



Central Office

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2016-2017 ABE Narrative – Minnesota Department of Corrections

Section Four: Instructional Program Description

Narrative Questions – Answer the following question. Answers should provide sufficient detail for reviewers to understand the program’s intent and strategies for each concept presented:

4.1 Explain who developed the instructional program descriptions and how the descriptions are communicated and revised with instructors and other staff.

Descriptions are developed by curriculum review committees made up of one or two administrators, and, typically, one teacher in the specific content/level area being reviewed (e.g. Literacy 1, ESL, GED) from each facility/site. The committee reviews and updates the descriptions on a rotating three year basis, or more often if necessary. They then determine resources needed to meet the framework, content standards and guidelines. Using the MDE-ABE template, draft course descriptions are finalized, then sent out to teachers in that content/level for comment. After reviewing feedback, revisions are made. The final product is then placed on our agency’s internal internet site (called “iShare”), and also disseminated to other instructors via staff meetings at respective facilities/sites.

Each content/level class in the consortium has the same course descriptions and will adapt as needed to their type of classroom (one-room schoolhouse or individual subject class, etc.). All classroom instruction must adhere to the guidelines and core standards content described in Minnesota ABE Content Standards. Refer to Attachment N for each of the class/level program descriptions.

4.2 How do you ensure that the Adult Literacy Hotline (Minnesota Literacy Council) has the most up-to-date information about your consortium, its sites and its programming?



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Because it would require prospective students to commit a felony and be incarcerated in one of our state correctional facilities, the state and MLC have discouraged our consortium from marketing our consortium on the Adult Literacy Hotline.

4.3 Summarize your consortium's current transitions programming, including Pathways 2 Prosperity (FastTRAC) grant projects, postsecondary readiness, employability skills and career awareness. You can also refer directly to pages in Document N.

The DOC does not have a current Pathways 2 Prosperity grant project.

ACES Transitions Integration Framework is integrated into every level and content area of ABE instruction to ensure that our learners are being exposed to employability skills and career awareness. ACES integration is being monitored by using the ACES observation tool and feedback audit form. Teachers are observed by supervisors and their peers and are completing the observation and feedback forms as documentation. Refer to **Attachment 4A: ACES Observation Form**.

CCR Standards are currently being integrated at four facilities/sites within the consortium as these standards are required for the Adult Diploma program which is piloting at these four locations. The rigor of CCRS instruction prepares the learners for postsecondary and career training programs. During the next two years every site in the consortium will have teachers trained to integrate ELA and Math CCRS into their instruction and those teachers will be the mentors for all teachers at their site. Our consortium curriculum review committees will ensure that future curriculum is aligned to all the standards (Common Core, CCR, ACES, Northstar Digital Literacy). When all instruction is being taught with these standards the learners will be well equipped to transition to postsecondary and career. The manner in which specific standards are being integrated is articulated in each the multiple instructional program descriptions (**Document N**).



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Document – Provide the following local program information – applicants must use the following:

- N** Instructional Program Description that shows the objectives, format, standards, assessments and other details for each class or type of instruction offered in the consortium (see [Instructional Program Description – Template](#) and the [Course Description Template](#)).