

Minnesota Department of Education
Adult Basic Education Office

State FY 2016 and 2017 Transitions Aid
Regional Funding Proposal and Reporting Form

TRANSITIONS 3.0



State Fiscal Year 2016 and 2017 / ABE Transitions Aid

ABE Transitions Region		Minnesota Department of Corrections			
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<i>Final Report Due: June 30, 2016 and June 30, 2017</i>					
Activity 1	ACES activities July 2015 through June 2017 (Learning Strategies, Navigating Systems, Developing a Future Pathway); ACES and Contextualized Instruction Professional Development Activities July 2015 – June 2017				
S.M.A.R.T Goal:	ABE instructors will imbed TIF strategies into all levels of instruction and contextualized instruction in business, manufacturing and construction courses.				
Objective(s)	Activities: Description	Timeline	Budget	2016 Final	
<p>ACES facilitators to provide training and follow-up with DOC/ABE instructors as needed.</p> <p>A) Provide opportunities for ABE teachers with practical and contextualized strategies in using the TIF.</p>	<p>ACES Activities: ACES facilitators and site managers representing FRB, LL, RC, OPH, STW, SCL, SHK, Togo, WR/ML</p> <p>A)</p> <ul style="list-style-type: none"> • Provide ACES hybrid training for new ABE instructors each year for PLC I and PLC II as needed. • Provide quarterly sessions at sites for selected ABE instructors to participate in ACES ongoing webinars and follow-up debriefing of new information. • Maintain ongoing ACES/TIF committee quarterly meetings. (Mileage, lunch and 	<p>July 2015 – June 2017</p> <p>Fall 2015, Spring 2016, Fall 2016, Spring 2017</p>	<p>Total \$12,500</p> <p>Activity 1A Total \$5,000</p> <ul style="list-style-type: none"> • \$1,500 • No cost • \$ 3,500 	<p>Total spent \$</p> <p>1A) 7 facilitators trained at</p>	

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Activity 2	Develop student advising procedures in DOC for career pathway planning and college and career readiness.		
S.M.A.R.T Goal:	To familiarize DOC ABE staff with student advising procedures and implement the DOC process for advising.		
Objective(s)	Activities: Description	Timeline	Budget
Introduce student advising procedures for MN Adult Diploma Program so that ABE teaching staff are able to effectively provide advising support for personal career planning for ABE/offender students as they prepare for release.	<ul style="list-style-type: none"> DOC/ABE site managers (education directors) and TPSC Coordinator will explore existing DOC student advising processes, identify best practices and resources needed to implement a strong advising model. Approximately 4 advisory committee meetings and 4 planning/development sessions will be held. 	May – September 2015	Activity 2 Total: \$3,500 <ul style="list-style-type: none"> \$1,500
	<ul style="list-style-type: none"> Professional development for ABE staff to become trained in delivering the new advising model, including procedures for imbedding student advising into all levels of ABE instruction. 	September 2015 - February 2016 (Full implementation of new student advising model by June 2017)	<ul style="list-style-type: none"> \$ 2,000
Activity 3	Reinforce transitions activities at all ABE sites (facilities) and maintain ongoing professional development activities including participating in state and national conferences that are relevant to transitions.		
S.M.A.R.T Goal:	To provide leadership and coordination for ABE transitions activities and career training for ABE students.		

Commented [DJ1]: Please do not provide these services only to those in an Adult Diploma Program. This is a service that all learners should be able to access.

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Objective(s)	Activities: Description	Timeline	Budget	
<p>A) Support funding for the DOC's "Transition to Post-Secondary and Career "(TPSC) position. Note that this is a 1.0 FTE position that already is partially funded with state ABE money and some DOC general fund dollars. Total cost of position (salary and fringe benefits) is approximately \$90,000 per year.</p>	<p>A) Specific relevant position responsibilities appear below. Note that the budget request represents 22% of the total cost of the position, pro-rated when considering the weight of each Responsibility.</p> <p>Responsibility Number 1: To coordinate Transition to Post-Secondary and Career (TPSC), imbedding ACES and TIF skills into all levels of ABE, and other Adult Basic Education (ABE) Bridge programming.</p> <p>Tasks:</p> <p>A. Ensure TPSC, ACES/TIF and Bridge Programming curriculum is supported by best practice; support implementation and sharing among facility staff in component areas of: College Readiness, Math, Language Arts, Career Readiness, Financial Literacy and Digital Literacy.</p> <p>B. Coordinate and oversee implementation of ACES, the contextualized instruction committee, student career and college readiness advising, and other related activities.</p> <p>C. Work with the higher education coordinator to oversee administration of the MNSCU placement exam.</p> <p>D. Track inventory of program materials.</p> <p>E. Set benchmarks and track progress for TPSC.</p> <p>F. Oversee "awards" completion data in COMS.</p>	<p>July 2015 – June 2016 and July 2016 – June 2017</p>	<p>Activity 3 Total: \$49,350</p> <p>Activity 3A Total: \$40,000</p> <ul style="list-style-type: none"> • \$25,000 • \$5,000 	

