TRAIN PD @ TCALL

Shining a Light on Professional Development

AEL Fall Institute

September 19, 2024

Texas Center for the Advancement
of Literacy & Learning
EDUCATION & HUMAN DEVELOPMENT

Welcome to TCALL and Professional Development

- Today's Agenda
  - Introductions
  - Supporting programs
  - PD Activities
  - PD Plan and Recommendations
  - Staff PD Requirements
  - Training: Types and Requesting
  - PD Portal

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

Introductions: TCALL

- Dr. Liz Roumell, Executive Director

- Beth Ponder – Director of Professional Development

- Krista Mosher - Associate Director, Field PD Services

- AnneMarie Molinari-Sanders - Manager of Disability Services and Professional Development Center Specialist

Introductions: TRAIN PD @ TCALL PD Specialists

- Wayne Crandall - PD Center Specialist

- Olga Escamilla - PD Center Specialist

- Paula Bauer - PD Center Specialist

- Wendy Christensen - PD Center Specialist

- Olga Demina - PD Center Specialist

- Megan Webb - PD Center Specialist

Introductions: DEPDC @ TCALL

- Ashly Winkle - Associate Director, DEPDC
- Rina Renteria - Assistant Manager of DEPDC Call Center
- Crystal Tetrault - DEPDC Admin Associate IV
- Call Center Staff

Introductions: TCALL Staff

PD Portal

- **Manikanta Gowtham** - LMS Coordinator

- **Jessica Beaty** - Learning Support Specialist II

- **Yoli Oliver-** Program Coordinator I (Training Coordinator)

Introductions: TCALL Staff

- Jessica DeClements - Administrative Coordinator II

- Jorge Goyco- Graphic Designer II

- Sarah Sualehi and Faria Asadi - Graduate Research Assistants

- Library and Front Desk Student Workers

How Do We Support Programs?

- PD Specialists are assigned to work with AEL Grantees

- Help develop PD Plans through PD Recommendations

- Provide support to the PD Coordinator to provide PD activities for the program

- Collaborates with TWC, AEL Program Director, and PD Coordinator to identify and resolve issues that may be resolved through targeted PD

PD Activities

- We provide training through in-person and virtual sessions for individual programs; your PD Specialist is your partner with this!

- PD Portal has curriculum that can be assigned or selected for on-demand training (we'll talk about how to assign and search later)

- Monthly webinar series: Manager Monday, Teacher Tuesday, Workforce Wednesday and Tech and Tell (on Fridays)
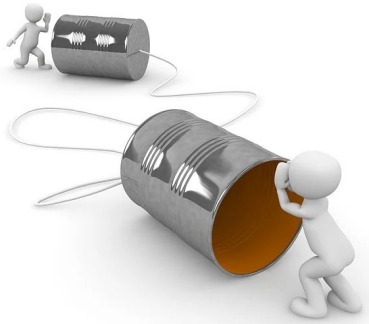
Communication

- Monthly PD Coordinator Webinars – Second Thursday of every month at 2:00 CT

- PD Coordinator ListServe and Career Pathways ListServe

- PD Coordinators Community of Practice – PD Portal

- PD Specialist's emails

Questions

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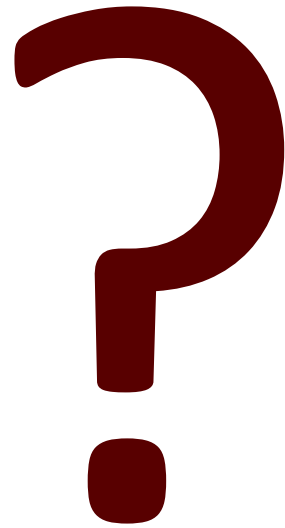
PD Plan and PD Recommendations

PD Plan Timeline for 2024/25

- PD Plans for 24-25 – October 15, 2024 (New RFA)
  - PD Recommendations by September 15

- PD Plan Follow Up – February 15, 2024
  - Templates will be emailed to you by your PD Specialist

What is the PD Plan?

