TRAIN PD @TCALL



PD Coordinator's Pre-Conference

AEL Fall Institute

September 14, 2020

Agenda • September 14, 1:00 – 4:30 CST

- September 14, 1:00 4:30 C
- 1:00 1:05 Introduction
- 1:05 1:45 PD BASICS
- 1:45 1:55 PD Requirements
- 1:55 2:05 Break
- 2:05 2:15 Awards
- 2:15 3:15 PD PORTAL
- 3:15 3:20 Break
- 3:20 3:30 Awards
- 3:30 3:50 PD Tracking Strategies and Sharing
- 3:50 4:00 TCALL Library and Collaborating with Community Based Organizations
- 4:00 4:05 Break
- 4:05 4:20 PD CONTENT Discussion
- 4:20 4:30 Wrap-up

TRAIN PD @ TCALL

- Your statewide AEL Professional Development & Resource Center, funded by Texas Workforce Commission
- TCALL Housed at Texas A&M University in College Station
- State Adult Literacy Resource Center since 1989
- Statewide AEL Professional Development Center since 2014



TIER 1

Topics include:

- Recruitment, Intake, and Orientation
- Assessment (TABE, BEST, BEST Plus, CASAS)
- Goal-Setting (available online through TRAIN PD)
- Career Awareness
- Local Programs are required to pay for their own TIER 1 Training
- •Local programs can use local staff for Tier 1 Trainings **IF** they have completed the appropriate training requirement (TOT or publisher requirement)
- May use the PD Portal for registration use the PD Session Request Form and talk to your PD Specialist

TIER 2

Examples of Tier 2:

- Contextualized Teaching and Learning
- Multi-level Classroom Management
- Career Pathways
- Content Standards
- Persistence
- Specially developed workshops based on program needs
- TRAIN PD Contracts with and pays for the trainer.
- If you need a training not listed in the PD Portal, please contact your PD Specialist to talk about your customized needs.
- Programs may request a specific trainer.

Requesting Training

- Training Request Procedure to include the following:
 - Documented need for the training. Is the request supported by local or statewide needs assessment data? Is the training part of the PD Plan?
 - Is the training a Tier 1 or Tier 2?
 - PD Coordinator fills out the *Program Request Form* and submits to the PD Specialist at least 20 business days in advance of requested training dates.



Request Form

May need to be customized for virtual sessions, but basic information is still the same

PD Session Request Form

Name of Event:		
Check this box if part of an In-Service: Preferred Trainer:		
Name of In-Service: (i.e. HCDE Convocation)		
Check if this event is split over multiple days: Check if this event is repeated for multiple sessions:		
Session Dates: (MM/DD/YY)		
Start time (HH:MM): 00:00 Choose 00:00 Choose 00:00 Choose 00:00 Choose		
End time (HH:MM): 00:00 Choose 00:00 Choose 00:00 Choose 00:00 Choose		
Description of Training Session: (See the standard description example. The first sentence should tell WHAT and for WHOM.)		
TRAIN PD Specialist / Staff Assigned: Choose one of the following		
Name of Program Making Request: Choose one of the following		
Training Location: (full address including BUILDING NAME & Room #)		
Training Location Contact: (Please add email and phone number)		
Grant PD Coordinator: Choose one of the following Other:		
Anticipated # of participants: Capacity (Maximum # of participants):		
Training is available to? Choose option for Registration Availability		
Other/ Additional Availability:		
Address for shipping materials (including "To the attention of"):		

Requesting Training, cont.

 Registration and Attendance: The program needs to assure that at least 5 people will attend for face to face sessions. Community and faith-based organizations along with local literacy providers may be invited if there is space available. Trainings may be cancelled due to lack of registration.

 Once PDS has secured the trainer, event logistics, and approval for the training event, then the event will be created in the PD Portal for registration.

