Summer Institute 2013

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- Listen First: The Power of Active Listening in Teaching Adults
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- Open Book - ESL Learning Tool
Workshop Descriptions

A Day in the Life of a “Moving” GED Class

**Presenter:** Kristen Campbell

This session takes you through a day in the life of a GED class ready to move with upcoming changes. Attendees will participate in a mini subject integration lesson. Emphasis will be placed on a hands-on approach to learning. Expect to be up and moving, sharing and learning, and inspired to meet the growing needs of our adult learners.

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Accelerating Lower-Leveled Learners

**Facilitator:** Dan Devers

Time is the enemy of the adult learner, which is why accelerating all students in Adult Education is critical to persistence and retention. Lower-Leveled learners in particular take longer to obtain a GED due to the vast amount of knowledge and skills
they need to develop. Participants will work in groups to explore this problem, analyze positive and negative forces impacting accelerated learning, and develop solutions to help lower leveled learners accelerate and jump start their educational journey.

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**Avoiding Invalid TABE Scores**  
**Presenter:** Cory Mahon

Avoiding Invalid TABE Scores is going to cover both TABE and TABE CLAS-E. There will be group discussions to uncover site-specific issues concerning this topic. Best practices gathered from around the state will be shared so that teachers can take a proactive approach to avoiding invalid TABE scores.

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**College and Career Readiness: Understanding Personal and Career Readiness**  
**Presenters:** Elaine Hubbard and Kim Harris

This workshop will explore what it means to be personally and career ready when it comes to college and career readiness. An emphasis on the specific skills needed and how adult education professionals, coaches, and WorkOne professionals can promote and build these skills with their students will be covered. WorkOne resources that promote personal and career readiness will also be explored.

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**College and Career Ready? Helping low income learners overcome barriers to achieve career and college readiness**  
**Presenters:** Shana McCarron and Kim Harris

Many adult education teachers witness first-hand the ways in which low income adult education students often struggle to succeed both in the classroom and entering a career. Students’ struggles will likely increase with the focus on higher standards and career and college readiness. This gap in achievement is affected by more than just academic standards and curriculum rigor. Using the language and lens of Dr. Ruby Payne’s work on understanding the framework of poverty, workshop participants will explore the hidden rules of social class and how they impact our student’s ability to achieve success in the adult education classroom, in post-secondary education and entering a career. We will discuss some ways that social class affects the essential knowledge, cognitive frameworks and tools that students possess. Workshop
participants will be provided the opportunity to examine factors that directly impact low income students in order to implement appropriate and effective mediations in the classroom that will focus on empowering low income students to achieve higher success and be truly career and college ready.

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**Color Coding and Renaming to Increase Understanding**
**Presenter:** Judy Willis

This workshop will demonstrate to instructors how to use color coding, renaming, and magnetics to give students more focus and get them more involved in developing skills to understand organization and structure of the English language.

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**Computer Based Testing Demystified: The Future of Assessments**
**Presenter:** Jon Sweeney

This workshop will provide a basic background on computer based testing and a discussion of the knowledge and skills learners must have to be successful. Participants will also have the opportunity to review practical implementations currently being implemented, and specifically, how the tool has been used to deliver GED testing.

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**Creating and Maintaining Effective Jail Programs**
**Presenter:** Sara Gutting

This workshop will help participants understand what is important in not only creating jail programs but maintaining them through transition in jail commanders and correction officers. Managing a transient student population will also be discussed in this workshop as well as what systems need to be put in place to maintain and expand on educational programming.

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**Effective Lesson Planning with ITTS**
**Presenter:** Dan Helms
This session will explore ITTS as a powerful tool to effectively plan lessons for the adult education classroom. Participants will learn ways to use ITTS to engage students, accelerate learning, and increase positive outcomes. Differentiate instruction, ITTS reporting functions and improved whole class instruction will be topics covered in this sessions.