The PD Plan:

- Focuses on continuous quality improvement through an organized and systematic framework, which supports and is in alignment with the organization's overarching goals and objectives as identified in the Detailed Project Plan (AEL Deliverable). This framework should be the result of collaboration between all levels of local AEL staff, including the provider's PD Coordinator. The framework includes two primary activities:

  - Measuring and assessing the performance of your organization(s) through the collection and analysis of data and
  - Conducting quality improvement PD initiatives and acting where indicated, including the design of PD specifically relative to improvement of existing services.

PD Recommendations

- Created by your PD Specialist and submitted to programs

A variety of data is used to write individualized recommendations for each program, including, but not limited to:

- MPR reports and TEAMS data

- Program's Detailed Project Plan (especially the SMART Goals)

- Labor Market Information

- Discussion with the PD Coordinator and TWC Program Specialist

- Previous year's PD Plan Follow-up

Looking at the PD Plan Template

There are 3 phases to the PD Plan:

Phase 1: Identify Improvement Goals

Phase 2: Determine Professional Learning Activities to Support Each Goal

Phase 3: Determine Your Plan for Implementing Professional Development Activities Required in Rule

Phase 1 – Identify Improvement Goals

- Identify the needs of your program by examining TEAMS student data:
  - Performance data
  - Monthly performance reports,
  - Enrollment
  - Average contact hours
  - Gains across all domains
  - HSE attainment
  - Enrollment and completion in postsecondary education or training programs
  - Employment

- Goals created for your Detailed Project Plan that apply to professional development

- PD Recommendations

Improvement Goals

Once goals are identified, start filling out the template.

When filling out this section, you will need to use/know:

- SMART Goals

- Staff – who will be affected by this goal

- Rationale to support the goal

- Specific Resources needed to support the goal

Phase 2 – Professional Learning Activities

- The activities you will implement to support each goal
    - These are the PD sessions and activities you choose (with your PD Specialist) for the year

- You will fill in Initial Activities and Follow-up Activities
    - Some goals may have more than one activity

Phase 3: PD Required by Rule

- These are the PD hours required – PAL, Literacy and Other, TEAMS, and Testing, etc.

- Make sure your PD Plan has enough activities to cover your staff's required hours

PD Requirements

- Number of hours is dependent on the staff role.

Full Staff Qualification and Development Requirements can be found at the TWC link on the TCALL website:

https://tcall.tamu.edu/twcael/AELStaffQualifications.htm

Staff Assigned to Multiple Roles

Position	Minimum Staff Qualifications	PD Hour Requirement	PD Content Area Description
STAFF ASSIGNED TO MULTIPLE ROLES	Highest staff qualifications apply	Highest hour requirements apply	AEL staff with more than one position funded by AEL are expected to complete the PD hours of the position that requires the most hours and the PD content areas required for both positions. For example, an instructor who also does data entry must have 15 hours total and PD in the content areas required for instructors (3 clock hours of principles of adult learning and 6 clock hours of relevant literacy instruction) as well as the 3 hours related to data entry.

Leadership

POSITION	MINIMUM STAFF QUALIFICATIONS	PD HOUR REQUIREMENT	PD CONTENT AREA DESCRIPTION
LEADERSHIP ⬚ Directors and Supervisors ⬚ Staff that oversee program assessment services and/or perform program oversight/accountability must possess a Bachelor Degree. A Bachelor's Degree is preferred, but not required, for professional development coordinator, and distance learning lead.	Bachelor's Degree	15 hours (7.5 hrs., if hired on or after Jan 1)	No specific content area PD is required

Instructors

Position	Minimum Staff Qualifications	PD Hour Requirement	PD Content Area Description
INSTRUCTORS Literacy (Reading, Writing, Mathematics and English Language Acquisition) instructors, including volunteers, tutors, or instructional aides who generate student contact hours	Bachelor's Degree	15 hours (7.5 hrs., if hired on or after Jan. 1) +2	The required 15 clock hours must include: **3 clock hours** - principles of adult learning (3 hours, if hired on or after January 1) **6 clock hours** - relevant areas of literacy instruction (3 hours, if hired on or after January 1) **6 clock hours at the program's discretion**, but consisting of content related to AEL program's purpose, as outlined in §805.21(6)(A)(iii).