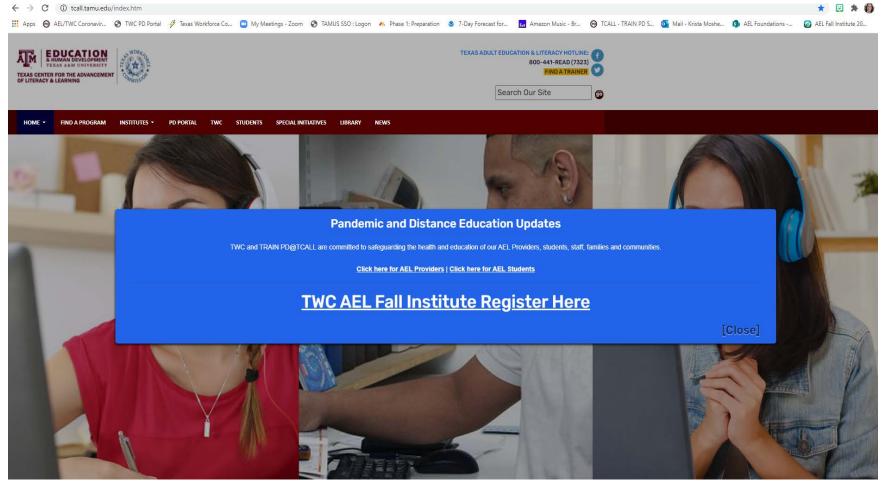
PD Portal: Community of Practice

ONLY for PD Coordinators!

You are added automatically when we are notified of PD Coordinator status

- Find resources
- Share information
- https://twc.csod.com/phnx/driver.aspx?routename=Social /Communities/Community&Root=7

TCALL Website



https://tcall.tamu.edu/index.htm

PD Requirements

- 1. PD Requirements apply to all AEL staff except for clerical and janitorial staff.
 - True
- 2. AEL instructors, including volunteers or tutors, who generate student contact hours need this PD.
 - 6 PD hours in relevant areas of literacy instruction; 3 PD hours in Principles of Adult Learning (PAL) and 6 PD hours at the program's discretion
- 3. AEL directors and supervisors with program oversight responsibilities must receive ten clock hours of PD, per year.
 - False (they need 15 hours)
- 4. AEL instructors, including volunteers or tutors, hired after January 1 are still required to have 3 hours of PAL.
 - True
- 5. Aides, Administrative, Data Entry, Test Proctors, and Support Staff need how many PD hours?
 - 3 hours of the relevant area(s) of literacy instruction
- 6. Within 30 calendar days of providing instructional activities, staff new to AEL or direct student service delivery need..
 - 6 PD hours including 3 PD hours of PAL and 3 PD hours of literacy
- 7. AEL instructors, including volunteers or tutors, hired on or after January 1 need how many PD hours?
 - 7.5 hours





Texarkana College 8 F2F Sessions*

Angelina College 3 F2F Sessions*

Brownsville ISD Adult
& CE Consortium
6 F2F Sessions*

*Per person averages: Pre-COVID





Navarro College 10.8 Live Sessions*

McLennan
Community College
9.12 Live
Sessions*

Texarkana College
10 Live Sessions*

*Per person averages





Windham School District 10.55 Online Curricula*

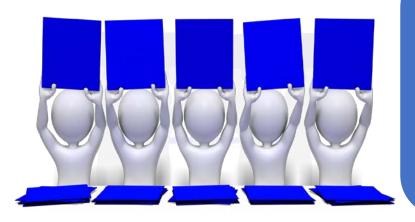
McLennan
Community College
9.49 Online
Curricula*

Angelina College 9.63 Online Curricula*

*Per person averages

PD Portal Terminology

We will preview some common PD Portal terminology together using digital flash cards: please use the chat pod to answer!



We will then test our knowledge with a quick little assessment check!

Tracking Staff PD in the PD Portal



Access My Team



Assign training





Monitor training progress



View & download certificates of completion



Run transcript reports



Primary difference is because of Cornerstone's built-in hierarchy.

Otherwise all capabilities are the same



Who and How?



