

PROFESSIONAL DEVELOPMENT



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

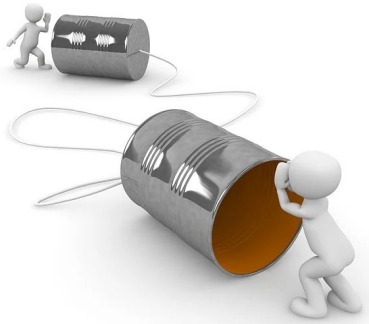
How Do We Support Programs?



- 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

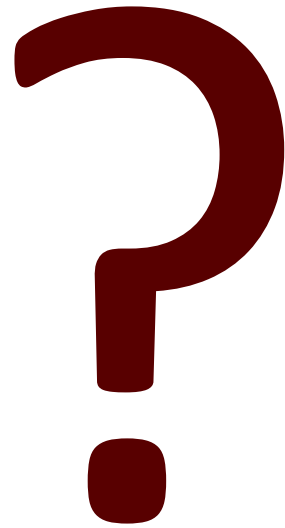
- We provide training through in-person and virtual sessions for individual programs; your PD Specialist is your partner with this!
- PD Portal has curriculum that can be assigned or selected for on-demand training (we'll talk about how to assign and search later)
- Monthly webinar series: Manager Monday, 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



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	<p>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.</p> <p>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.</p>

Leadership

POSITION	MINIMUM STAFF QUALIFICATIONS	PD HOUR REQUIREMENT	PD CONTENT AREA DESCRIPTION
<p>LEADERSHIP</p> <p>☐ Directors and Supervisors</p> <p>☐ 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.</p>	<p>Bachelor's Degree</p>	<p>15 hours (7.5 hrs., if hired on or after Jan 1)</p>	<p>No specific content area PD is required</p>

Instructors

Position	Minimum Staff Qualifications	PD Hour Requirement	PD Content Area Description
<p>INSTRUCTORS Literacy (Reading, Writing, Mathematics and English Language Acquisition) instructors, including volunteers, tutors, or instructional aides who generate student contact hours</p>	<p>Bachelor's Degree</p>	<p>15 hours (7.5 hrs., if hired on or after Jan. 1) +2</p>	<p>The required 15 clock hours must include:</p> <ul style="list-style-type: none">☐ 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
<p>OTHER STAFF</p> <ul style="list-style-type: none">☐ AEL aides (non-instructional)☐ Administrative staff☐ Data entry staff☐ Proctoring staff☐ Staff paid with AEL funds and providing	<p>High School Diploma or Equivalent</p>	<p>3 hours</p>	<p>No specific content area PD is required for AEL aides, administrative staff and other staff that provide support or employment services to students.</p> <p>☐ Test Proctors & Data Entry staff must have 3 PD hours related to their primary job duties (ex: Data Entry staff should have TEAMS training.)</p>

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

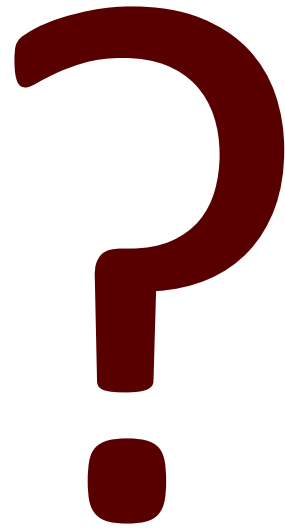
- It is not a check list, but a tool to build on the competencies of your staff/instructors and elevate their performance.
- PD follow-up is necessary to evaluate and measure the training to confirm it was effective

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



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.

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): Choose Choose Choose Choose

End time (HH:MM): Choose Choose Choose Choose

Description of Training Session:
(See the standard description example. The first sentence should tell WHAT and for WHOM.)

PD Hours to be Awarded:

Type of Training requested:
 Virtual Training
 In-person Training

TRAIN PD Specialist / Staff Assigned:

Name of Program Making Request:

Training Location:
(full address including BUILDING NAME & Room #)

Training Location Contact: (Please add email and phone number)

Grant PD Coordinator: Other:

Anticipated # of participants: Capacity (Maximum # of participants):

Training is available to?