Other Staff

Position	Minimum Staff Qualifications	PD Hour Requirement	PD Content Area Description
OTHER STAFF ▪ AEL aides (non-instructional) ▪ Administrative staff ▪ Data entry staff ▪ Proctoring staff ▪ Staff paid with AEL funds and providing	High School Diploma or Equivalent	3 hours	No specific content area PD is required for AEL aides, administrative staff and other staff that provide support or employment services to students. ▪ Test Proctors & Data Entry staff must have 3 PD hours related to their primary job duties (ex: Data Entry staff should have TEAMS training.)

Substitutes

POSITION	MINIMUM STAFF QUALIFICATIONS	PD HOUR REQUIREMENT	PD CONTENT AREA DESCRIPTION
A substitute is defined as someone who works on-call for four or fewer consecutive class meetings and does not have a full-time assignment, and does not assume permanent responsibilities for class instruction.	Bachelor's degree	No required PD hours	No specific PD content required

Things to Remember about the PD Plan

- PD is not a meeting; it is an opportunity to elicit change in MSGs and other program data

- PD should be intentional and address knowledge gaps of your staff/instructors

- PD needs to be tracked for required hours

- The earlier you schedule your PD in the program year, the earlier contracted measures can be affected in a positive way

More Things to Remember
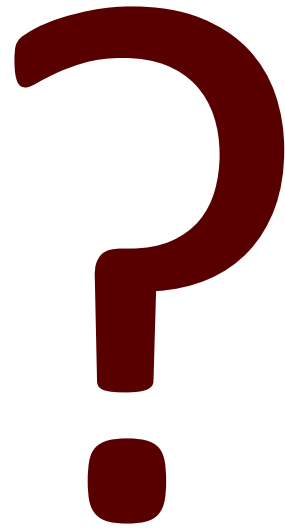
- It is not a check list, but a tool to build on the competencies of your staff/instructors and elevate their performance.

- PD follow-up is necessary to evaluate and measure the training to confirm it was effective

Tips for an Effective PD Plan

- Make sure your planned PD serves a purpose
  - Aligns with program goals
  - Staff requests/needs
  - Designed to address an area in need of improvement (based on data)

- Remember to include locally delivered training (test administration, review of program policies, etc.)

- Keep it clear and simple, so you can track your progress in meeting PD goals

- Give completion deadlines to keep in line with the program goals

Questions

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Requesting Training

Local Program Training

Topics include:

- Recruitment, Intake, and Orientation
- Testing (TABE, BEST Literacy, BEST Plus, CASAS, WorkKeys)
- Goal-Setting (available online through TRAIN PD)
- Career Awareness

- Local Programs pay for their own local training

- Local programs can use local staff for testing 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
- Distance Learning and Technology Integration
- 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.

Finding Training

- PD Portal

- PD Specialist

Requesting Training

When deciding on what training to request, consider:

- Is the training part of the PD Plan? Is it part of the program goals?

- Is the training local or Tier 2?

- Search the PD Portal for appropriate events

When ready to make the request:

- PD Coordinator fills out the *PD Session Request Form*

- Submits the form to the PD Specialist at least 20 business days in advance of requested training dates.

PD Session Request Form

- Please fill this out and submit to your PD Specialist.