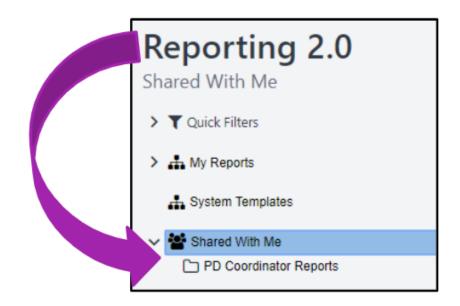
- 1. At the local program, identify who needs these capabilities in the PD Portal.
- 2. Email Katie and Laura for your magic permissions at PDPortal@tamu.edu.





Reporting 2.0

- 1. Hover on the *Reports* tab and select *Reporting 2.0*.
- 2. Click on the down arrow next to **Shared With Me** and then **PD Coordinator Reports**on the left side of the screen.



Reporting 2.0 (cont)

Review the list of available reports. Each report has a specific purpose.

Report Title	Purpose
*Active User Report – AEL Grantee *Active User Report – Large Consortium	List of staff for a program who are currently active in the PD Portal
Available Live Training (PY 2020- 2021)	List of live training that is available for the program year; organized by PD category
Available Online Curricula (PY 2020- 2021)	List of online courses that are available for the program year; organized by PD category
*Transcript Report – AEL Grantee *Transcript Report – Large Consortium	List of PD completed by staff for the program year



Reporting 2.0 (cont.)

Available Live Training Available Online Curricula

- Click on the title of the report.
- In the upper right-hand corner, click on the download icon to export to an Excel document, PDF, etc.

*Active User Report

- *Transcript Report
- Click on the title of the report.
- Adjust the filter to find your program.
- Click the blue *Refresh* button. Then, click on the
 download icon to export an
 Excel document, PDF, etc.

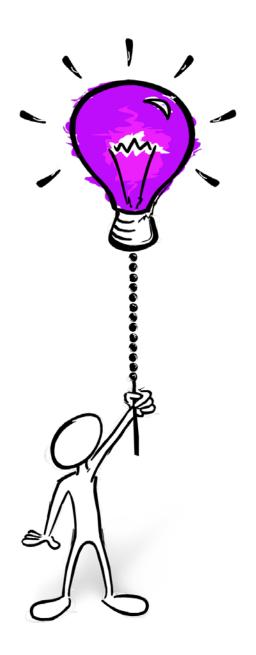
Let's Check It Out!

Watch:

- Open the Available Online Curricula Report
- Filter by PD category in Excel
- Open the Transcript Report (for TCALL)

Do:

Answer questions!





- Staff can upload evidence of external training under their active transcript.
- You can individually upload evidence of your staff's external training by using My Team.

Disclaimer: TCALL does not require programs to add external training in the PD Portal. TCALL will not monitor or enforce the addition of external training. If a staff member makes an error when uploading, it could negatively impact the transcript report and hours obtained in the PD Portal may be inaccurate.



Visit our PD
Coordinator Portal
Resource
at https://wke.lt/w/s/He1S01.







McLennan Community College 16.02 PD Courses*

Navarro College 14.27 PD Courses* Region 1 ESC 15.18 PD Courses*





Larisa Elliot

Howard College – Concho Valley 34 posts

Alvin Le Blanc III

Adult Education Center (HGAC)

28 posts

Jonnie Hill

Brazos Valley Council of Governments

31 posts





Leticia Sanchez Region 1 ESC 92 PD hours

Odalys Olivas
Literacy Council of Tyler
87 PD hours

Catalina Requenez

Region 1 ESC

88.25 PD hours

PD Tracking





PD Classifications for Local Trainings

Principles of Adult Literacy (PAL)

A wide variety of research-based Professional Development topics that include the instructional and advising characteristics specific to adults and that are concerned with the range of knowledge, skills, and abilities that adults bring to education and that define their needs to:

- understand and use information;
- express themselves;
- act independently;
- manage a changing world effectively; and
- meet goals and objectives related to career, family, and community participation.
- Instructional principles include, but are not limited to:
 - engaging adults and customizing instruction on subjects that have immediate relevance to their career and personal goals and objectives;
 - building on their prior knowledge and experience; and supporting them in taking responsibility for their learning.