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**Increasing Career and College Readiness in Indiana: Ivy Tech College, Department of Workforce Development/ABE, and Indiana Department of Education**

**Presenter:** Saundra Kay King and Trish Maxwell

This session will include an overview of the redesign of current remediation programs at Ivy Tech College. During this session we also will discuss the ACCUPLACER/MyFoundationLab program; a new opportunity for regions that helps to identify students’ skill deficiencies earlier in both high school and at Adult Basic Education Centers. Participants will have an opportunity to discuss how to implement this program with their students.

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**It’s Showtime @ WorkINdiana!**

**Presenter:** Donna Lovelady, De’Niece Harrison-Hudson, Anna Deputy

This workshop will feature an interactive game show that will allow participants the opportunity to explore 3 different career pathways. Participants will be given information on WorkINdiana and INTraining. The workshop strongly encourages audience participation.

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**Language Arts and the New High School Equivalency Assessment**

**Presenter:** Maureen Keller

This workshop will start with a brief overview of the ELA section of the new HSEA, Webb’s DOK and computerized testing. This workshop will incorporate evidence-based writing techniques and will teach learners how to read and analyze non-fiction texts. Specifically, teaching techniques that address the following College and Career Ready Standards: Writing Anchor 1: Write arguments to support claims in an analysis of substantive topics or texts using valid reasoning and relevant and sufficient evidence. Speaking and Listening Anchor 3: Evaluate a speaker’s point of view, reasoning, and use of evidence and rhetoric.
Life is a Beach... and so is SBE!

Presenter: Standards In Action Workgroup Members

Participants will be introduced to OVAE’s College and Career Readiness Standards for Adult Education. Working in groups, participants will then use the unpacking process provided in Standards in Action innovation #1 to better understand one standard from among OVAE’s list. This action step teaches instructors how to “unpack” the content and skills demands in standard(s) and then design a sample teaching activity to match those demands. Participants will use guidelines to assess the work of others, offering suggestions for improvement and compliments through a gallery walk. The Standards in Action work group will engage participants in a brief panel discussion at the end of these activities.

Listen First: The Power of Active Listening in Teaching Adults

Presenter: Frank DiSilvestro

Active listening is a very important but overlooked skill for teachers and administrators of adult learners. There is evidence that active listening on the part of both adult teachers and students contribute to the success of adult learners. The work of Paulo Freire in adult literacy and Jane Vella in dialogue education will be highlighted along with a description and demonstration of five active listening skills that are part of the Listen-First Training program for adult educators. Participants will also take and discuss their own active listening profile.

Managing Change and Transition

Presenter: Russell Martin and Associates

This workshop will help participants create a framework and strategy for dealing with change. Through case studies and practice, the facilitators will help you learn how to deal with, speed up, and minimize the impact of change.

Managing Performance

Presenter: Marilyn Pitzulo
The workshop will explore the basic tools and processes needed for data collection and analysis. NRS tables and Performance Schedules will be used conjunctively to highlight how they are related and strategies to use both sets of data to effectively manage performance. Participants will use mock data reports in hands-on activities to analyze and gain crucial program information about:

- Enrollments
- Student persistence
- Targeted instruction
- Completions

[Click here to download workshop materials]

**Mathematical Reasoning and the New High School Equivalency Assessment**  
**Presenter:** Karen Morley

This workshop is designed to introduce teachers to some of the changes that will be seen on the new high school equivalency assessment. The workshop will begin by exploring the differences and similarities and be followed by an interactive, hands-on activity using Webb’s DOK to explore how higher level thinking, the new high school equivalency, and standards interconnect. Finally, participants will have the opportunity to work through a sample activity that could be used in the mathematics classroom that connects a high school equivalency target, a career and college readiness standard, and requires participants to analyze the corresponding Webb’s DOK level.

