APPROVED MINUTES

Adult Education Advisory Committee August 9, 2006 Utah State Office of Education Room 241 - 10:00 a.m. - 1:00 p.m.

Present: Herb Clark, Dave Chavez (for James Andersen), Jeff Galli, Jared Haines, Suzette Hudson, Cindy Krueger, Hector Mendolia, Wayne Mifflin Edie Mitko, Marilyn Nunez, Paula Oakey, Russ Thelin, Nate Southerland, Gary Wixom and Carolyn Johnson (Secretary)

Excused: Nancy Birchell, Marty Kelly and Shauna South

Welcome:

Paula welcomed everyone in attendance, recognized those excused, and proceeded with the agenda.

Approval of Minutes:

The minutes of **July 12, 2006** were reviewed, Nate Southerland made a motion to approve them as corrected, Wayne Mifflin seconded the motion, and the motion passed.

ADVOCACY

(Legislative Update - Jeff)

Jeff gave a brief report on the Interim Committee Meeting regarding UBSCT indicating that President Cedarburg from Utah Valley State College shared various concerns and suggested that the ACT was a better measurement. Jeff stated that as far as adult education was concerned regarding UBSCT, "they were not even on the radar."

Edie commented on an FYI to the committee. She had requested some data in the math program from the Utah State Office of Education and received CRT scores on 7th and 12th grade Japanese and Asian students which were very disappointing to her.

- 7th grade math 70-80 percent were proficient
- 12th grade math only 20 percent or less were proficient

(Letter to Candidates – Edie)

In the July 12th meeting Edie had suggested that a letter be composed and mailed to the current candidates asking them what their views were on adult education and if they were willing to support their funding. Edie brought and dispersed two drafts of the letter she had written for the committee's review and comments. It was suggested to combine important aspects from both drafts, of which Edie agreed, and she will complete and email it to everyone for a final review. Nate suggested highlighting the issue about students not making it the first time through, how he/she were accessed to adult education and why he/she were receiving help. It was also suggested to put the following phrase in the letter to use as a reference by the committee: "by you doing the following will demonstrate you're committing to supporting Adult Education in Utah."

Sandi Grant suggested as soon as the candidate letter is completed copies should be emailed to each director and coordinator in the state so they can be proactive and invite the legislators to their programs.

Edie indicated upon completion of the letter, she would get the addresses to Carolyn for preparation of a data base and labels.

There was brief discussion whether or not the FACT Sheet was current (which is supposed to go with the letter) and comment was made that Marty is in the process of updating it now.

Funding for postage was brought up, and Nate was going to check with UAACCE, and Paula was going to check with CAP for donations.

PUBLIC RELATIONS

a. PSA – Progress Report (Nate)

The project is nearly done, there is one 30 second-segment and two 15 second-segments for TV. They should be done by the end of August.

b. Free ½ Hour TV Show – Progress Report (Nate)

Nate called Jim Obin, with KPX, and found out the next round of interviews will probably start in November and are usually advertised in the newspaper two to three weeks prior to the shows. Jim will know more in September

When asked what the committee could be doing to be prepared, Nate suggested inviting a couple of spokes-people who would interview well on camera. Questions and comments emerged from further discussion and involved the following items from Nate and the Committee:

Nate's:

- Who will be the targeted audience? It will only be aired on whatever PAX's schedule happens to be. (5:30 am)
- It will be a different focus than if it was for the general public.
- What is the interview format, one person and one interviewee?
- Can the recorded program be used for public display?

Committee's:

- Are we going to reach the folks we want to target?
- The goal for the interview is to dispel adult education myths.
- People need to know what is available and how to assess the services.

Nate will call back in September and talk to the producer to get more definite answers since there seems to be a different producer each year.

LOCAL PROGRAM ADVISORY COMMITTEE SURVEY

a. Review final survey and draft of introduction letter – (Paula & James)

In an effort to finalize the letter and survey that will be sent to all the program directors in determining whether or not they have advisory committees, a copy of the monkey survey (developed by Nate) and an introductory letter (written by James) was disseminated for review of the committee.

Nate indicated he liked the second version better than the first, and agreed to work on it further. He will then send it back to the committee members, have it signed by the chair, and send it from the committee as a whole. The letter should address the following items:

- The advisory committee is subordinate.
- There is a federal requirement for a local advisory committee.
- There needs to be a greater understanding of how local advisory committees are structured and used throughout the state.
- The directors need to know how the results will be used and how they can get access to them.

The other focus is to let the directors know we exist, and we want to support them.