Other/ Additional Availability:

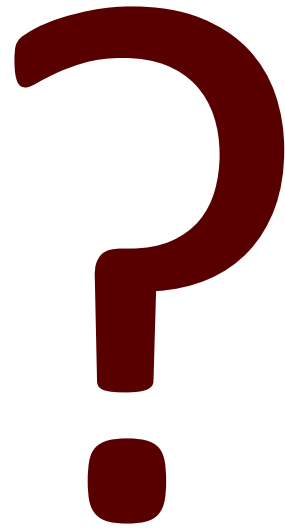
Address for shipping materials (including "To the attention of"):

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

Questions



Next up:

PD Portal

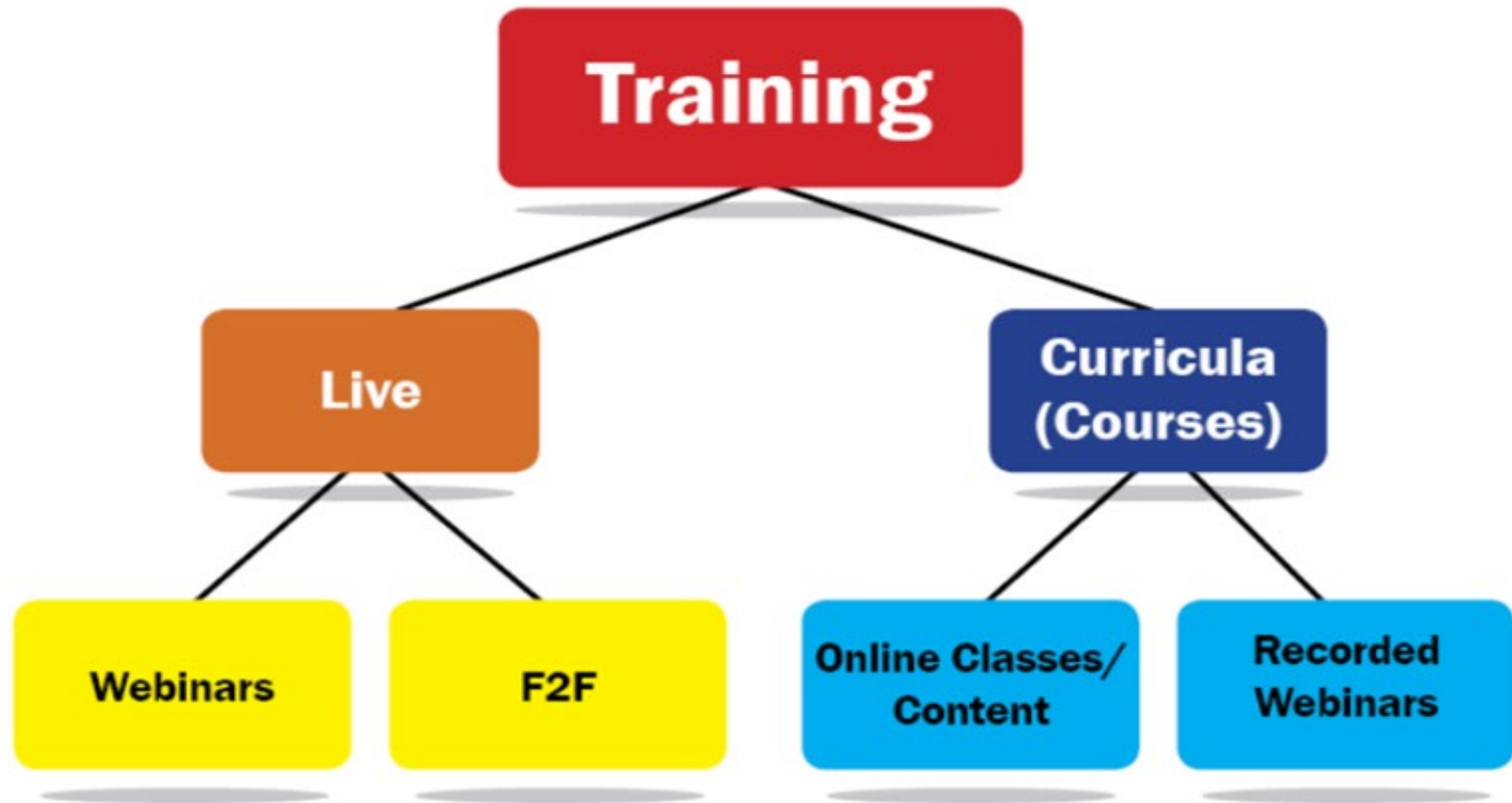
About the PD Portal

- 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

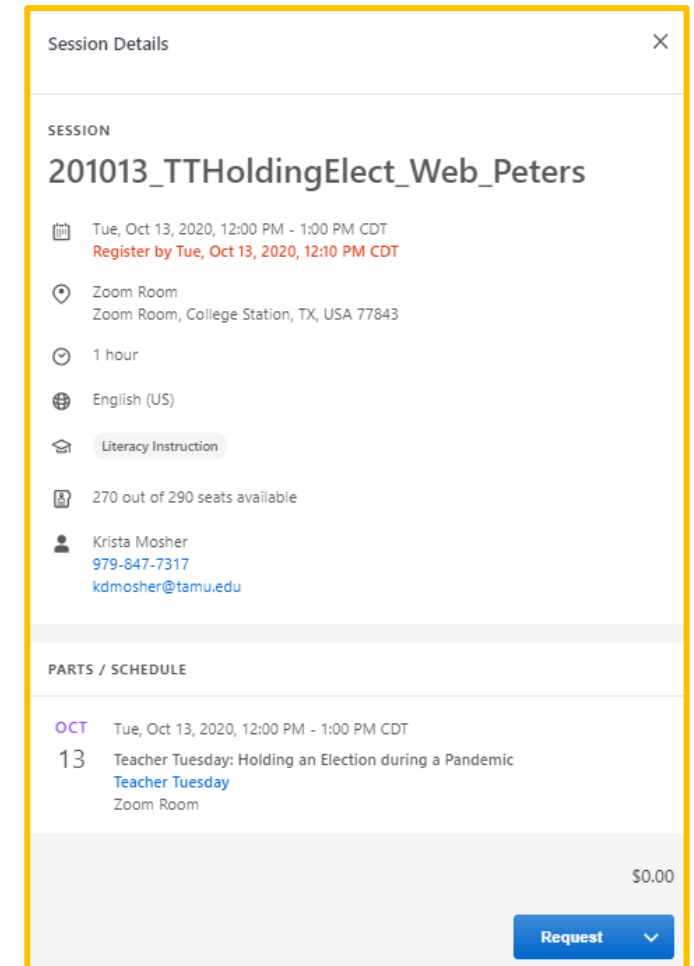
Searching for Training to Request

- 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.

