Minnesota Department of Corrections ABE Future Plans and Issues

#	Strategy	Led By	Who Is Involved	Resources Needed	Timeline	Outcome(s)

8.1 – Top Three to Five Changes or Areas of Improvement

#	Change or Area of Improvement
1	Improve the process for training new ABE staff and evaluating current staff.
2	Increase student engagement along with postsecondary and career readiness.
3	Ensure all ABE students have access to digital literacy skill instruction and practice, and can meet standards as measured by NSDL assessments.

8.2 – Strategies: How do you plan on addressing these changes or areas?

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1	Train staff and launch revised new ABE staff orientation checklist. Make the checklist readily available on internal "iShare" site, and adopt a consistent consortium-wide process for the implementation.	ABE Manager	Site Managers, New ABE Staff	Dedicated meeting time, Checklist and items on checklist available on internal iShare site	Fully launched by September 1, 2016	All supervisors and new staff use the checklist as orientation. New staff have earlier and increased knowledge of DOC and facility protocols and resources.
	Formally adopt and "market" the new individual professional development form, then determine and implement the process for how it will be used, i.e. when it will be filled out, how much to be determined by the individual vs. their supervisor, degree to which requested PD will directly tie to the form.	ABE Manager and TPSC Coordinator	Site Managers and all ABE staff	Access to the PD form on iShare; Dedicated agenda item on monthly managers/supervisor's meeting; training for ABE staff	Agenda item for July or September meeting; training for staff in fall 2016	All ABE staff will use this form on an annual basis to determine PD needs and plans;

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	Create Education unit "Go To" manuals customized to each facility/site. Manuals already in place at OPH and Lino Lakes.	Lino Lakes and OPH Site Managers	Site Managers	Three ring binders; labeling; digital versions stored on iShare; access to all items identified in manual; dedicated time at each facility to customize the manual.	Agenda item for September or October management meeting; Completion by June 2017	All DOC Education staff have access to the Go To manual and each site has at least one hard copy version. Staff confusion and inquiries about education processes and procedures decrease dramatically.
	Adopt a formal teacher observation tool, then implement the observation at the time of the annual performance review. In addition, continue implementing peer and/or supervisor ACES observations.	Saint Cloud Site Manager	ABE Manager, Site Managers	Dedicated time to present various models/tools; Training in the adopted tool; Hard copy materials associated with tool; Training for teachers	Review models/tools in July and August 2016. Pilots launched by Jan 2017. Full implementation by July 1, 2017	Teachers and supervisors in sync with teaching observation expectations; Observations included in each annual performance review; Classroom instruction is improved and both supervisors and teachers more in tune with teaching and learning competencies.
2	Implement the newly created and expanded PEP that includes postsecondary and career readiness goals. Make the PEP process more collaborative between teacher & student.	TPSC Coordinator	ABE Manager, Site Managers, All ABE Teachers; ABE Students	New PEP available on iShare; Hard copies printed and available to all teachers; Training for site managers and teachers, including on	Immediate work on making PEP available; training in fall of 2016; Fully launched for new students	Visible, demonstrated increase in student engagement and feeling of "ownership" in learning plan; More focused instruction based on PEP info and

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				goals for teacher/student collaboration.	January 2017 and for returning students in new ABE year (May 2017)	goals; Increase in student participation in post-secondary options, in prison and upon release
	Continue to expand the number of "Tif'ed" lessons used by teachers, and focus on maximum use of available technology/computer-based resources to provide instruction and practice in soft skills and career readiness – including expanded use of KeyTrain and achievement of National Career Readiness Credentials (NCRC).	TPSC Coordinator, ABE Manager and KeyTrain Power Users	ABE Teachers, Site Testing Staff, Site Managers; MNIT Staff	Continued work with ACES PLC's; Time for Staff Still Needing ACES/TIF Training; Offender Networked Computers with Available Software and Apps Loaded	ACES/TIF ongoing and already launched; Available Software and Apps fully in use at each facility by January 2017; one or more student earns NCRC by January 2017.	Students demonstrate increased focus during classroom lessons; ACES are imbedded in an increased percentage of lessons; Each facility/site is fully using available computer based instructional applications and software; Students at each facility earn NCRC's.
	Establish and implement a student advising model at each facility site, using our Career and Employability "navigator" staff where possible, and identifying alternatives where not possible.	TPSC Coordinator, DOC Director of CT Education	DOC Career & Employability Instructors, Site Managers	Dedicated time for the Navigator/Advisor for advising; Identified staff where C&E instructor isn't available; Creation of standardized advising "curriculum" and model	Identified staff to serve as advisor at each facility by January 2017; Creation of advising model and implementation by July 1 2017	Advising model is in place at each facility and reaching maximum # of students who are receiving services; Increased number of DOC released offender students have clear and specific post-secondary and career goals and plans.

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3	Outline procedures for accessing, and increase usage of, available computer-based instructional resources, including those specifically designed to increase digital literacy skills, in the classroom.	ABE Manager and MNIT Offender Network Manager	Site Managers, Other MNIT Offender Network Staff, ABE Teachers and Support Staff	Dedicated time to fine tune computer-based resources request process; Computers that are updated and able to run all apps and software; task force to determine best practice use of available software in instruction; Standardized procedures for implementing NSDL assessments	Request process ongoing but model in place by December 2016; Facilities have all available software and applications running on desired computers by July 1, 2017	50% or more ABE students earn the NSDL certificate; Functioning level gains and GED attainment show increases; Teachers make efficient use of available computer-based resources to provide varied and engaging instruction
	Establish benchmarks for student achievement in digital literacy to be accomplished by the time they earn their secondary credential.	Selected DOC Computer Careers Instructor(s), ABE Manager, TPSC Coordinator	ABE Teachers, Site Managers	Sub-committee of Education managers/supervisors to determine benchmarks, plus dedicated time for committee meetings; Input from our DOC post-secondary Computer Careers instructors; Computers and digital literacy instruction available in ABE classrooms	Benchmarks and plan for imbedding into classes, along with ensuring computer availability, by January 1, 2018	As stated above, 50% or more ABE students earn the NSDL certificate; All ABE students are aware of digital literacy expectations;
	Create a task force to find digital literacy instructional curriculum and	One DOC Computer	Site Managers,	Creation of Task Force; Dedicated	Task Force in Calendar Year	Enriched and more comprehensive digital

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	resources to supplement MIRC and other current resources, and implement new curriculum at all facilities/sites.	Careers Instructor, ABE Manager	Computer Careers Instructors, MNIT Staff, ABE Teachers	meeting times established; Various curriculum and resources identified; Ability to pilot one or more curriculum	2017; New curriculum in place and being used by students by January 1, 2018	literacy instruction is provided to ABE students; Percentage of students earning NSDL certificates increases to 75%; Offender students are computer literate upon release