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	<p>Responsibility Number 2: Coordinate Training and Professional Development for Program Staff and Faculty.</p> <p>Tasks:</p> <p>A. Schedule and facilitate quarterly meeting for TPSC and ABE “Bridge” staff.</p> <p>B. Coordinate registration and, when appropriate, facilitation of training and professional development opportunities for program staff.</p> <p>C. Prepare program progress and activity reports and evaluations as required.</p> <p>D. Oversee and implement career readiness (e.g. KeyTrain, Skills Tutor, Northstar Digital Literacy, UltraKey) curriculum, licenses and assessment tools.</p> <p>E. Coordinate training for college placement assessments and associated diagnostics (e.g. My Foundations Lab) and related curriculum.</p> <p>Responsibility Number 3: Oversee expenditures related to programming activities so that available funds are managed in an appropriate manner.</p> <p>Tasks:</p> <p>A. Manage activity expenditures for supplies and equipment.</p> <p>B. Coordinate the expenditure of funds with the Director of Adult Education/ABE Manager.</p> <p>C. Maintain a record of expenditures and make recommendations for annual budget adjustments.</p> <p>Responsibility Number 4: Work with and provide direction to DOC “Career Navigators” and soft skills instructors to develop personalized postsecondary and career goals and plans.</p>		<ul style="list-style-type: none"> • \$5,000 • \$5,000 	
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<p>B) Send TPSC coordinator, TPSC teaching staff and/or site managers and other teaching staff to</p>	<p>Tasks: A. Oversee DOC-wide implementation of Career Scope Inventory software. B. Ensure career plans created at intake follow offenders throughout their incarceration. C. Ensure the postsecondary foundational competencies of <i>self-efficacy for college/career readiness, acquisition of "soft skills," career navigation awareness, digital literacy competency and academic and career goal setting and planning</i> are incorporated into and monitored in each offender's postsecondary and career plan. D. Work with instructors and offenders as students complete entrance applications including required financial aid forms (e.g. FAFSA, verification paperwork, Selective Service enrollment), transcript requests, scholarship applications and essays, and college entrance exams as needed. E. Work with the DOC and facility Transfer Coordinators and DOC Administration to increase the degree to which the individual career plans are considered in overall movement through the system. F. Develop a mechanism for students to collect and organize career and academic goals to be used in a portfolio. G. Develop a pilot for Digital Literacy programming for both ABE and Career/Technical students.</p> <p>B) <ul style="list-style-type: none"> Attend Career and Technical Education conference (10 teaching staff x \$85/person + \$300 mileage = 1150 x 2 years) </p>	<p>Fall 2015 and Fall 2016</p>	<p>Activity 3B Total \$9,350</p> <ul style="list-style-type: none"> \$2,300 	<p>Commented [DJ2]: So were you thinking of sending 5 per year?</p>
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<p>professional development conferences relevant to transitions to postsecondary and career training. The goal is to learn about current trends and how to implement and imbed career readiness skills into ABE instruction.</p>	<ul style="list-style-type: none"> Attend National College Transitions Network conference (3 people x \$225/per person + \$950/per person travel x 2 years) 	<p>Fall 2015 and Fall 2016</p>	<ul style="list-style-type: none"> \$7,050 	
<p>Activity 4</p>	<p align="center">Short Term Certificates and Other Resources Support</p>			
<p>S.M.A.R.T Goal:</p>	<p align="center">Prepare students to acquire college and career readiness skills, credentials and/or certificates.</p>			
<p>Objective(s)</p>	<p>Activities: Description</p>	<p>Timeline</p>	<p>Budget</p>	
<p>Prepare students for entry into MNSCU by identifying knowledge gaps and remediating through use of My Foundations Lab.</p> <p>Acquire and implement KeyTrain and/or other</p>	<ul style="list-style-type: none"> Purchase My Foundations Lab licenses and strategically use them with students who meet criteria including goal of postsecondary education Maintain KeyTrain curriculum (5 renewal and 5 new) licenses for use in 	<p>July 2015 – June 2016 and July 2016 – June 2017</p> <p>July 2015 – June 2016 and</p>	<p>Activity 4 Total: \$34,650</p> <p>\$5,400</p> <p>\$12,000</p>	

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<p>curriculum designed to increase WorkKeys skills.</p>	<p>the DOC and Career Readiness instruction</p>	<p>July 2016 – June 2017</p>		
<p>Implement ACT’s WorkKeys Assessment and National Career Readiness Certificate</p>	<ul style="list-style-type: none"> • Purchase units of ACT’s WorkKeys assessment and Registrar NCR certificates 	<p>July 2015 – June 2016 and July 2016 – June 2017</p>	<p>\$14,250</p>	
<p>Increase digital literacy curriculum</p>	<ul style="list-style-type: none"> • Maintain annual Northstar Digital Literacy sponsor sites renewals 	<p>July 2015– June 2016 and July 2016 – June 2017</p>	<p>\$3,000 (10 sites x \$300/site)</p>	