

TRAIN PD @TCALL



PD Coordinator's Pre-Conference

AEL Fall Institute

August 30, 2021

AGENDA

- Welcome
- PD Portal
- PD Plan
- TOTs and Assessment
- Motivation to Complete PD
- Content Standards 3.0 - Let's look at Civics
- Content Development in the works

Krista

Welcome!

Krista

New PD Coordinators:

- Ashley Oakfield - Grayson
- Jan Bartlett - Region 17
- Marla Rea - Temple
- Jessica Barrett - Angelina
- Glorious Melton - Texarkana
- Any Others?

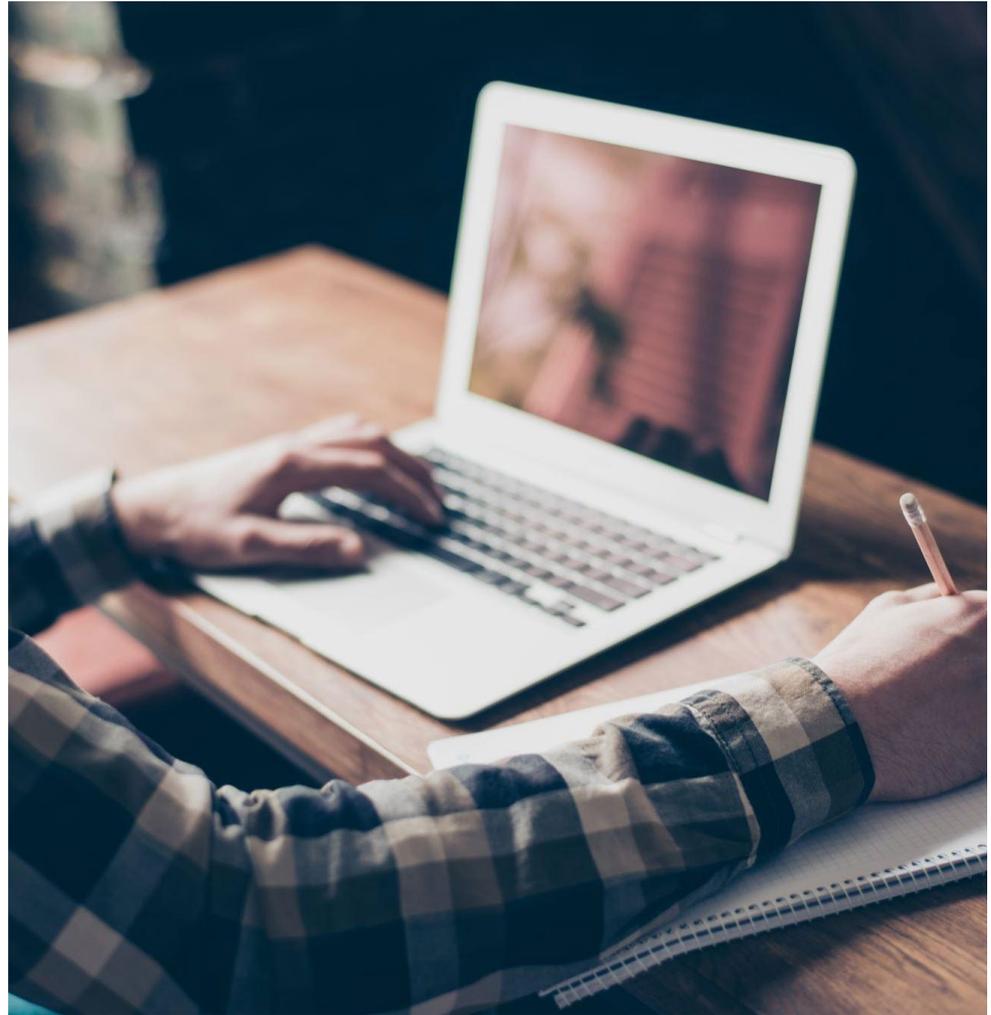
The most experienced PD Coordinators

New PD Specialist:

- Wendy Christensen

PD Portal

- Important reminders
- Use Reporting 2.0 to track staff PD progress
- Assigning PD to Staff
- PD Coordinator's Community of Practice



Wakelet Resource

Visit PD PORTAL
RESOURCES FOR
SUPERVISORY
ACCESS.