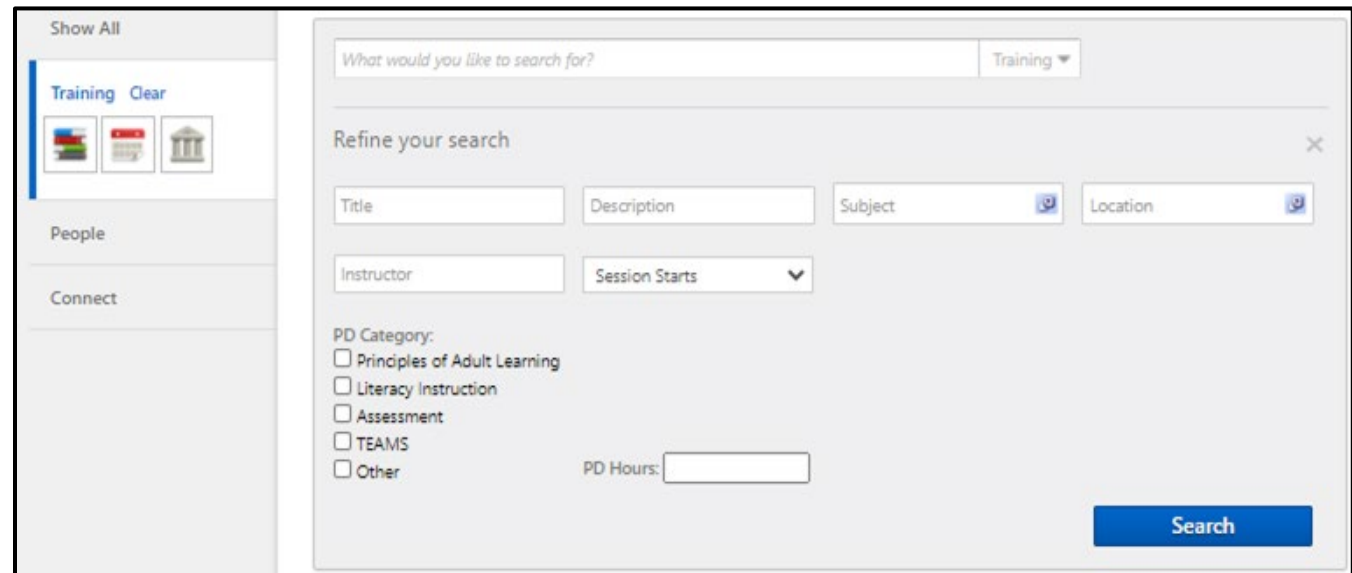
A screenshot of a 'Session Details' window. The title is '201013_TTHoldingElect_Web_Peters'. The session is scheduled for 'Tue, Oct 13, 2020, 12:00 PM - 1:00 PM CDT' with a 'Register by Tue, Oct 13, 2020, 12:10 PM CDT' deadline. The location is 'Zoom Room, Zoom Room, College Station, TX, USA 77843'. The duration is '1 hour' and the language is 'English (US)'. The category is 'Literacy Instruction'. There are '270 out of 290 seats available'. The contact is 'Krista Mosher' with phone number '979-847-7317' and email 'kdmosher@tamu.edu'. The 'PARTS / SCHEDULE' section shows the session on 'OCT 13' with the title 'Teacher Tuesday: Holding an Election during a Pandemic' and location 'Zoom Room'. The price is '\$0.00' and there is a blue 'Request' button at the bottom right.

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****



The screenshot shows a search interface for training. On the left sidebar, there is a 'Show All' button and a 'Training' section with a 'Clear' link and three icons. Below this are 'People' and 'Connect' sections. The main search area has a search bar with the placeholder text 'What would you like to search for?' and a dropdown menu set to 'Training'. Below the search bar is a 'Refine your search' section with a close button. This section includes input fields for 'Title', 'Description', 'Subject', and 'Location', each with a magnifying glass icon. There are also input fields for 'Instructor' and a dropdown for 'Session Starts'. A 'PD Category' section contains five checkboxes: 'Principles of Adult Learning', 'Literacy Instruction', 'Assessment', 'TEAMS', and 'Other'. A 'PD Hours' input field is located below the checkboxes. A blue 'Search' button is at the bottom right.

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


WELCOME TO THE TEXAS ADULT EDUCATION AND LITERACY PD PORTAL



[Create an Account](#)



[Login to the PD Portal](#)



[Help Videos](#)

The target audience for this online PD delivery system is **instructional and leadership staff of TWC-funded AEL programs, including their sub-recipients, community-based and faith-based organizations, and Texas Correctional Institutions**. Each person must first create a user account in the **AEL PD Portal** before they can request and complete any professional development delivered by TRAIN PD @ TCALL. These accounts are approved manually Monday through Friday between 8 am and 5 pm.

Think you have an account? Having trouble logging in? Try [resetting your password](#) or email PDPortal@TAMU.edu for help.

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.