Required Documentation for PD Credit

Documentation for qualifications and PD maintained in personnel file includes, but is not limited, to the following:

- A certificate of completion generated by the PD Portal
- PD Portal Transcript Report
- A copy of sign-in and sign-out sheet for a training event
- An agenda that includes the number of PD hours earned
- Materials that show the relevance of the training to the staff person's job duties

Required Documentation for PD hours (Texas AEL Guide, pg. 58-59)

Questions

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Next up:

PD Portal

About the PD Portal

- Access to high quality professional development (PD) trainings
- Complete PD at your own pace
- Access to transcripts and certificates of completions
- Collaborate with other adult educators across Texas in our Connect Communities

Roles in the PD Portal

- Manager and Approver/PD Coordinator
  - Access MY Team

  - Assign training

  - View and download certificates of completion

  - Run transcript reports

  - Search for in-person/virtual training events for program PD

- Everyone else
  - Search and register for online curricula

  - Register for program PD sessions

  - View transcript
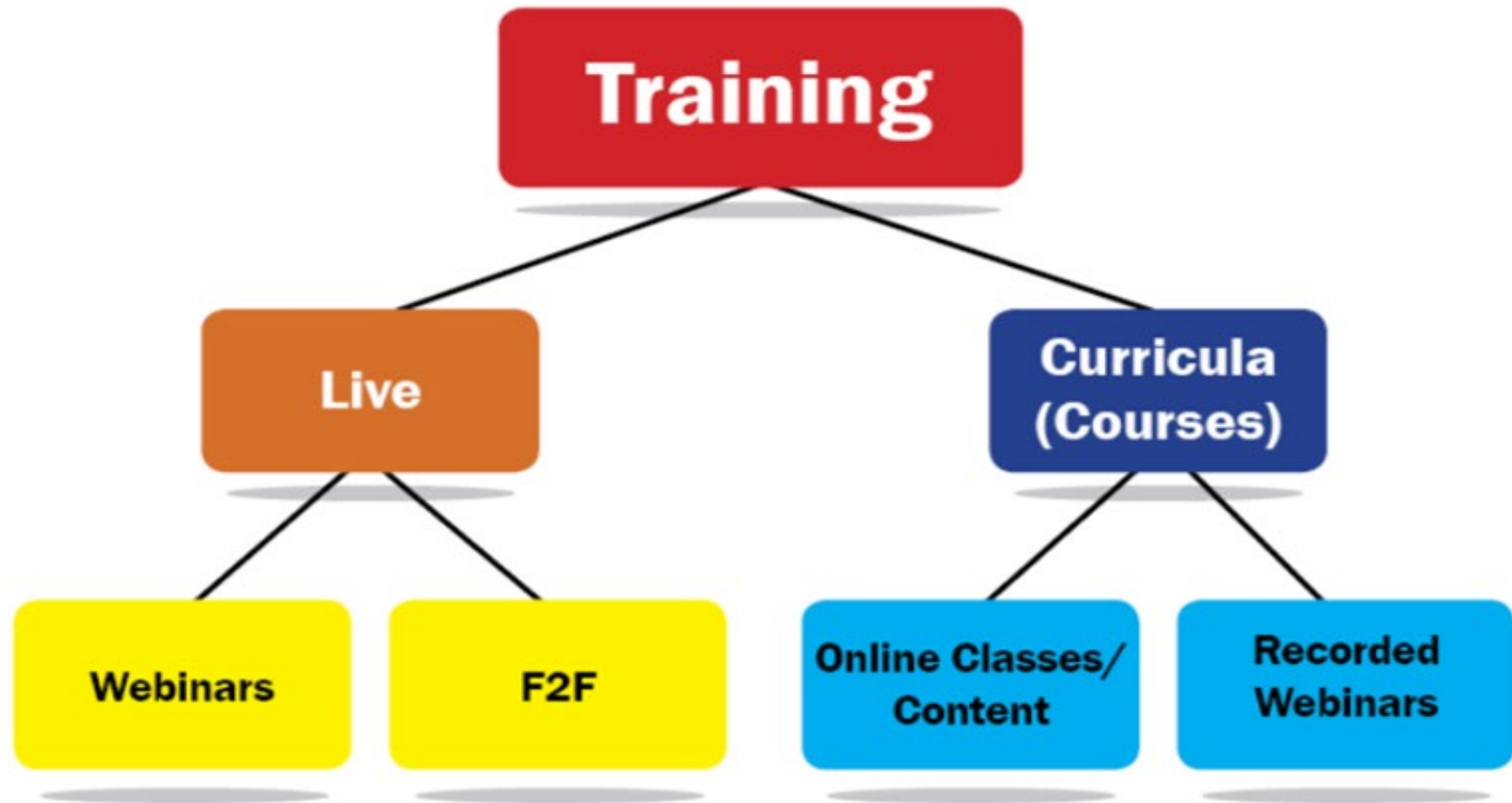
Helpful Icons:

Image of a stack of books: Curriculum or online course

Image of a calendar: Live webinar or F2F event

Image of building with 3 pillars: Used to be resources, no longer used
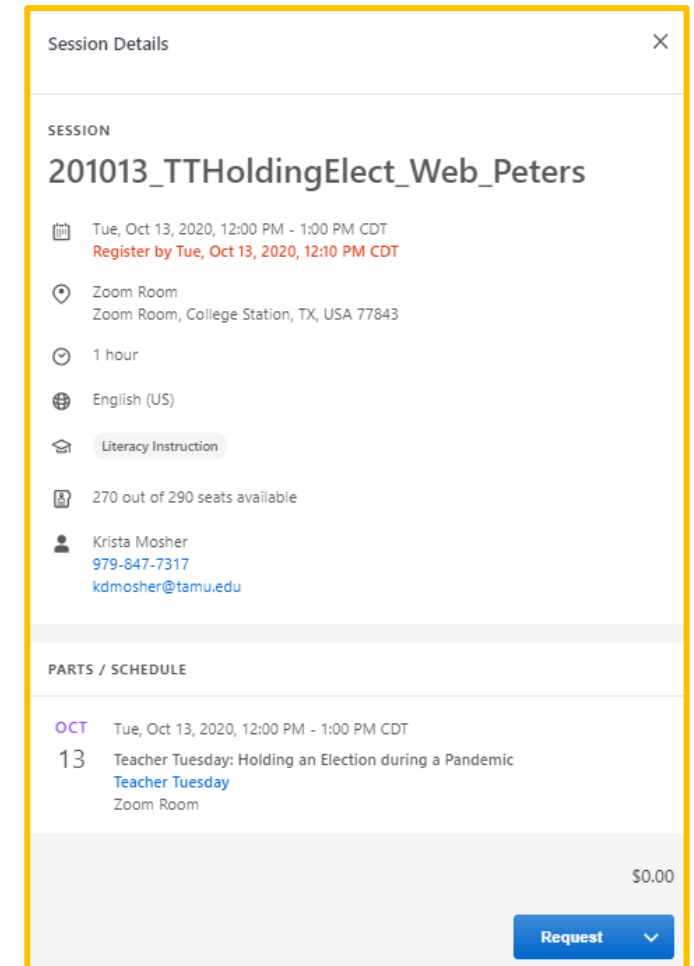
Searching for Training to Request

- Manager/Approver can see all events – Live and Curricula

- Staff members can see Curricula

- The Events calendar will show only the sessions for which you are eligible to register

Searching for Training: Live

Find Training tab > Events Calendar

1. Select the month of the training session.

2. Click on title of training.

3. Click on the Request button.

4. Then view your active transcript to see event training details or launch the live webinar.

Searching for Training: Online Courses/Curricula

Find Training > Search

1. Click on Training on the left sidebar

2. Click on Refine search

3. Complete the information (i.e. keywords, PD category, PD hours)

4. Search

If you are a Manager/ Approver, use this method To search for events for PD Program requests

Joining & Posting in Connect Communities

Connect Communities > All Communities

JOIN

1. Scroll down to Browse Communities
2. Select the community of interest
3. Click on Join Community

POST

1. Click on Topics
2. Select the topic folder that best fits your post
3. Click the down arrow on Create Posting
4. Select Create Discussion
5. Write, add link, upload document…