Vincent Rugambamazima
Dallas County
Community College
District
50 posts

Leyla Bozer
Angelina College Adult
Education Consortium
18 posts

Cynthia Aguayo
Alamo Colleges
20 posts





*Individual with the Most Post
in a Single Connect Community*



Vincent Rugambamazima
Dallas County
Community College
District

50 posts in
Adult Education and
Literacy Instruction CoP

Cynthia Aguayo
Alamo Colleges
20 posts in
Adult Education and
Literacy Instruction CoP

Deborah Tyrell
College of the Mainland
18 posts in
LINCS Online Career
Pathways CoP

PD Plan

- Deliverable due to TWC by grantees by October 15
- Why is it important?
- What is the process?
- What does the template look like?
- What information do you need?
- PD Specialists Assist
- What is the PD Plan Follow-Up?

Why is the PD Plan important?

Helps programs look at data, goals and staff needs to ensure program success

PD Plan Process

1. PD Specialist and PD Coordinator discuss program goals and previous year's Follow-Up
2. PD Specialist creates PD Recommendations for the program
3. PD Specialist and PD Coordinator discuss the PD Recommendations
4. PD Coordinator and program staff discuss the PD Plan template
5. PD Coordinator, with assistance from the PD Specialist (if requested), writes the PD Plan
6. Director approves the PD Plan
7. PD Coordinator emails the PD Plan to TWC Deliverables, their Program Support Specialist and PD Specialist by October 15

PD Specialists are here to help!

- PD Recommendations
 - Data used for recommendations
 - TCALL Data Summary Report
 - Program discussion
 - Program goals
 - PD Plan Follow-Up from previous program year
- Assistance and support through the whole process

PD Plan Follow-Up

- What is the purpose of the PD Plan Follow-Up due in the spring?
 - Check on completion of activities in the PD Plan before the end of the program year.
 - A chance to evaluate the effectiveness of the PD offered through the year
 - A spring-board for the next program year's PD plan

Train the Trainer (TOTs) Events



What is a TOT?

- A trainer of training event for staff who have had at least a year of experience in the topic of the TOT
- This is not for staff who are brand new and need a test administrator training
- Upon completion of the TOT, the participant who attends will become a Certified Trainer who can train locally or for TRAIN PD

Testing TOT Events

- Tier One TOT event to build local capacity for test administrators/proctors on all 3 tests approved for Texas
- PD Coordinator assigns staff members to attend
- Participants must be able to attend the whole training event and attend the Tech Check on the day prior to the event
- Participants will be certified as Trainers upon completion of TOT event except for the BEST Plus 2.0 TOT
- BEST Plus 2.0 has post training work to complete. CAL monitors the post work and determines when it is complete. Could take up to 6 months based on Trainer.

Testing TOT's

- BEST Plus 2.0 TOT: 12 hours
- Texas Style BEST Literacy TOT: 6 hours
- Texas Style CASAS TOT: 12 hours
- Texas Style TABE Online TOT: 6 hours
- Texas Style TABE Paper Based TOT: 6 hours
- TABE CLAS-E TOT: 12 hours

Testing TOT's

- Let's talk about Tech Checks and why they are so important!