Literacy (LIT)

 An individual's ability to read, write, and speak in English and to compute and solve problems at levels of proficiency necessary to function on the job, in the family of the individual, and in society.

Strategies for Tracking



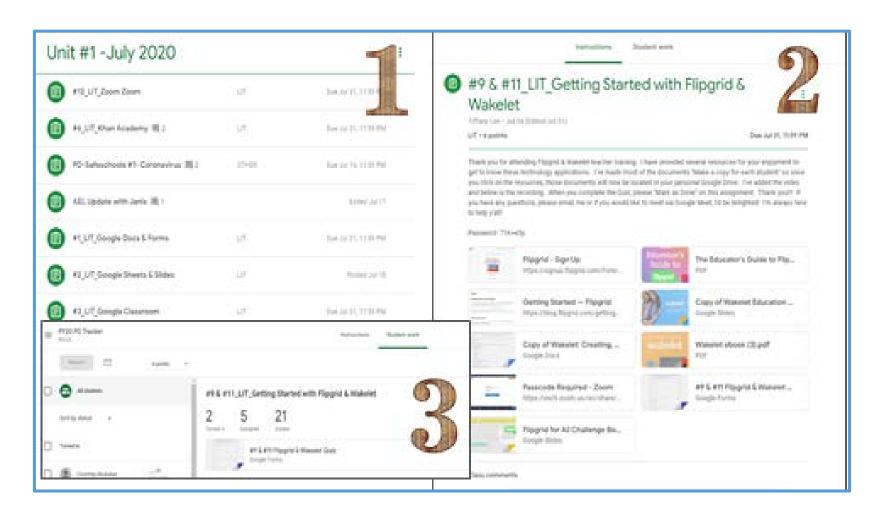




Example: PD Tracking Spreadsheet

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1		AEL PR	OGRAM PD	TRACKING S	PREADSH	EET Latest L	Jpdate:		, 2018				
2								Training 1	ing Type PD Needs				
3	NEW/	Exemption			PD Hours	TOTAL PD	D41		PROGRAM DISCRETI	C	PD Needed		
4	INACTIVE	Needed?	Role	Program	Required	Hours Acquired	PAL	ITERAC		Current PD Needs	by When?		
5					_		3.00	6.00	6.00				
6			Manager	ABC Admin	3 - Rel to job					Done	1-May		
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9						0.00							
10						0.00							
11													
12	×		Instuctor	HSE	15 - PAL; Lit; APD	10.50	3.50	3.00	4.00	3 Lit + 2 APD	1-May		
13						0.00					-		
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26													
27	15 hrs		3 Hrs PAL;	6 Hrs Litera	cy; 6 Hrs	At Program D	iscretio	₩in 30	days of ins	ruction must have a	nt least 3 Hrs P	AL and	3 Hrs Lit
28	7.5 hrs		3 Hrs PAL;	6 Hrs Litera	cy; 1.5 Hr	s At Program	Discreti	Win 30	days of inst	ruction must have a	nt least 3 Hrs P	AL and	3 Hrs Lit
29	15 hrs		3 Hrs PAL;	6 Hrs Litera	cy; 6 Hrs	At Program D	iscretio	n	Ĺ				
30						_							

Program Sharing: Region 9



Program Sharing: Region 9 (2)

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Program Sharing: Brazosport College