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**Open Book - ESL Learning Tool**  
**Presenter:** Stephen Cunningham

This workshop will introduce an educational software program called Open Book, which is created to facilitate the instruction of reading, writing, speaking, and listening. The workshop will teach you how to better cater to the needs of students of limited English proficiency and who need remedial instruction. This program’s multi-sensory approach includes: voice, text, pictures, video, graphics and foreign language translation. Open Book enables students to work independently on as set of lessons at their own pace.

[Click here to download workshop materials]

**Orchestrating Multi-Level ESL Classrooms**  
**Presenters:** Timmie Westfall and Kristin Ekkens
Because the learners in our adult ESL have varying levels of competence in listening, speaking, reading and writing, every class is multilevel in some way! Learn strategies for engaging the interest of all of your ESL students while helping them meet their diverse goals. While you may have days where you feel like a conductor leading an out of control orchestra, you will leave this 75 minute session with strategies and practical ideas you can use on Monday morning to empower you to be more in tune with your multilevel classroom.

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Overcoming Obstacles Transitioning ESL Students into ABE
Facilitators: Timmie Westfall and Ken Mall

This workshop will focus on identifying the sources of angst and the reasons why ESL students struggle with their transition into ABE classes. Participants will work in groups to explore the problem, analyze positive and negative forces, and develop strategies and solutions to help students move successfully into ABE classes.

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Persistence and Retention in Adult Education – Three Propositions to Ponder
Presenter: Henry S. Merrill

Proposition 1: Persistence in attaining their learning goals is related to developing attitudes and behaviors we think is important to adult learners’ success. Proposition 2: Retention to completion of learner goal attainment is a programmatic outcome we want to maximize. Proposition 3: Learner goal attainment is the ultimate outcome for participants and programs providing services. Now we know it isn’t as easy as asking learners to set goals, so what other connections can we make between these propositions? This session presents a description of learner pathways to persistence and program adjustments to enhance retention and completion based on research and interactive discussion drawing on the accumulated knowledge of session attendees.

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Role of an Administrator
Presenters: Shana McCarron, Marie Mackintosh
The session will be focused around lively discussion about what it takes to be an effective Administrator in today’s changing world of Adult Education. The alignment missions of OVAE and DWD will be discussed at length. This session will also provide
a sneak preview of this fall’s upcoming Administrator 500 professional development series.

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**Science and Social Studies and the New High School Equivalency Assessment**
**Presenter:** Sara Gutting

This workshop will explore details of the science and social studies portion of the new high school equivalency assessment. Time will be spent reviewing the science and social studies practices and themes that will be targeted on the assessment. The workshop will emphasize on understanding the role that Webb’s DOK, ELA Career and College Ready standards, and technology play in the instruction of science and social studies in the adult education classroom. The workshop will use learning stations to demonstrate how specific science/social studies practices can be implemented into curriculum to create engaging and interactive formats.

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**Sharing Sessions**
**Facilitators:** Marla Cook and Kathy Royer

This workshop provides our Adult Education Professionals a forum for productive interaction and sharing on key topics.

**ESL Topics:** Multi-Level Instruction, Motivation and Retention, and the Role of Assessments in ESL Instruction

**Corrections/Jail Topics:** Multi-Level Instruction, Standards, Classroom Management

**ABE/GED Topics:** Subject Integration, Multi-Level Instruction, Motivation and Retention, Community Resources and Supportive Services, Recruitment Strategies, Classroom Management

**Solution Focused Management of Classroom Effectiveness**
**Facilitator:** Shana McCarron, Marie Mackintosh

Administrators will work in small groups using an effective problem solving strategy to develop solutions to address classroom effectiveness. Participants are encouraged to bring existing materials, evaluation tools and resources they currently use to address classroom effectiveness and efficiency in their own programs.
Street Smart, Book Smart, World Smart: Factors that Promote Readiness for College Success
Presenter: J. Guadalupe Valtierra

College and Career Readiness (CCR) standards will further align Adult Education curricula to ensure instructional activities promote and result in academic success. But once the “3 R’s” are mastered, what else needs to “be fixed” for students to have increased success options in their college and world-of-work repertoire? Building on the National College Transition Network’s “Aspirations Toolkit”, this presentation will have participants identify and develop possible plans of action they can incorporate into their programs to enhance student college and career readiness.