This is NOT the training for remote testing



Step 1

- Take **Texas Style**

Test Administrator Training

Step 2

- **Remote Test Administration for Texas** Training

(This course is in the PD Portal)

DRC INSIGHT Portal

MY APPLICATIONS

DRC INSIGHT TABE MY APPLICATIONS LP

PARTICIPANT PREPARATION

- Student Management
- Student Group Management
- Teacher Management
- User Management

TEST PREPARATION

- Test Management

POST-TEST ACTIONS

- Student Management

SCORING AND REPORTING

- Local Scanning
- Report Delivery

GENERAL INFORMATION

- General Information

TECHNOLOGY SETUP

- Central Office

LICENSE MANAGEMENT

- License Dashboard

Size yourself with the navigation menu under **My Applications** at the top of this screen.

the instructions at the top of each page, or contact the TABE customer service team at [1.866.282.2250](tel:18662822250).

measurable skills gains to the office of Career, Technical, and Adult Education (OCTAE) should no longer be testing with TABE 9/10. If you are a program that needs to continue using TABE 9/10 and can no longer access it, please contact the TABE help desk.

twice daily (12:30PM and 6:30PM CST) for all customers.

vice (COS-SD) is schedule to be released the evening of Thursday, September 12, 2019. This required release will update COS-SDs from automatically, users must ensure their COS-SDs are turned on overnight and are set to not fall asleep or hibernate. No other human or IT personnel to make sure your network configuration will allow the update.

ACCESS ONLINE TOOLS TRAINING WITH GOOGLE CHROME

Publicly accessible versions of the Online Tools Training are available. Please copy the link below into Google Chrome to access these practice opportunities. Note that Google Chrome is the only supported browser for this public version of the Online Tools Training.

WBTE Portal: <https://wbte.drctedirect.com/TABE/portals/tabe>

DATA RECOGNITION
DRC
CORPORATION



Sign In

Username *

Password *

Show Text

Sign in

[Forgot your password?](#)

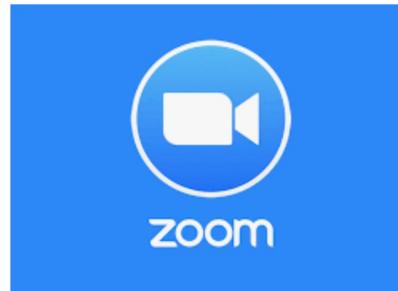
Technology Needs



- Computer or laptop
- Internet connection - connect by Ethernet cable if at all possible for best coverage
- Headphones, phone buds if desired
- Download and use the Zoom desktop app as prompted
- Quiet area with minimal distractions
- Optional: second computer screen to easily view training materials

Technology and Zoom Skills Needed for this Training

- ✓ Navigating breakout rooms
- ✓ Sharing screen within breakout room
- ✓ File Share
- ✓ Chat feature



Participant Expectations

Have materials

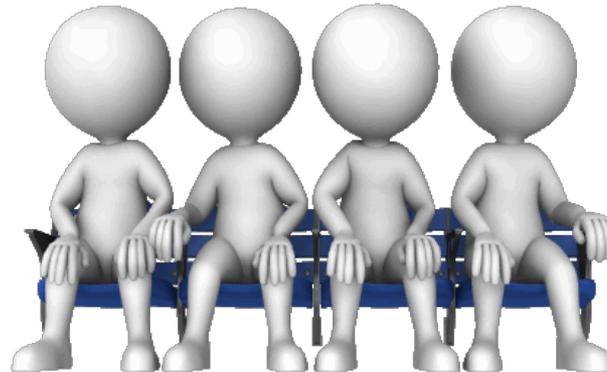
- reviewed them

Actively engaged

- chat
- breakout rooms

Demonstrate proficiency

- Training environment



Texas Style Online Test Administrator Training Materials

- Agenda
- PPT – 3 Slides per page with note lines
- Handout Packet
- Practice Worksheet



Texas Style TABE 11/12 Online Test Administrator Training

Use Handout 6: TABE 11/12 Online Test Administrator Training –At a Glance (resource) to guide your actions below. Be sure to write the information you create in the DRC Insight Portal Texas TCALL Training Account environment on the lines provided below.