						BC A			ING SPREADSHEET								
								September 12,									
STAFF NAME							Training Type				Additional Requirements						1
			Exemption		PD Hours	TOTAL PD Hours			AT PROGRAM		FERPA	Orientation to			Human	Cybersecurity	Fraud
.ast "	First *	INA(*	Needed ▼	Role ▼	Require *	Acquired *	PAI *	LITERACY *	DISCRETION	*	7	Workforce ▼		EEO, ▼	Traffickir *	Awarenes: *	Awarene
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				Aide/tester	3	0.00							X				
				Sub	0	0.00											
				Instructor	15	31.50	3.25	11.75	16.50	X	X	NA	X	7/31/20	7/31/20	8/13/20	8/13/20
				Instructor	15	0.00											
				Instructor	7.5	0.00				Х	X	NA		7/29/20	7/29/20		
		New		Instructor	15	0.00										8/4/20	8/4/20
		New		Instructor	15	0.00											
				Aide/tester	15	0.00				X	X	NA	X	7/6/20	7/6/20	8/11/20	8/11/20
				sub	0	0.00										8/8/20	8/9/20
				tester	3	0.00				X				8/15/20	7/21/20	8/16/20	8/20/20
				Sub	15	0.00											
				Instructor	15	0.00				X	X	NA	X	7/13/20	7/13/20	8/6/20	8/6/20
				Aide/tester	3	0.00				X	X	NA	X	8/8/20	8/15/20	8/19/20	8/26/20
				Instructor	15	0.00											
				Instructor	15	0.00				Х	X	NA		8/3/20	8/6/20	8/20/20	8/20/20
				Data Entry	3	0.00											
				Instructor	7.5	0.00											
				Sub	15	0.00											
		NEW		Instructor	15	33.00	3.00	3.00	27.00	Χ	X	Х	X	7/8/20	7/6/20	8/16/20	8/16/20
				Aide/tester	3	2.50			2.50		X			7/29/20	7/29/20	8/21/20	8/22/20
				Instructor	15	0.00											
				Sub	0	0.00											
				Instructor	15	0.00				Χ		NA	Х			8/4/20	8/4/20
				Instructor	7.5	0.00				Χ	Х	NA		8/5/20	8/5/20	8/19/20	8/17/20
		NEW		Instructor	15	0.00											

Program Sharing: Navarro College

Name: Requirement 3 hours from PAL Category	PD Tracker structional Aides (with Bachelor's Degree or higher), Less Title MM: Creating a Quality AEL Program	denship Hours	Date 8/10/2020
Name: Requirement 3 hours from PAL Category	structional Aides (with Bachelor's Degree or higher), Lead	Hours	
Name: Requirement 3 hours from PAL Category	Tide	Hours	
Requirement 3 hours from PAL Category			
3 hours from PAL Category			
	MM: Creating a Quality AEL Program	1	
***		=	=
6 hours from LIT Catagory	WICOR: An AVID Overview Parts 1 & 2	4.25	7/17/2020
1	AVID Colleboration & Inquiry	4.75	7/24/2020
1	WhatsApp as an Instructional Platform	1.5	8/20/2020
1	Zoom Beyond the Basics	3	8/22/2020
] [
1			
3 hours from Assessment Category		-	
1			-
	<u> </u>		
BEST Plus Certification		0	9/14/2019
			=
BEST Plus Refresher (every other yr)	Needs		
BEST Liberacy Certification			4/6/2019
BEST Literacy Cardination			4/6/2019
TABE Certification		0	12/7/2019
		•	
			The street
"Other" PD Category	TT: Intake and Orientation at a Distance TT: Using OERs with Adult Learners	1.5	7/14/2020 8/21/2020
1	TT: Retention in the Time of Remote Instruction	1	8/11/2020
1	WW: Developing Your Super Power	1	8/19/2020
1			\vdash
1 1			
	PD Tracker	do-mildo	
Instructors, in	PD Tracker structional Aides (with Bachelor's Degree or higher), Lead	denhip	
Instructors, in		denship	
Instructors, in		denNp	
Instructors, in		denhip	
Instructors, in Minimum of 15 total hours		denhip	

Other Ideas to Share?



Any Lightbulb Moments?

Who would like to share their PD Tracking system at a future PD Coordinators Webinar?

- Need ideas from:
 - ✓ Large consortiums
 - ✓ Large programs
 - ✓ Medium programs
 - √ Small programs



Email: tracyhendrix@tamu.edu

Collaboration Survey

Who is currently collaborating with an AEL Community-Based Organization or Volunteer Non-Profit Program?