Available PD Portal Reports

- **Active User Report*** – List of staff who are currently active in the PD Portal

- **Available Live Training** - List of live training (face-to-face or virtual) that is available for the program year

- **Available Online Curricula** - List of online courses (curricula) that are available to ALL participants for the program year

- **Program Session Roster** - List of staff who have registered for an upcoming session in the PD Portal

- **Transcript Report*** – List of PD completed by staff for the program year

PD Portal Demo

- How to search
  - Event calendar for live trainings
  - Global Search
  - Learning Search
- Assign Training
- Running reports

Supervisory Portal Resources Wakelet

There are many useful resources in this Wakelet including handouts and videos that address how to run PD Portal reports.

PD Portal Help

HELP! > Contact Us

- Phone: (800) 441-7323

- Email: PDPortal@tamu.edu

- Instructional PDFs

PD Portal Instructional PDFs
Below is where you will find all the info you need for getting started, navigating, and succeeding in the PD Portal! Click on the links below for detailed help instructions.

Before Beginning
- Creating a PD Portal Account
- Adjusting Pop-ups in Google Chrome
- Adjusting Pop-ups in Mozilla Firefox

Show Me!
- Resetting Your Password
- Locating Certificates of Completion
- Joining and Posting in Connect Communities
- Requesting a Live Webinar
- Launching a Live Webinar
  - Desktop & Laptop
  - Mobile Device
- Completing Evaluations
- Taking a Test
- Updating User Record
- Adding an External Training

Navigate the PD Portal
- Overview of Learner Home
- View Your Transcript
- Using the Curriculum Player & Troubleshooting
- Toggling to and from Curriculum Player and Connect Communities

Search for Training
- Search for Training: Learning Search
- Search for Training: Global Search
- Using the Events Calendar to Find Live Training

Questions

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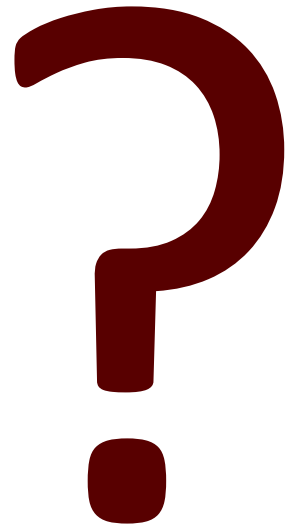
Please Complete the Scantron

- Use a pencil or a blue or black ink pen

- Remember to mark with an "X"

- Don't forget your home zip code

Please Leave Us Feedback

1.

SCAN ME

2.

Launch ▼

Launch
Evaluate
View Training Details
Move to Archived Transcript
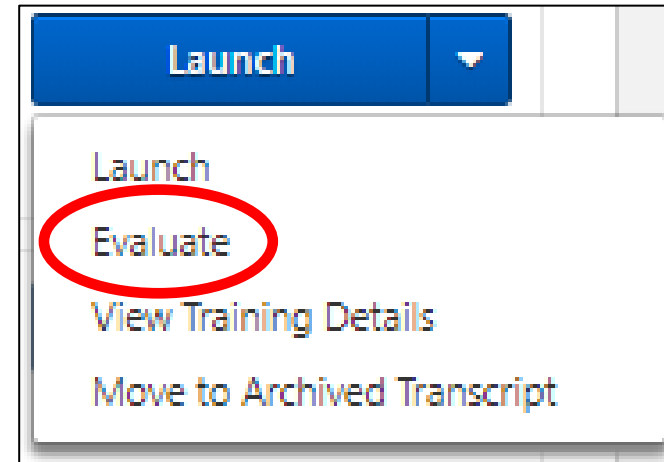
- *Can't use the link?*

- Simply go to your **Active Transcript** and click *Evaluate* in the dropdown menu next to this session.