1. Add the following 3 new students (be sure to follow the instructions)

Student 1

a) Last name: same as yours _____
b) First name: name of the street you live on now _____

Student 2

a) Last name: your mother's last name _____
b) First Name: your mother's first name _____
c) Add her ethnicity in the demographics section _____

Student 3

a) Last name: last name of your favorite singer _____
b) First Name: first name of your favorite actor _____

2. Add the following 3 new teachers (be sure to follow the instructions)

Teacher 1

a) first & last name of your first grade teacher _____
b) email is her/his name @gmail.com _____

Teacher 2

a) add the first & last name of your favorite teacher _____
b) email is her/his name @yahoo.com _____

Teacher 3

a) add the first & last name of your youngest teacher _____
b) email is her/his name @hotmail.com _____

Texas Style TOT Training Materials

Morning Session

- Agenda
- Handout Packet
- Practice Worksheet
- Best Practices Guide handout
- PPT - 2 slides per page
- Best Practices Guide handout

Afternoon

- Local Training PPT
- Pacing Guide
- Trainer Guide
- Dealing with Difficult People Handout



**Texas Style TABE 11/12 Online
Test Administrator Training**

Use Handout 6: TABE 11/12 Online Test Administrator Training –At a Glance (resource) to guide your actions below. Be sure to write the information you create in the DRC Insight Portal Texas TCALL Training Account environment on the lines provided below.

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Teacher 3

a) add the first & last name of your youngest teacher _____
b) email is her/his name @hotmail.com _____

Texas Style Training of Trainers Schedule



- **Saturday, March 27: 8:30 am – 4:00 pm** (*includes breaks*) – **Launch from your active transcript in the PD Portal**

Let us know if staff are not able to attend

- If you register staff to attend, it is imperative that you unregister or let us know if staff cannot attend.
- There are often waiting lists and if we find out at the last minute then it is hard for those on the waiting list to attend.



Topic Specific TOT Events

➤ Topic specific TOTs are considered Tier 2 events

➤ Participants are recruited or chosen by the TCALL team

➤ Independent Trainers can train at their local program and/or may be asked to train at other programs for TRAIN PD

➤ These TOT events are not as common as the Assessment TOT events

Standards 3.0:

Introducing the Family and Civics Content Standards



Written and Compiled by Dale Villarreal Pillow
Contributions by AnneMarie Molinari-Sanders, M.Ed. and
Krista Mosher, M.Ed.
TRAIN PD @TCALL, Texas A&M University

INTEGRATING DIGITAL LITERACY
INSTRUCTION FOR
COLLEGE AND CAREER SUCCESS
TRAINER GUIDE

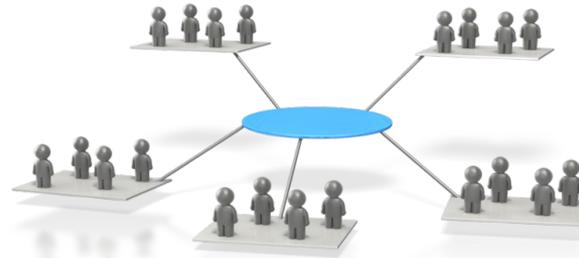


Keep in Mind

- Large Consortiums are capped at 5



- Small Consortiums are capped at 2



Testing Training Review



Texas Adult Education and Literacy Testing Guide FOR PROGRAM YEAR 2021–2022

- The AEL Testing Guide will be an important reference as a Test Administrator.

[Find the AEL Testing Guide here:](#)

The image shows a screenshot of the Texas Workforce Commission (TWC) website. The navigation bar at the top is green with white text for 'PD PORTAL', 'WIOA', 'RESOURCES', 'CALENDAR', and 'TCALL'. The 'RESOURCES' menu is expanded, showing a dark blue background with white text for 'TWC Summary Report', 'Webinars', 'Presentations', 'Texas AEL Guide', and 'Texas AEL Assessment Guide'. A white tooltip box is overlaid on the 'Texas AEL Guide' link, containing the text 'View the AEL Assessment Guide PDF'. The main content area is partially visible, showing the text 'THE TWC A...', 'ION & LI...', 's from the Texas (EL) programs and', 'gram within the Texas', 'The AEL program ser', and 'ical AEL and Special'.