<p>Before Beginning</p> <ul style="list-style-type: none">• Adjusting Pop-ups in Google Chrome• Adjusting Pop-ups in Mozilla Firefox• Creating a PD Portal Account• Helpful Links for Basic Technology Skills• Overview of Learner Home• Picking Subjects of Interest	<p>Navigating the Portal</p> <ul style="list-style-type: none">• Adding an External Training• Joining and Posting in Connect Communities• Updating User Record• Viewing Your Active Transcript
<p>Troubleshooting</p> <ul style="list-style-type: none">• Launching a Live Webinar - Desktop & Laptop• Launching a Live Webinar - Mobile Device• PD Portal FAQs• Resetting Your Password• Toggling to and from Curriculum Player and Connect Communities• Using the Curriculum Player	<p>Search for Training</p> <ul style="list-style-type: none">• Requesting a Live Webinar• Search for Training: Global Search• Search for Training: Learning Search• Using the Events Calendar to Find Live Training
	<p>After a Training</p> <ul style="list-style-type: none">• Completing Evaluations• Locating Certificates of Completion• Reviewing Content in Course Already Completed• Running a Report for Completed Professional Development• Taking a Test

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

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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](#)

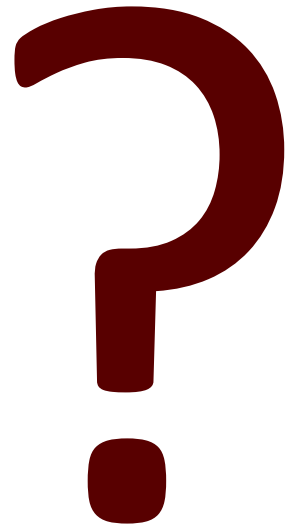
Navigate the PD Portal

- [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



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

TRAIN PD
Training Participant Feedback

Name of Training: _____ Date: _____ Start Time: _____
Name of Trainer: _____ Location: _____

In order to help us continue improving the quality of our training, we need your feedback. Please give us your honest evaluation of this training. All responses will be kept confidential.
We thank you in advance for your valuable feedback.

Participant Information

1. I work mostly in... (Mark all that apply.)
 ABE / ASE
 ESL / ELA
 Career Pathways
 Transitions
 Distance Learning
 Corrections
 Other (Please describe in Comments)

2. My primary program role is / roles are... (Mark all that apply.)
 Director / Administrator
 Supervisor / Coordinator
 Counselor / Career Navigator
 Instructor / Teacher
 Instructional Aide
 Substitute
 Tester / Test Proctor (Only)
 Data Entry (Only)
 Support (secretarial, janitorial, etc.)
 Other (Please describe in Comments)

3. On this topic, I consider myself...
 An expert
 Very skilled / knowledgeable
 Somewhat skilled / knowledgeable
 A novice
 Completely new (inexperienced / unskilled)

4. Which statement best explains your reason for attending this training?
 I chose to attend the training on this topic.
 My program required me to attend the training on this topic.

5. Have you taken a training with the same (or very similar) name in the past 3 years?
 Yes
 No

6. Were you able to participate in the entire training (from start to end)?
 Yes
 No

Comments / Additional Information

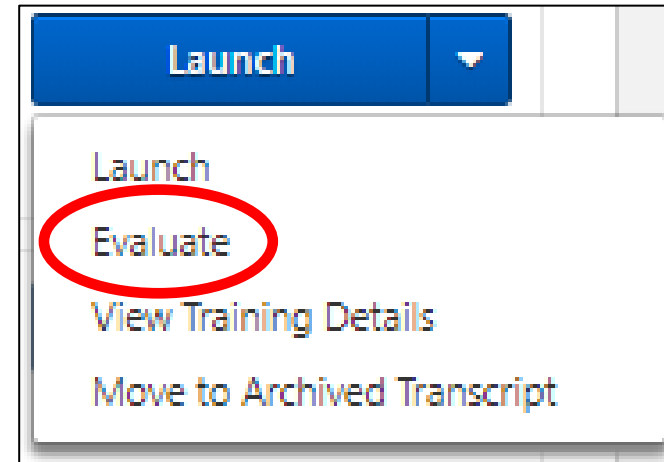
Home Zip Code
0	1	2	3	4	5	6	7	8	9
1	0	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
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6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

Please Leave Us Feedback

1.



2.



- *Can't use the link?*
- Simply go to your **Active Transcript** and click ***Evaluate*** in the dropdown menu next to this session.