Collaborate with CBO/Vol

- Provides opportunities for expansion
- Presents possibilities to strengthen program components





- Offers chances to learn and improve program operations
- Increases employee productivity

TCALL Provider Directory Search

https://tcall.tamu.edu



Provider Directory Search

Provider Directory Search

County: Harris (example)

Organization Type: Volunteer or Community-based

Services Provided: Citizenship (example)

How to Access TCALL Library's Resources Online

Library Resource Flyers (eBIBs)



[Visit the resources by scanning the QR code or typing in the URL]





bit.ly/3hUSmnM

This document contains a list of literature that teaches individuals how to appropriately and effectively employ the use of technology/social media to create/communicate information.

10 Best Teaching Practices: How Brain Research, Learning Styles, and Standards Define Teaching Competencies, Second Edition, Tileston, Donna Walker (2005), Corwin Press

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List of Available eBIBs

- Adult Basic Education
- Adult Teaching Fundamentals
- Adults with Disabilities
- Assessment Training
- Career Pathways and IET
- Citizenship
- Corrections
- Digital Literacy and Technology Integration

- Distance Learning
- ESL/ELL
- Faith-Based Literacy
- Family Literacy
- Financial Literacy
- Funding and Sustainability
- Health Literacy
- High School Equivalency
- Instruction

List of Available eBIBs₂

- Leadership
- Library
- Math & Numeracy
- Non-Profit and Community Organizations
- Other
- Program Management & Administration
- Technology and Social Media
- Workforce

How to Access eBIBs on TCALL Website



LIBRARY & RESOURCES

TCALL's Library

TCALL's mail-order library offers thousands of free & loan titles to teachers, administrators, staff and collaborators of not-for-profit literacy education programs in Texas, and to researchers and policy makers as well. Loan materials are borrowed by mail for 30 days with postage paid return service. Just use the Library Search page to browse and select titles, fill out the Google Form, and submit your order.

Custom Hot Topics Packets - The Clearinghouse Library will create by request a free, reproducible Hot Topic Packet on any subject in our library. The Hot Topic Packet will feature the latest articles and research digests, as well as a bibliography of all Clearinghouse library titles in that subject, both free and loan.



How to Access eBIBs on TCALL Website (2)

ELECTRONIC BIBLIOGRAPHIES (EBIBS)

Electronic Bibliographies (eBIBs) are documents that contain a list of all of the resources the TCALL Library includes that fall under a specific category. Each list is created to allow users to browse the library's resources by the topic they are interested in. Below is a list of all of the different categories users can browse through to find the resources that best fit their needs. Click on the eBIB below to view TCALL Library resources by a selected subject.

List of Available Resource Documents

Adult Basic Education

Adult Teaching Fundamentals

Adults with Disabilities

Assessment Training

Career Pathways and IET

Citizenship

Corrections

Digital Literacy and Technology Integration

Distance Learning

ESL and ELL

Faith Based Literacy

Family Literacy

Financial Literacy

Funding and Sustainability

Health Literacy

High School Equivalency

Instruction Leadership Library

Math and Numeracy

Non-profit and Community Organizations

Program Management and Administration

Technology and Social Media

Workforce

Other

What kind of PD are you looking for?

Mode of Delivery

- Face to Face
- Virtual Training
- Online (self paced)
- Recorded webinar with quiz
- Hybrid

What kind of PD are you looking for?

Session Type

- Single session
- Multiple part session
 - Sequential parts
 - Series (nonsequential)
 - Academy
 - Extended with culminating project

What kind of PD are you looking for?

Time on Task

Single session

- 1- 1 ½ hours
- 3 hours
- 6 hours

Multiple part session

- 1-1½ hours blocks
- 3 hours blocks
- 6 hours blocks

What kind of PD are you looking for?PD Topics

Topic Examples

- Digital Literacy
- Project based learning
- Contextualization
- Skill Integration
- Goal Setting
- Teaching with Technology
- Building Community in the Classroom

In Conclusion...

- Thank you for joining us today!
- Please fill out the evaluation on the app.
- Please contact us with any questions: kdmosher@tamu.edu;
 baponder@tamu.edu;
 pdportal@tamu.edu
- Let us know if you have other topics you would like us to cover in upcoming PD Coordinator Webinars: (Thursdays, 2:00 pm CST)

October 8
November 12
December 10
January 14
February 11
March 11
April 8
May 13

TRAIN PD @TCALL