TWC-Approved Test Trainings

A list of TWC-approved training of trainers (TOTs), test administration trainings, and refresher trainings and requirements for each of the approved tests is available at <https://tcall.tamu.edu/twcael/TWCApprovedAssessmentTrainings.htm>.

Table 13 provides an overview of the training requirements for testing supervisors and test administrators/proctors.



TEXAS ADULT EDUCATION AND LITERACY

[TEXAS AEL](#) [ACCOUNTABILITY & TEAMS](#) [PD & INNOVATION](#) [PD PORTAL](#) [WIDA](#) [RESOURCES](#) [CALENDAR](#) [TCALL](#)

TEXAS WORKFORCE COMMISSION (TWC) APPROVED ASSESSMENT TRAININGS

Assessment	Training of Trainers	Test Administrator Training	Refresher
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TABE 11/12 Online	Texas Style TABE 11/12 Online Training of Trainers (TOT) For current TABE 11/12 online test administrators who are interested in teaching this content to the AEL field. This is a 6-hour training event.	Texas Style TABE 11/12 Online Test Administration Training This training is an initial training for anyone who administers/proctors the TABE 11/12 online. The 3-hour training meets the requirements of the TWC AEL Assessment Guide.	
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Test Administrator Trainings

BEST Plus and BEST Literacy



BEST Plus 2.0

- 6-hour training by certified Trainer
- Refresher every 2 years for 3 hours

Texas Style BEST Literacy

- 3-hour training by a certified Trainer
- Refresher every 2 years for 3 hours



Texas Style CASAS Trainings

Texas Style CASAS Modules

- Training by a certified Trainer, the hours will depend on which modules are needed
- CASAS Online Modules do not count in Texas per TWC