Stress Management for Adult Education Providers
Presenter: Kimble Richardson

As stress management coping skills are a must for any adult educator; this workshop will focus on recognizing the categories and symptoms of stress reactions. The workshop will all provide understanding as to how stress impacts productivity. You will learn how to develop solid stress coping skills that can be used both at home and at work. Finally, you will learn to practice using coping skills via experimental exercises.

Technology as a Tool: Preparing Students for 21st Century Success
Presenter: Mike Lang, EDSI

This workshop will focus on strategies and resources to help students develop the technology skills necessary to not only be successful in adult education, but in college and work. There are many important technological abilities to possess (knowledge of specific software programs, devices, etc...), but even more important are general 21st century technological competencies (research, problem solving, etc...). These competencies allow students to learn and adapt through technology. The abilities to complete post-secondary education and grow and advance professionally are dependent on them.
**The 21st Century One Room Schoolhouse: Innovative teaching techniques for diverse multi-level classroom instruction**  
*Presenter: Mary Margaret Kraut*

This workshop addresses the challenges faced by teachers within a diverse multi-level classroom environment. Diverse learner populations of different ages, skill level, ethnicity, learning styles, and physical challenges make the use of a standardized set of techniques ineffective in helping learners achieve their academic goals. It is possible to modify standard teaching techniques for inclusion within a diverse classroom environment to ensure student success.

**Turning Instruction on its Head: 3 reasons to flip your Adult Education Classroom**  
*Presenter: Helaine W. Marshall*

This workshop will explain what a flipped classroom is and why the flipped learning approach will benefit your adult education students. The components of the flipped classroom cycle will be covered. Also how flipped instruction can increase comprehension, mastery, critical thinking and motivation will be explored.

**Turning Instruction on its Head: 3 reasons to flip your ESL classroom**  
*Presenter: Helaine W. Marshall*

Learn why the flipped learning approach will benefit ESL students. The presenter will demonstrate the components of the flipped classroom cycle and illustrate how ESL students can increase comprehension and mastery, interaction in English, critical thinking, and motivation, all as a result of flipped learning.

**Using Assessments to Inform Instruction**  
*Presenter: Kim Harris, EDSI*

This workshop will focus on understanding diagnostic, formative, and summative assessments and their use in the AE classroom. The workshop will demonstrate how various assessments can be used to inform instructional practices and lesson
planning. Examples of assessments and resources to create quick and easy formative assessments will be discussed as well as overcoming test anxiety.

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**Using TABE CLAS-E to Drive ESL Instruction**  
**Presenters:** Timmie Westfall and Kristin Ekkens

Do you know what to do with the TABE CLAS-E results? Since assessment and instruction are inseparable, join this *facilitated workgroup* to discuss (with experienced ESL instructors) how assessment guides instructional choice. Since there is not a published correlation of materials available to date for TABE CLAS-E, bring your favorite materials (commercial or teacher-made) to share. This session will serve as the impetus for creating this correlation for Indiana Adult ESL teachers. This session will also feature a powerful blended learning tool that can help you extend instruction beyond the classroom, increase learning gains and provide real-life application.

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**What Administrators Can Do To Positively Impact WorkINdiana’s Success?**  
**Presenter:** Todd Delay

This administrator session will explore various strategies that can be employed to positively impact WorkINdiana enrollments from a programmatic support level. Administrators will investigate what teachers need to know to help students enter and succeed in the program. Four points to positively impact WorkINdiana efforts include:

- Orientation best practices
- The use of life coaches
- Educating teachers about program benefits
- Connecting with WorkOne representative

The session will focus on the necessity of addressing all 4 impact points to maximize the success of WorkINdiana. The importance of WorkINdiana from a community and consortium level will also be discussed.

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