Eventually we will develop an ongoing relationship with local committees that may help better understand and advocate for statewide needs and concerns for adult education. Nate indicated the survey needs a two-week time limit and during those two weeks an initial request will be sent, with a first and second follow-up request as needed.

Nate explained the way the survey monkey is set up, it is required that a response is made to every item before the word "done" is clicked and submitted. For the questions that do not apply "NA" can be entered. Nate and Cindy will go over the letter and give it back to Paula.

OPEN PATHWAYS – Suzette

Suzette said her last day at DWS would be August 18th. Connie Love, who is her supervisor, will still be supervisor over the individual that takes over her position. The committee expressed it will be important to follow through with Connie to see that Suzette's seat is filled on the Committee.

Suzette summarized the August 1st meeting in Beaver. She clarified that it did not address out-of-school youth as had previously been mentioned. The meeting was about the common customer with a collaborative process discussion with DWS, adult education, and vocational rehabilitation, to see if it would be possible for program directors in the western region to administer referred customers the TABE or BEST Plus test. Benefits for customers were also discussed regarding common measures.

Each DWS region has a list of approved assessments they can utilize. It is up to the regions to decide what they use according to the customers' needs and the cost structure.

Cindy Krueger indicated she had attended this same meeting representing the Central Region and provided examples of "what we do in our region, how we use our 12 hours, collaborative use of the TABE assessment, etc." Cindy indicated the meeting was advantageous for everyone and said the next meeting will be October 26th in Fillmore.

Out-of-School Youth

Paula indicated Open Pathways will be an ongoing agenda item and will be back on the November agenda. Comment was made that Marty serves on a USOE dropout committee chaired by the Special Education Department. Jeff mentioned that it is in the Board rule about serving the 16-year old out-of-school youth in adult education. The committee still questions where do the 14-to 15-year old youths go that are not coming into adult education?

CELEBRATING ADULT EDUCATION

The idea was to have success stories readily available to pull from. At a previous meeting, Marty had indicated she was going to obtain some reports from the narratives of the grants. It was mentioned Marty had received two stories through email. There was discussion about filing the stories and a couple of suggestions were to file by zip code to show the stories were state wide, and to file by ages 25-40 years old illiterate stories. Paula was going to put Marty on the agenda for the next meeting.

OTHER BUSINESS – Committee

Membership open positions – Updates

❖ <u>PTA</u> – Sandi was unavailable to ask if she had any more contact with Barbara Smith; Paula will make a call to see what is going on.

- ❖ <u>Business and Industry</u> Russ Thelin stated that Karla Padilla will be unable to participate on the advisory committee due to personal reasons. Traci Linne was considering filling the seat but thought the position had more to do with disability and might have changed her mind. Russ was going to contact her again to see if she was still interested. Other possible candidates from Business and Industry included the Chamber of Commerce and Ivory Homes. It was suggested to create a standard position announcement to send out when the seats become open.
- ❖ <u>Superintendents' Associations</u> Carolyn will email Marty to let her know the committee designated her to get in touch with the Superintendents' Association to recommend a superintendent that would be beneficial to sit on the committee.
- ❖ <u>Member at Large</u> Suzette reminded the committee of the two options for this seat, the first was Agnes Chao at the United Way and Rochelle Mills at the Commission for Women and Children. Edie offered to contact Agnes. Paula requested that Edie let her know if Agnes accepted. If she does not accept, then Paula will contact Rochelle Mills to see if she would be interested.
- **Membership renewal** − was readdressed from May. Carolyn will check the names coming up for a renewal date and remind individuals by email they need to submit a letter indicating they wish to serve another two years.

AGENDA ITEMS FOR NEXT MONTH

- a. WEEDA Meeting Update Marty and Russ
- b. Talk about funding for mailing supplies

Edie announced an invitation to a Documentary Film Festival (a Japanese/American experience during WWII) August 17th, and said her office was sponsoring a reception at 6:00 p.m. prior to the movie at the Raddison Hotel. The film is based on eight high school kids from Torrent, California and is titled "Citizen Tanouye." Edie said that buying tickets on line will automatically invite you to the reception. The producer was awarded the Congressional Medal of Honor for the film.

There will be a Math Recognition event on September 9th up at Weber State recognizing ethnic students involving three categories: outstanding, improving, overcoming a barrier(s) and participating. Included in this event are breakout sessions for parents to do math with their children, and calendars made available to schedule 20 minutes of math like the 20 minutes of a reading calendar.

The next meeting is scheduled for **September 13, 2006** at 10 a.m. Cindy made a motion to adjourn, Suzette seconded, and the motion passed.