Texas Style CASAS Refresher Guidance

Stay tuned for guidance coming soon

Texas Style TABE 11/12



TABE 11/12 Online

- 3.5 hour training by certified Trainer
- Refresher every 2 years for 3 hours

TABE 11/12 Paper Based Training

- 6 hour training by a certified training
- Refresher every 2 years for 3 hours

Texas Style TABE CLAS-E

TABE CLAS-E Paper based

- 6 hour training by certified Trainer
- Refresher every 2 years for 3 hours

TABE CLAS-E Online

This training is currently being developed



Texas Two Step for Remote Testing

Step 1

- Take **Texas Style**

Test Administrator Training



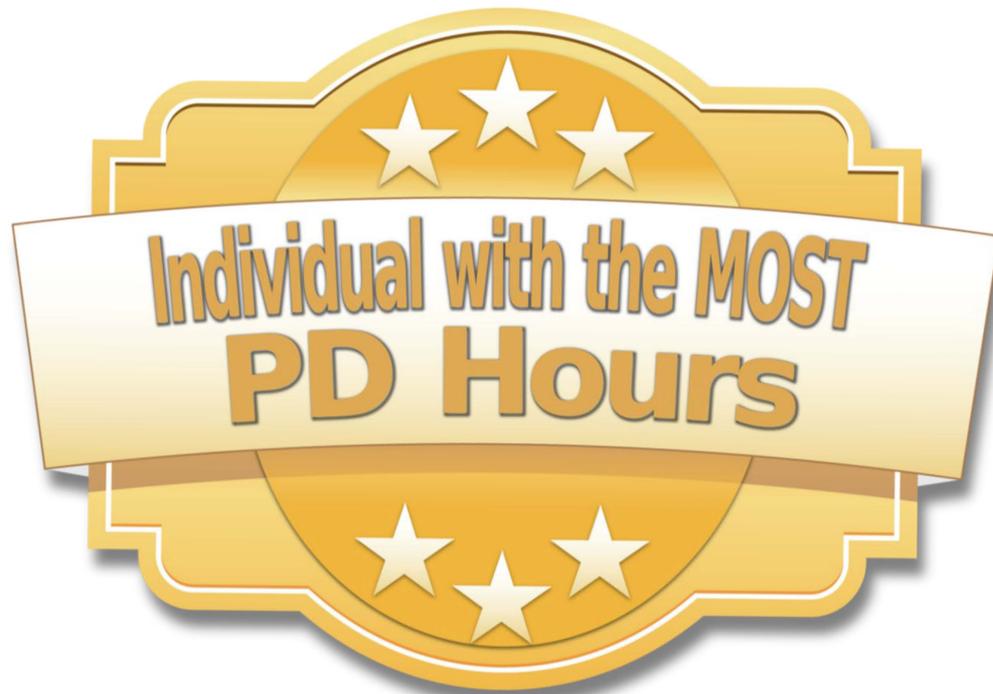
Step 2

- **Remote Test Administration for Texas** Training

(This course is in the PD Portal)

Step 2: Remote Test Administration for Texas Course in PD Portal







Amanda Aguilar
Angelina College
Adult Education
Consortium
160.5 PD hours

Carolina Paez
Angelina College
Adult Education
Consortium
109.75 PD hours

Yaneth Barrera
Angelina College
Adult Education
Consortium
150.5 PD hours





Region 17 ESC South
Plains

20 hours per person
average

Region 1 ESC
10.98 hours per
person average

McLennan
Community College
11.10 hours per
person average

Motivating staff to complete annual PD requirements



What we want to see and hear

I did it!

I learned so many strategies to use with my students!



I completed all 15 hours!

Now I understand!

What we sometimes see and hear

Been there, done that.

I don't need it.

I know what I'm doing.

I don't have time to attend training.



This Photo by Unknown Author is licensed under [CC BY-NC](#)

What motivates someone to attend a PD event?

Buy-in

- Staff must *know and understand the expectations*
 - Local and TWC
- Training must *support the purpose of professional development* (ultimately, to provide quality service to our students)

Perceived value

- The training must *add value*
 - *Appropriate for the audience*
 - Math teachers aren't necessarily interested in attending a PD for ELA.
 - *Provide relevant information*
 - All attendees should leave the training with knowledge they can actually use

Questions for Discussion

How do you communicate expectations and PD requirements to staff?

- New staff
 - When (at what points during the program year)
 - How (emails, meetings, other?)
- Existing staff
 - When (at what points during the program year)
 - How (emails, meetings, other?)

How do you create “buy-in” for staff to complete annual PD requirements?

- What has worked well?
- What are some lessons learned?

How do you ensure PD is valuable to your staff?

- What has worked well?
- What are some lessons learned?

How do you track the PD for your staff?

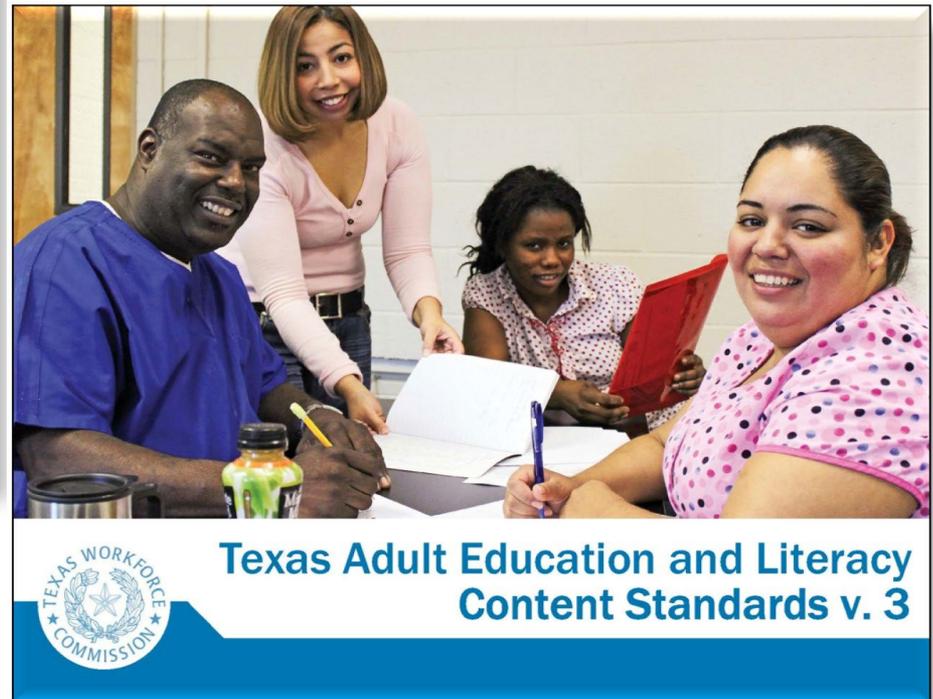
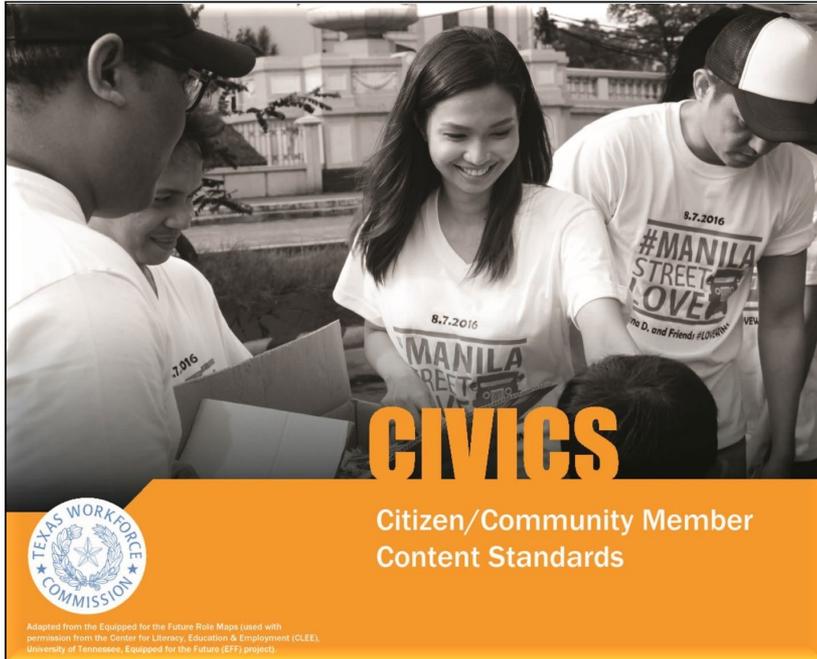
- At what points during the program year?
- Do you use TEAMS?
- Do you use PD Portal Reports 2.0?

Options for support

- PD Coordinator Community of Practice group
- PD Center Specialist

Citizen/Community Member Content Standards (Civics)

Content Standards, Page 122



Civics: Expanding Views

What is the first word that pops into your head when you hear the word – **Civics**?



WIOA Definition of Civics

The term “integrated English literacy and civics education” means education services provided to English language learners who are adults, including professionals with degrees and credentials in their native countries, that enables such adults to achieve competency in the English language and acquire the basic and more advanced skills needed to function effectively as parents, workers, and citizens in the United States. Such services shall include instruction in literacy and English language acquisition and instruction on the rights and responsibilities of citizenship and civic participation and may include workforce training.

Civics Content Standards: Overview Page

Content Standards, Page 124

CIVICS

Citizen/Community Member Content Standards and Benchmarks

Citizen/Community Member Standards (content area): Effective citizens and community members take informed action to make a positive difference in their lives, communities, and world.

BROAD AREAS OF RESPONSIBILITY: Subareas

Subarea 1: Become and Stay Informed

Citizens and community members find and use information to identify and solve problems and contribute to the community:

KEY ACTIVITIES

Subarea Standards

- A. Identify, monitor, and anticipate problems, community needs, strengths, and resources for yourself and others
- B. Recognize and understand human, legal, and civic rights and responsibilities for yourself and others
- C. Figure out how the system that affects a system works
- D. Identify how to have an impact and recognize that individuals can make a difference
- E. Find, interpret, analyze, and use diverse sources of information, including personal experience

Subarea 2: Form and Express Opinions and Ideas

Citizens and community members develop a personal voice and use it individually and as a group:

Subarea Standards

- A. Strengthen and express a sense of self that reflects personal history, values, beliefs, and roles in the larger community
- B. Learn from others' experiences and ideas
- C. Communicate so that others understand
- D. Reflect on and reevaluate your own opinions and ideas

Subarea 3: Work Together

Citizens and community members interact with other people to get things done toward a common purpose:

Subarea Standards

- A. Get involved in the community and get others involved
- B. Respect others and work to eliminate discrimination and prejudice
- C. Define common values, visions, and goals
- D. Manage and resolve conflict
- E. Participate in group processes and decision making

Subarea 4: Take Action to Strengthen Communities

Citizens and community members exercise their rights and responsibilities as individuals and as members of groups to improve the world around them:

Subarea Standards

- A. Help yourself and others
- B. Educate others
- C. Influence decision makers and hold them accountable
- D. Provide leadership within the community

Organization: Citizen/ Community Member Content Standards



Content
Standards,
Page 124

Citizen/Community Member Content Standards (content area)

- ★ Subareas (**Broad Areas of Responsibility**)
 - Key Activities/Subarea Standards
 - Role Indicators/Benchmarks

Broad Areas of Responsibility: Subareas



Content
Standards,
Page 124

Subarea 1: **Become and Stay Informed**

- Citizens and community members find and use information to identify and solve problems and contribute to the community.

Subarea 2: **Form and Express Opinions and Ideas**

- Citizens and community members develop a personal voice and use it individually and as a group.

Broad Areas of Responsibility: Subareas, cont'd



Content
Standards,
Page 124

Subarea 3: **Work Together**

- Citizens and community members interact with other people to get things done toward a common purpose.

Subarea 4: **Take Action to Strengthen Communities**

- Citizens and community members exercise their rights and responsibilities as individuals and as members of groups to improve the world around them.

Civics Subarea 3: Role Indicators/Benchmarks



Content
Standards,
Page 124

Key Activities/Subarea Standards

A. Get involved in the community and get others involved

Role Indicators/Benchmarks

1. Volunteer time and resources
2. Participate in community events
3. Reach out to a diversity of people

Role Indicators/Benchmarks, Subarea 3, cont'd

Content
Standards,
Page 124

Key Activities/Subarea Standards

A. Get involved in the community and get others involved

Role Indicators/Benchmarks

4. Network with others
5. Support the efforts of others' activity
6. Orient newcomers to the group or community

Civics Content Standards Quiz

Which Civics **Subarea** encourages students to become involved in the community?

- Subarea 1
- Subarea 2
- Subarea 3
- Subarea 4



How Urban Farming Saved a Dallas Community



[Bonton Farms Video.](#)

Content Under Development

Beth

- Teaching Skills that Matter (TSTM) (TOT)
- Internationally Trained Professionals – 4 modules (TOT)
- AEL Fundamentals - 4 courses – Corrections, Eligibility, Distance Learning, Professional Development
- New Directors Training
- Principles of Adult Learning: Developing Self-Directed Learners



Content Under Development

- Principles of Adult Learning: Transformational Learning
- Instructional Design for AEL
- Poetry in Motion: Using Poetry to teach Writing Skills to ELL and ELA Students
- Texas Style TABE On Demand Library
- Intake to Outcomes – tutor training from Literacy New York





**Angelina College
Adult Education
Consortium**

17.62 hours
per person average

**Brazos Valley
Council of Gov't -
Brazos Valley AEL**

13.13 hours
per person average

**Brownsville ISD
Adult and
CE Consortium**

14.53 hours
per person average



**Programs with the Most
Completed Training**



Region 1 ESC

21.25 hours
per person average

Central Texas College

20.32 hours
per person average

Brownsville ISD Adult and CE Consortium

21.25 hours
per person average

TRAIN PD @TCALL

