _____ to _____   Program name _____

      Days _____

Number of hours STAR teacher is paid
    ___ Total hours paid
    ___ Hours teaching this STAR class
    ___ Hours teaching other classes in program
    ___ Hours paid for planning
    ___ Other paid hours (explain) _____

Number of <u>other</u> (not counting STAR teachers) instructional staff available to this class (if any)
    ___ Additional teachers
    ___ Instructional aides
    ___ Volunteer tutors

Estimate the total number of students this class will serve this year ___

Average number of students in the class (Use average numbers attending daily, not numbers on roll.)
    ___ ABE STAR students (NRS levels 3/4)
    ___ ABE STAR students who are ELL (NRS levels 3/4)
    ___ Students reading below STAR level (beginning readers)
    ___ Students reading above STAR level (GED students)

How are students assigned to this class?
    ☐ Student chooses/assigned to class based on convenient times/location
    ☐ Student assigned to class based on assessment scores
    ☐ Other (explain) _____

When can new students enroll in this class?
    ☐ Any time, we have open enrollment
    ☐ We have managed enrollment. New students can only enter every __ weeks
    ☐ Other (explain) _____

What percent of instructional time for this class is spent on
    ___ Everyone working independently with teacher assistance as needed
    ___ Small group instruction
    ___ Whole group instruction
    ___ Other (please explain) _____

STAR Program Information Form
To be completed by Program Administrators

STAR State: _____

Program Name: _____   **Program Administrator Name:** _____

Phone: _____

Email: _____

Fax: _____

Address: _____

STAR Program Contact (if different from above): _____

Phone: _____

Email: _____

Fax: _____

Address: _____

About how many students does your program serve each year?
- ___ **ABE students**
- ___ **ESOL students**

How many instructional staff does your program have?
- ___ **Teachers**
- ___ **Instructional aides**
- ___ **Volunteer tutors**

How many instructional sites? ___   **How many classes?** ___

What standardized assessment does your program use for NRS reporting for ABE students?
- ☐ **TABE**
- ☐ **CASAS**
- ☐ **Other (please list)** _____

Complete the following chart with information on your STAR teachers

Name	Number of hours paid per week	Certified teacher Yes/No If yes, list area(s)	Years of experience in adult education	Subjects/levels taught in adult education

Comments: