Title II & College & Career Readiness
2021 - 2025
Virtual Kickoff
August 25, 2021

Dr. Kimberly Gold
Senior Vice President &
Chief Academic Officer
NCCC System Office

President Thomas Stith
NC Community College System Office

COLLEGE & CAREER READINESS

NC COMMUNITY COLLEGES

zoom

Housekeeping

Talking & Extraneous Noise

- Please keep yourself muted during today's presentation.

Questions

- Place questions in the chat.
- Due to time limitations, questions will not be answered today.
- We will prepare and email a document responding to questions within the next week.

Office of State Director, Title II

Core Partner- WIOA – Office of Career & Technical, Adult Education (OCTAE)

Meet the Team

CCR Team Roles and Responsibilities
2021-2022 Plan

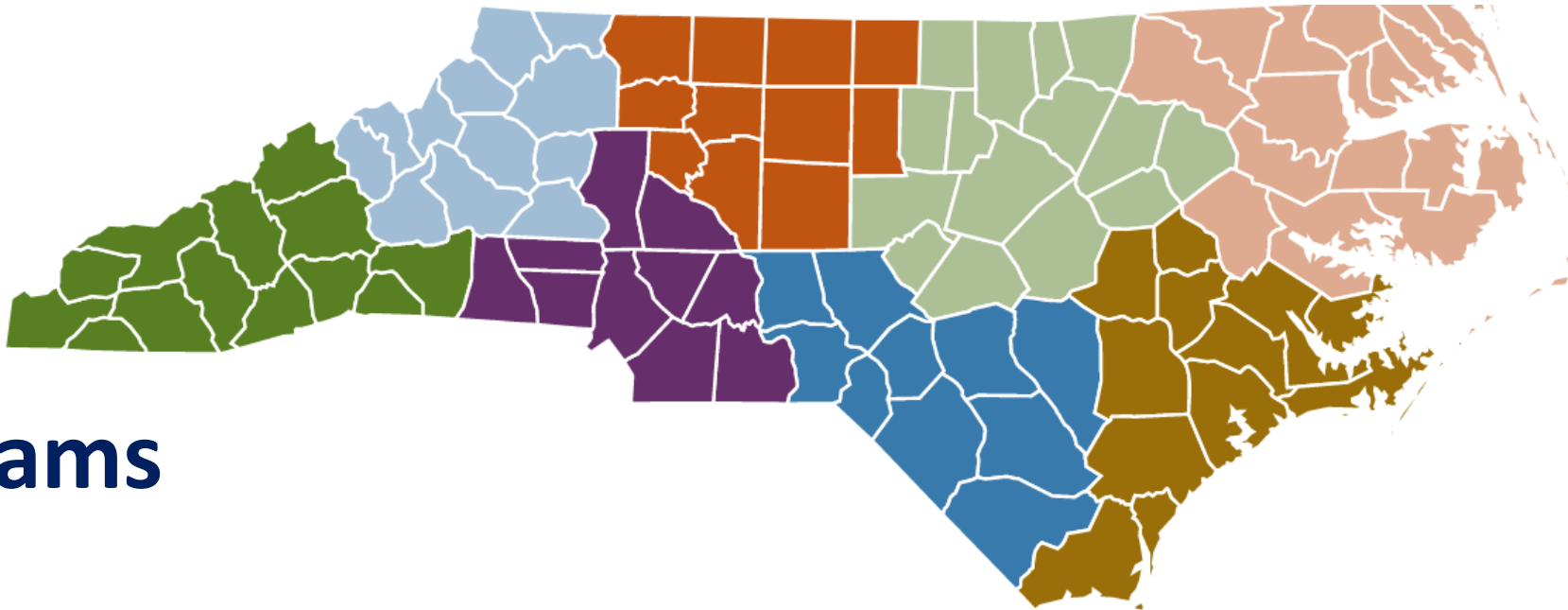Core Partner- WIOA – Office of Career & Technical, Adult Education (OCTAE)

Title ll Funds awarded to the NCCCS

NCCCS Office – primary lead agency for delivering adult literacy training, and adult education programs § 115D-1

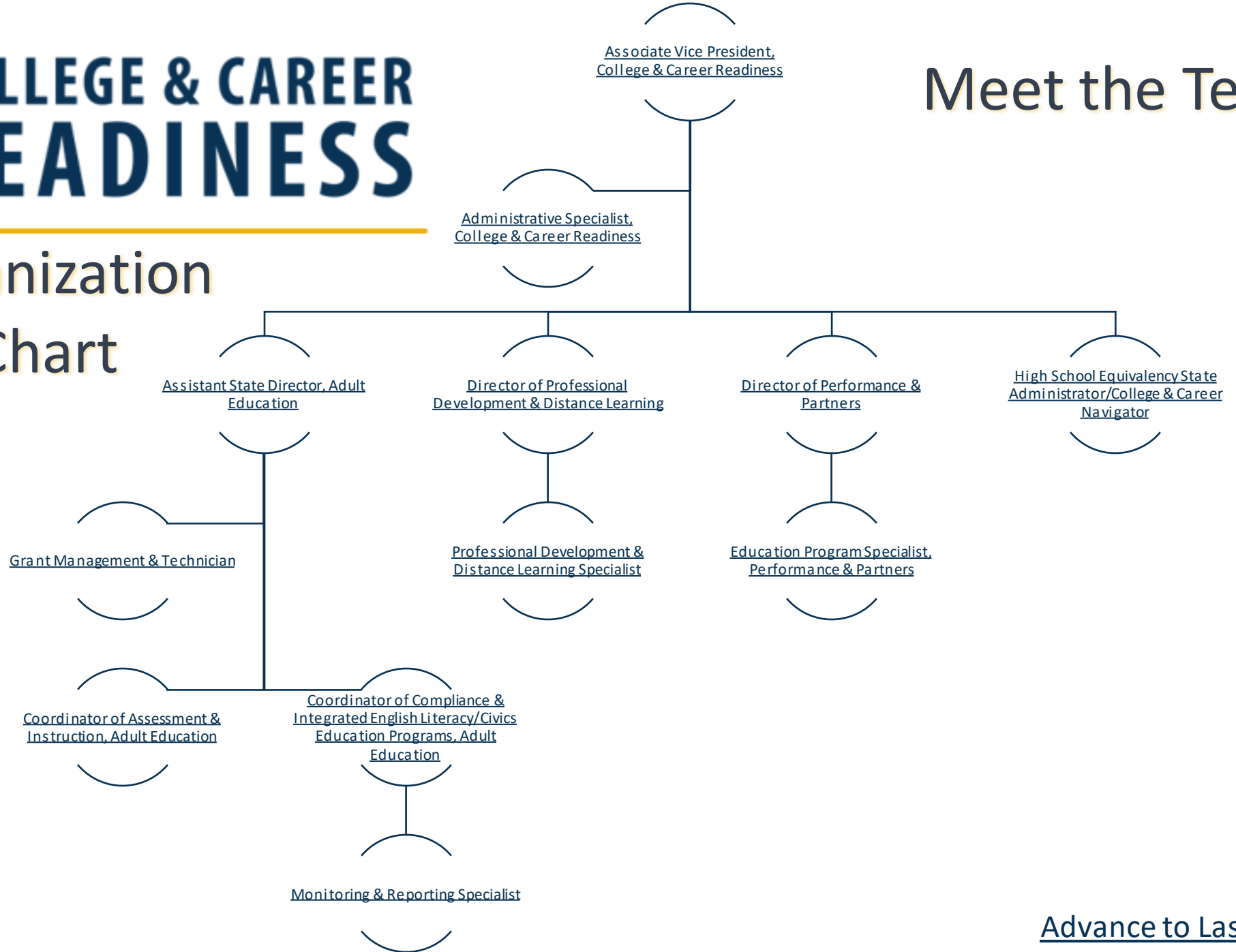# COLLEGE & CAREER READINESS

Welcome NC Adult Education

69 Programs

36 Providers for Corrections
31 Providers for IELCE

Meet the Team

Organization Chart

Associate Vice President, College & Career Readiness

Administrative Specialist, College & Career Readiness

Assistant State Director, Adult Education

Director of Professional Development & Distance Learning

Director of Performance & Partners

High School Equivalency State Administrator/College & Career Navigator

Grant Management & Technician

Professional Development & Distance Learning Specialist

Education Program Specialist, Performance & Partners

Coordinator of Assessment & Instruction, Adult Education

Coordinator of Compliance & Integrated English Literacy/Civics Education Programs, Adult Education

Monitoring & Reporting Specialist

Advance to Last Slide

Gilda Rubio-Festa

State Director, Adult Education and Family Literacy - Title II &
Associate Vice President, CCR

rubio-festag@nccommunitycolleges.edu

Work Phone Number: (919) 807-7132

Office Number: 498

Responsibilities:

* Manager of College and Career Readiness Areas to include:

Title ll Adult Education
– Liaison to NC Workforce Commission,
– Allocate and manage funds to providers,
– Report, monitor WIOA performance measures, and
– Provide PD & TA

High School Equivalency Office (HSE)
– Manage HSE vendors & NC MPHSE, Document Fulfillment Service, HSE performance

Other Department Communications
– Liaison to NC DIT, Broadband Infrastructure, and Digital Skills Strategies, NC

Jazmine Hackett
Administrative Specialist, CCR

hackettj@nccommunitycolleges.edu
Work Phone Number: (919) 807-7138
Office Number: 496

Responsibilities:

* Direct Assistant to the AVP of CCR.

* Provides administrative assistance to the CCR and HSE Department to include:
  - Manages communication and contact list,
  - Responds to general public and provider inquiries via phone, email or mail,
  - Track CCR budgets, and
  - Back-up technology assistant and vendor point-of-contact

COLLEGE & CAREER READINESS

Nancye Gaj
Assistant State Director, Adult Education and Family Literacy - Title II
gajn@nccommunitycolleges.edu
Work Phone Number: (919) 807-7122
Office Number: 496

Responsibilities:

* Title II compliance, monitoring, and grant management:

Compliance

– Administer the budget approval process for all Title II allocations
– Provide guidance on all areas of compliance (budgets, time and effort, reporting)

Monitoring and Reporting

– Develop and oversee administration of provider risk assessment
– Develop and oversee monitoring of Title II providers as required

Program Management

– Develop the RFP and accompanying competitive grant processes
– Provide guidance relative to program management in instructional areas
– Supervise adult education coordinators
– Assist Associate Vice President in all areas relating to implementation of Title II among funded providers and core WIOA partners

Daniel Loges

Director of Professional Development & Distance Learning

logesd@nccommunitycolleges.edu

Work Phone Number: (919) 807-7140

Office Number: 493

Responsibilities:

* Oversee all professional development activities for College & Career Readiness and Title ll.

* Manage the CCR Credentialing Program.

* Oversee the dissemination of best practices for Title II/CCR.

* Managing all contracts for professional and technical.

* Provide leadership to improve technology integration and online curriculum development in Title II/CCR programs.

* Manage communication and coordination of professional development and technical assistance events.

COLLEGE & CAREER READINESS

Dr. Marlena Everett
Director of Performance & Partners
everettm@nccommunitycolleges.edu
Work Phone Number: (919) 807-7039
Office Number: 485

Responsibilities:

* Oversee Title II providers regarding data, performance/accountability.

* Oversee data/performance training for Title II providers.

* Provide technical assistance for performance/accountability to Title II providers.

* Oversee the transition to a new data management system for Title II providers.

* Manage the Center of Excellence for Adult Education Performance.

* Manage the MOU/IFA's and Workforce Development Board partnerships.

* Coordinate with Research and Performance Management (RPM) in the development of the performance dashboards.

Claudia Farnandez
HSE State Administrator / College & Career Navigator
farnandezc@nccommunitycolleges.edu
Work Phone Number: (919) 807-7035
Office Number: 519-1

Responsibilities:

* Oversees the High School Equivalency (HSE) Office.

* Provides leadership in the development of plans to promote Adult Ed. students' enrollment in postsecondary programs.

* Oversees the Digital Literacy Project – Phase II.

Judy Howell
Grants Management & Compliance Tech.
howellj@nccommunitycolleges.edu
Work Phone Number: (919) 807-7141
Office Number: 473

Responsibilities:

* Managing all provider compliance to the Title II Federal Grant:

Grants Management

– Assist in development of RFP and accompanying processes

– Maintain all grant reporting files

– Assist in development of the risk assessment and monitoring processes

Compliance

– Approve and monitor all Title II provider budgets

– Provide technical assistance relative to budgets

– Monitor time and effort reporting

Return to Org Chart

COLLEGE & CAREER READINESS

NC COMMUNITY COLLEGES

Matthew Brown
Professional Development & Distance Learning Specialist
brownm@nccommunitycolleges.edu
Work Phone Number: (919) 807-7144
Office Number: 499

Responsibilities:

* Maintains the CCR Provider portal site, the website, and the professional development schedule and calendar.

* Assists the PD Director in designing, developing, and producing web-based and face-to-face professional development opportunities.

* Responsible for researching and disseminating evidence-based best practices on integrating technology into basic skills classrooms.

* Responsible for developing and maintaining a social media strategy for the CCR section.

COLLEGE & CAREER READINESS

NC COMMUNITY COLLEGES

Dalanda Bond
Education Program Specialist, Performance & Partners
bondd@nccommunitycolleges.edu
Work Phone Number: (919) 807-7185
Office Number: 486

Responsibilities:

* Responds to data request related but not limited to the submission of reporting tables and narrative reports to the National Reporting System, NRS and WIOA guidelines, as needed, from field, staff, and others in a timely manner.

* Liaison with WDB so support programs – MOU

* Assist the Director, as needed, in serving as a contact for Colleague/ and CCR's new management information system developers to address data collection and reporting needs, issues and the implementation of Federal NRS changes, as needed.

* Develops and delivers online, in-demand training and materials.

Arbony Cooper-Gibbs
Coordinator of Compliance & IEL/CE, Adult Education
coopera@nccommunitycolleges.edu
Work Phone Number: (919) 807-7134
Office Number: 473-A

Responsibilities:

* Managing the Integrated English Literacy and Civics Education Federal award.

* Oversee the Developmental Education redesign initiative for College and Career Readiness entitled "Career READY."

* Monitors and provides technical assistance for the Community Colleges and Community Based Organizations assigned to.

* Serves as College and Career Readiness Representative.

* Conducts trainings as necessary on special topics such as Career READY, IEL/CE, and Transition Programs.

* Serves as contract administrator on special projects.

NC COMMUNITY COLLEGES | COLLEGE & CAREER READINESS

Brandy Brown
Monitoring and Reporting Specialist
bbrown@nccommunitycolleges.edu
Work Phone Number: (919) 807-xxxx
Office Number: 473

Responsibilities:

* Serves as fiscal liaison to NCCCS Business and Finance Division on budget planning and requirements, specifically for Sections 225 and 243 of the WIOA Federal award.

* Assist the Coordinator of Compliance and Integrated English Literacy and Civics Education (IEL/CE), Adult Education Coordinator of Assessment and Instruction and the Assistant State Director of Adult Education.

* Provides compliance regulations and technical assistance, RFP development and grant application review, grant budget review, and program monitoring for Title II providers funded by the Adult Education and Family Literacy Act (AEFLA), Sections 231, 243, and 225.

* Assist in tracking Time and Effort reports.

Michael Tilley

Coordinator of Assessment & Instruction, Adult Education

tilleym@nccommunitycolleges.edu

Work Phone Number: (919) 807-7214

Office Number: 536E

Responsibilities:

* Provides technical assistance to local providers in implementation of Basic Skills programs.

* Serves as subject matter expert on NRS approved assessments, Adult High School, and evidence based instructional practices.

* Coordinates 225 grant for adult education services in correctional facilities and other institutionalized settings.

For more information regarding the College & Career Readiness Department of the North Carolina Community College System Office, please visit our website at:

https://www.nccommunitycolleges.edu/college-and-career-readiness

NC COMMUNITY COLLEGES | COLLEGE & CAREER READINESS

Keeping you up-to-date on the Latest & Greatest!

Please send any point of contact changes for your organization to
hackettj@nccommunitycolleges.edu

Office of HSE State Administrator & College and Career Navigator

Attain Secondary Credential

Enroll in Post Secondary or Training Program

Attain Occupational Certificate, Postsecondary Credential

Multiple Pathways to High School Diploma

Effective September 1, 2021, the OP GED® test will be available as a permanent service offering

Developed updates and changes to the Tuition and Registration Fee Waiver Reference Guide in collaboration with our CE and CU partners

Digital Navigators

Enrollment Management

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Office of Assistant State Director of Adult Education

The goal of the Grant Representatives is to improve communication with the field by:
- Creating relationships with smaller groups of providers
- Providing Technical Assistance through monthly scheduled phone calls.

Icebreaker

1 - Introduce yourselves to each other.

2 - Share a little-known fact about your agency.

3 - Share a fun fact about yourself.

Assessment

NC COMMUNITY COLLEGES | COLLEGE & CAREER READINESS

Student Intake
- Locator Test
- Pre-Test
- Initial Level Placement

→

Instruction
- Review Results
- Guide Instructional Strategies

→

Informal Assessments
- Unit Tests
- Quizzes
- Applied Performance Assessment
- Learner Observations

→

Post-Test
- Show Educational Gains
- Pre/Post Test MSG!
- Adjust Instruction
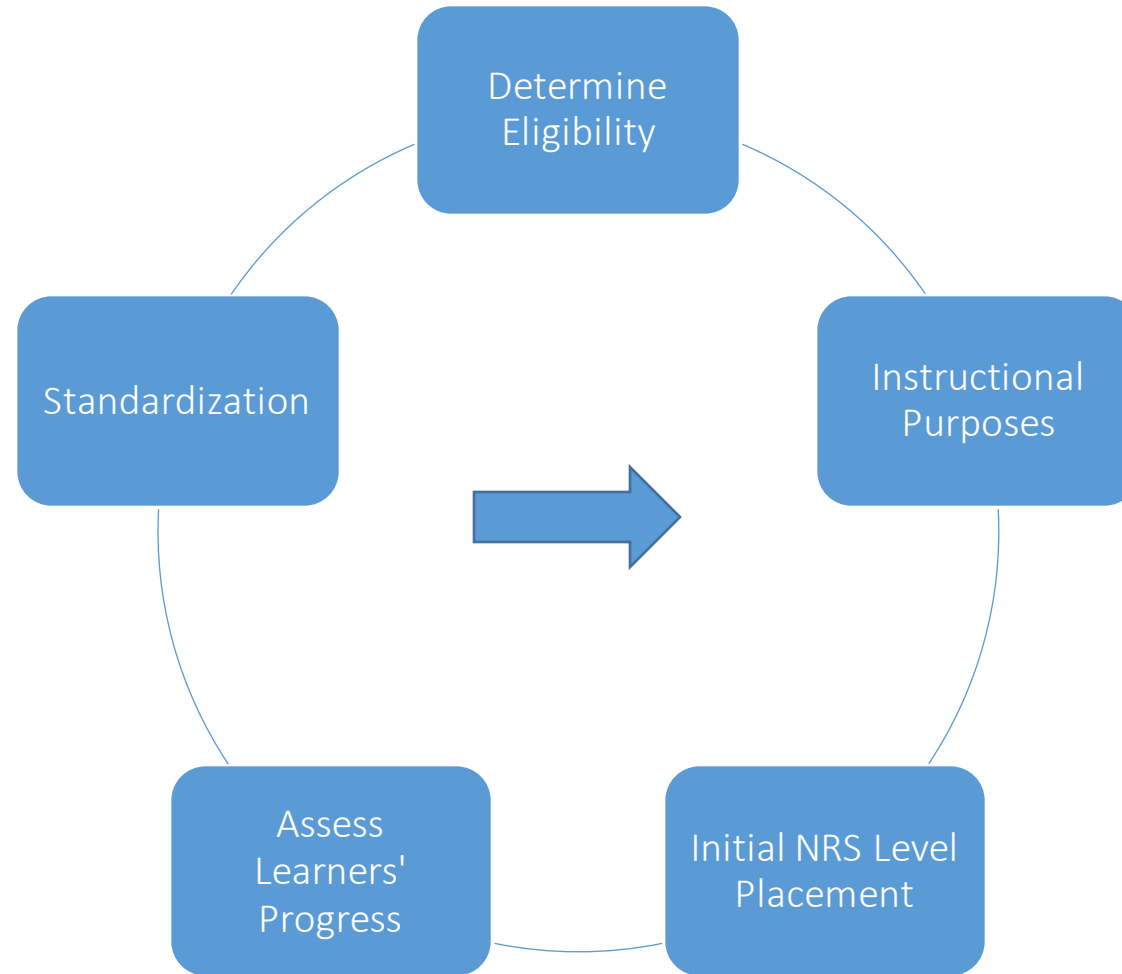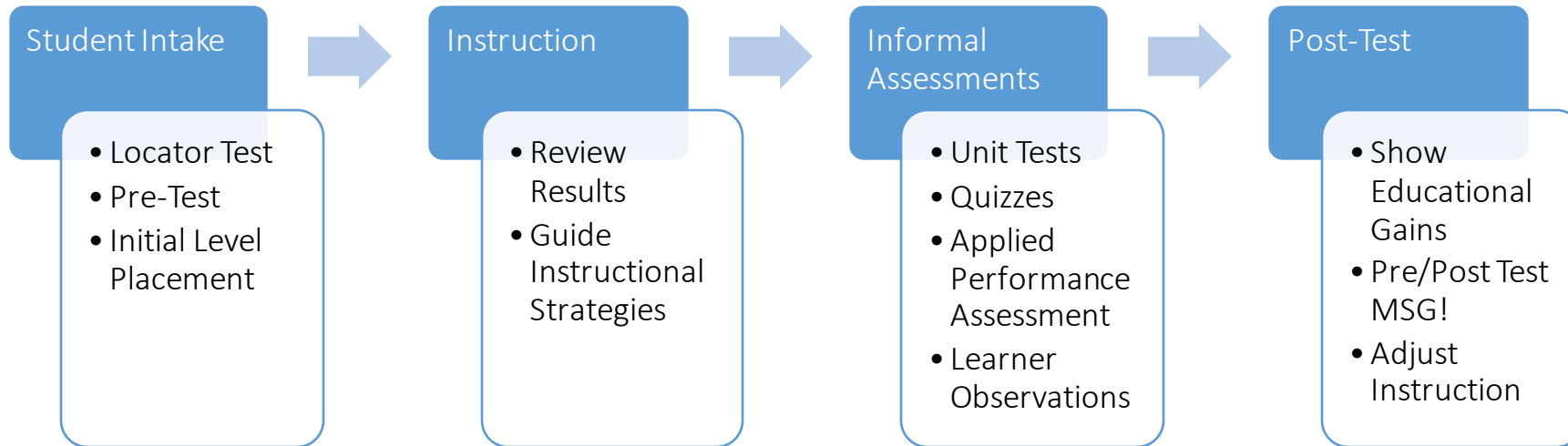
Assessment Contact

You may send all inquires in writing to:

Michael Tilley

tilleym@nccommunitycolleges.edu

Title II Monitoring Procedures
Program Year 2021-2022

Purpose of Title II Monitoring

- Federal regulations require pass through entities to monitor sub-recipient grantees. In this case, the pass-through entity is the North Carolina Community College System.

- All Title II funded programs are required to be monitored either in-person, or virtually. The College and Career Readiness Section does a combination of in-person and virtual monitoring.

- All monitoring information and required documents are submitted via the Moodle portal.

North Carolina Community College System

Process for Selecting Programs
On-site Monitoring

Each year as part of our required activities, on-site monitoring is conducted on selected Title II-funded providers. These providers are chosen for on-site monitoring based on several criteria:

1. Score on the risk assessment instrument,
2. Status as a newly funded Title II provider and,
3. Monitoring previously scheduled for 2020 but suspended due to COVID

North Carolina Community College System

Areas of Review

- **Compliance**
  - Federal/State Funds and Reporting
    - Program Operations and Fiscal Management, General Fiscal Management, Time and Effort Reports, Equipment
- **Instruction**
  - Traditional, Hybrid and Completely at distance
    - Sufficient intensity and quality, Evidence-based lesson planning, Use of technology, Well-trained instructors, and Provide learning in context
- **Performance**
  - Data entered correctly and in a timely manner
    - Workflow, Data Quality, Understanding Student Data, Evaluating Student Program and Program Performance
- **Management**
  - Administrative personnel understand the processes and procedures as it pertains to Title II
    - Serving English Language Learners, Serving students with disabilities, Past effectiveness, Annual Program Evaluation, Intake and Retention

https://www.nccommunitycolleges.edu/sites/default/files/basic-page-file-uploads/ccr/ccrprogram_monitoring_checklist_template_0.pdf

North Carolina Community College System

Process for Continuous Virtual Monitoring

In addition to on-site visits and desktop sessions, all providers will receive continuous desktop/virtual monitoring during the program year. The continuous virtual monitoring components will include the following:

1. NRS data review,
2. Samples of Time and Effort reports and,
3. Budget expenditures tracked and reviewed periodically during the program year.

North Carolina Community College System

Virtual Instructional Monitoring

New-Virtual Instructional Monitoring

Selected providers will be required to set up a Zoom/WebEx session to review their instructional practices.

- Providers will send a list of <u>ALL</u> courses facilitated via their adult literacy programs (231, 225, and 243).

    - The NCCCS Monitoring Team will select the classes that are to be reviewed

    - The NCCCS Monitoring Team will select at least **two** classes for review

    - Providers will make the technology arrangements at least two weeks in advance of the instructional observation session.

    - NCCCS Staff must receive the Zoom/WebEx link two weeks in advance

North Carolina Community College System

Moodle Information

- Submit all documentation to the CCR Moodle prior to the Monitoring Visit.

https://moodle.nccommunitycolleges.edu/

- College and Career Readiness Monitoring Page

https://www.nccommunitycolleges.edu/college-and-career-readiness/wioa-aefla

North Carolina Community College System

What Happens Next?

- Programs will be monitored starting late Fall.

- How does the System Office use monitoring?
  - Technical Assistance
  - Program Oversight
  - Determines Professional Development

Monitoring Contact

You may send all inquires in writing to:

Arbony Cooper-Gibbs

coopera@nccommunitycolleges.edu

Brandy Brown

bbrown@nccommunitycolleges.edu

North Carolina Community College System

Budget

Budget Approvals:

231-Adult Education and Family Literacy Act (AEFLA)

225-Corrections and Other Institutionalized Individuals

243-Integrated English Literacy and Civics Education (IEL/CE)

Time and Effort Tracking

Office of Performance and Workforce Partners

NC COMMUNITY COLLEGES

COLLEGE & CAREER READINESS

CCR Data Highlights From the 2020-2021 Program Year

Dr. Marlena Everett, Director of Performance and Partners, CCR

Dalanda Bond, Education Program Specialist, CCR
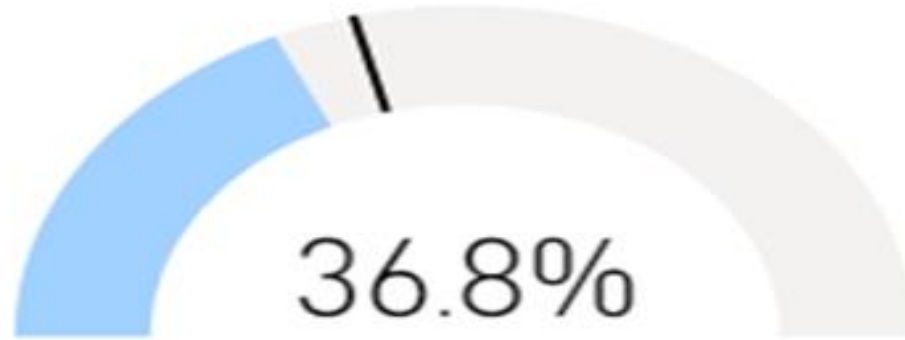
Overall MSG Rate by Program Year & Period
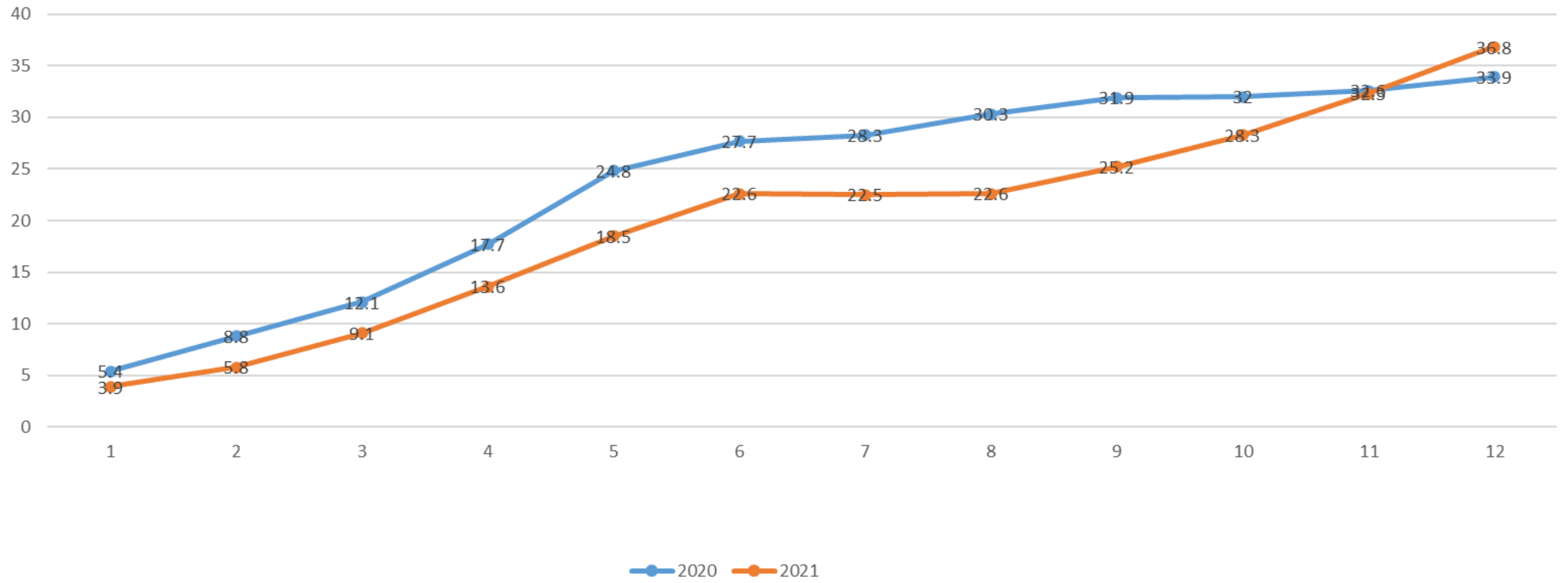
Participant Posttest Rate

POSTTEST RATE

Posttest Rate 51.4%   Targeted Rate 65%
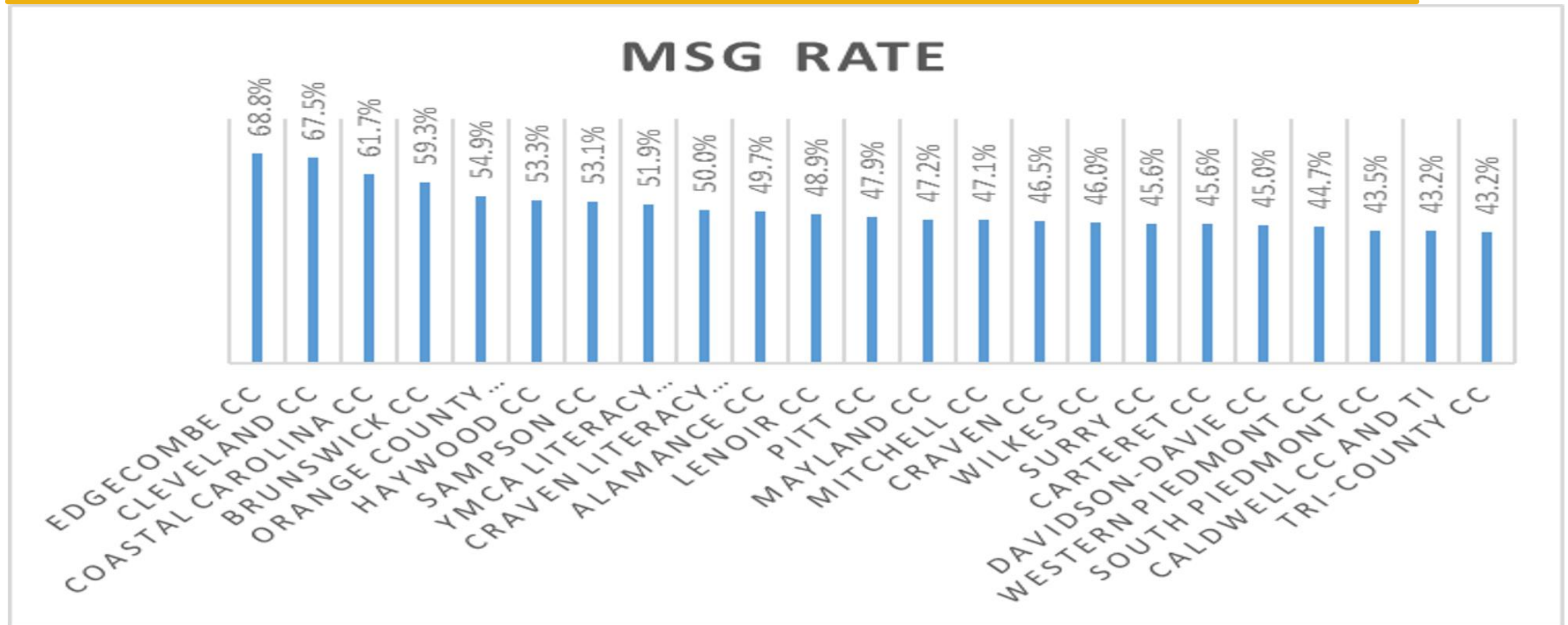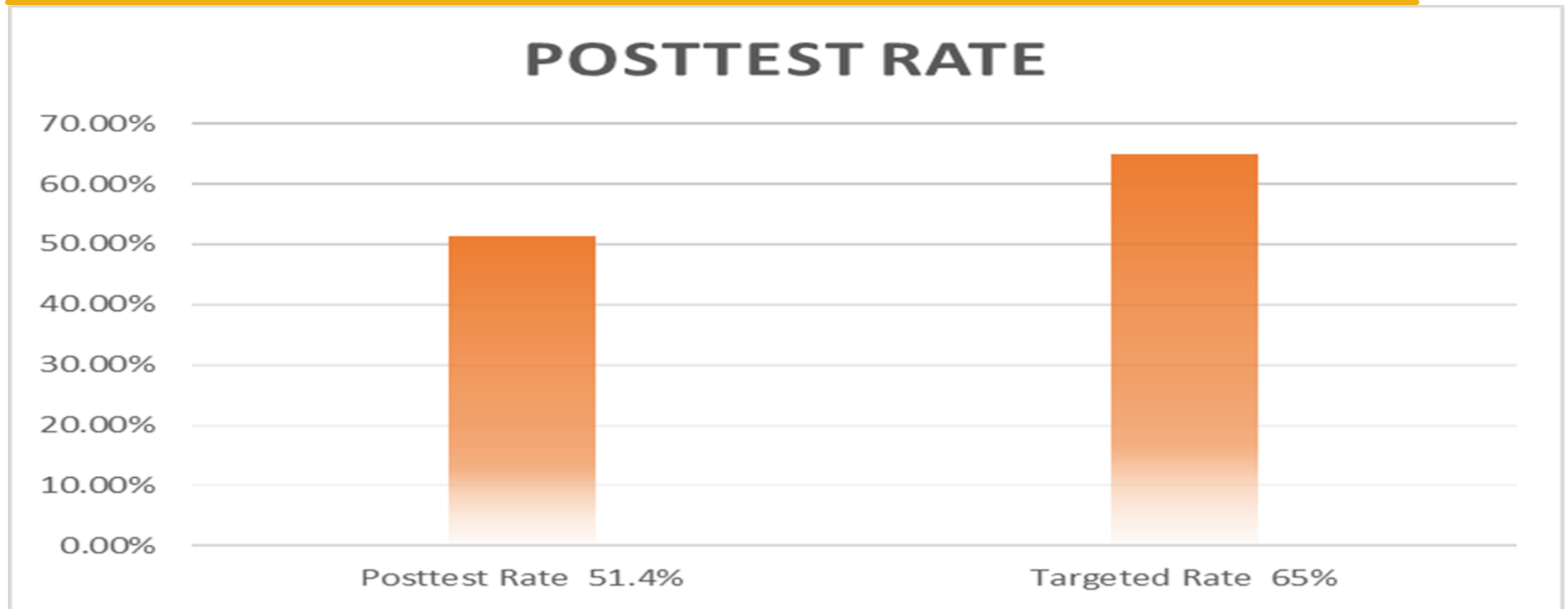
Participant Posttest Rate by Program Year & Period

Met Participant Posttest Rate

Organization	Rate
YMCA LITERACY INITIATIVE	90.1
ORANGE COUNTY LITERACY	84
LITERACY TOGETHER	82.2
EDGECOMBE CC	80
CRAVEN COUNTY LITERACY	76.8
COASTAL CAROLINA CC	76.2
SAMPSON CC	75.3
CAPE FEAR LITERACY	73.1
ROWAN-CABARRUS CC	69.7
ALAMANCE CC	69.5
READING CONNECTIONS	67.4
CRAVEN CC	65.8
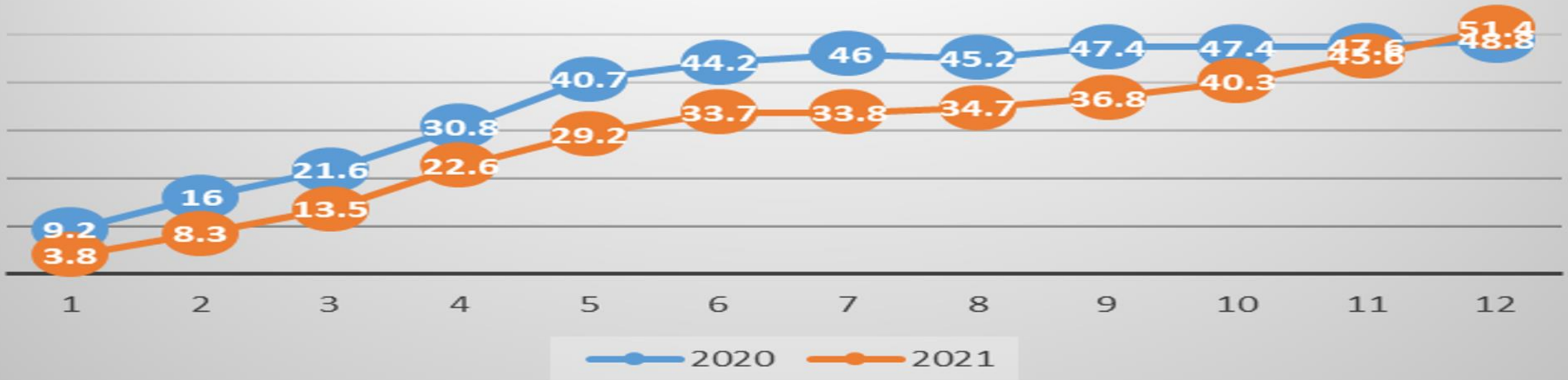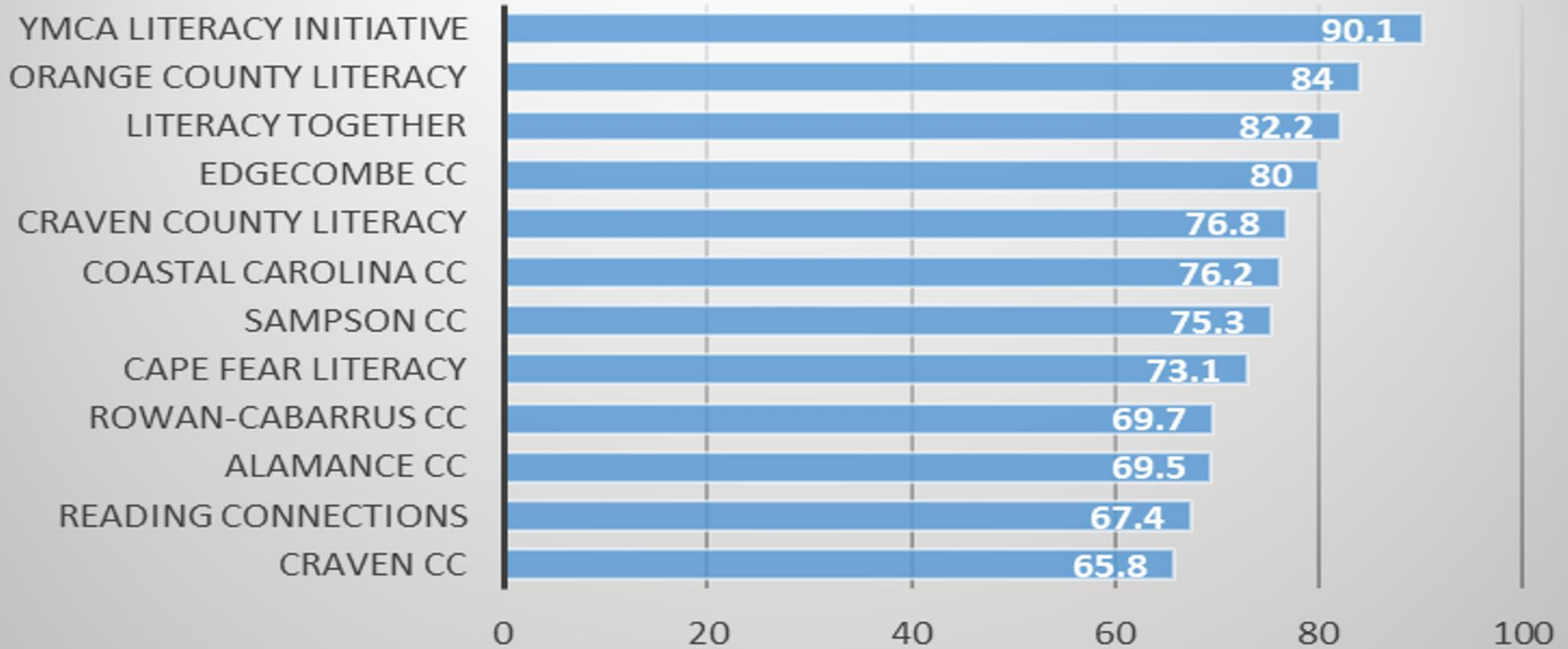
Retention

NRS Retention Rate
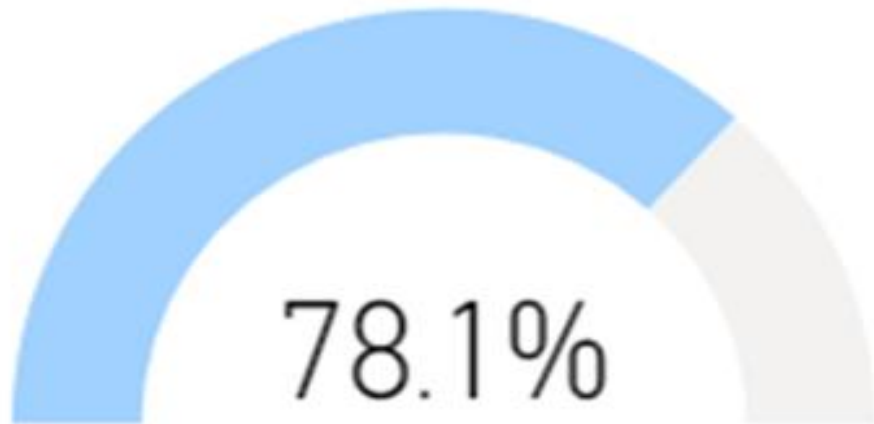
78.1%

North Carolina Community College System

North Carolina Community College System
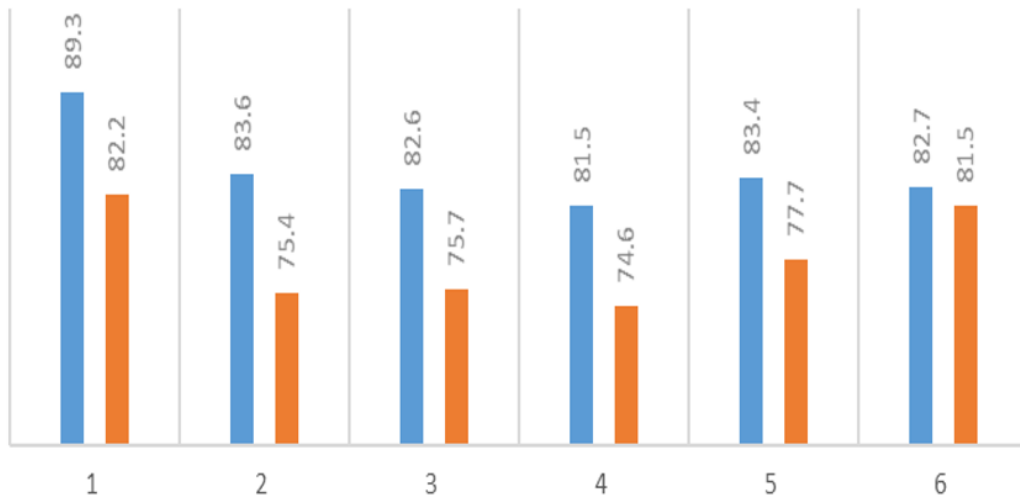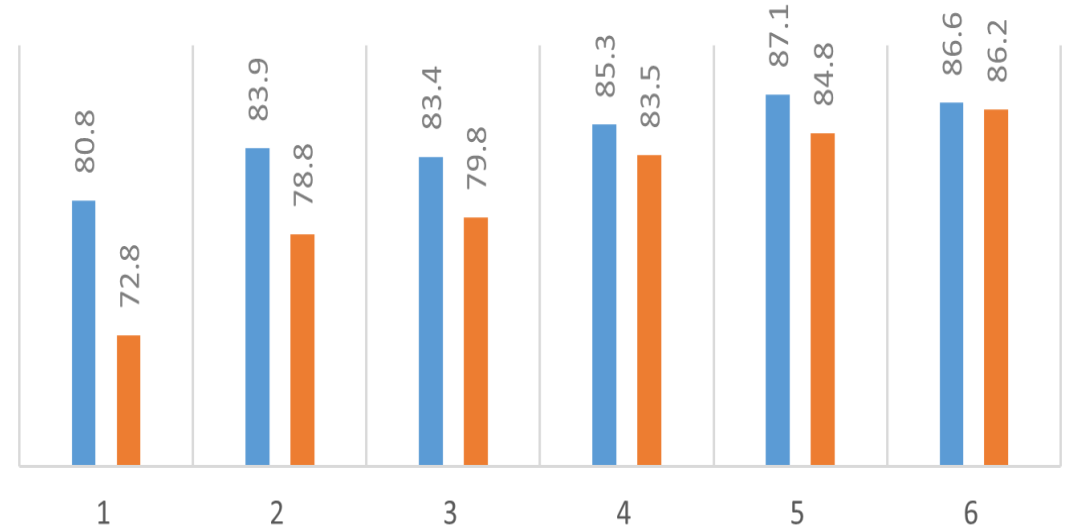
**Please send any questions to Dr. Marlena Everett
everettm@nccommunitycolleges.edu or Dalanda Bond
bondd@nccommunitycolleges.edu .**

North Carolina Community College System

Thank you for all that you do for our students!

The State Office provides Professional Development because it is one of the requirements of WIOA.

- **Activity (1) (B)** The establishment or operation of high-quality professional development programs to improve the instruction provided pursuant to local activities required under section 231(b)
- **Activity (1) (C) (i)** The development and dissemination of instructional and programmatic practices based on the most rigorous or scientifically valid research available and appropriate, in reading, writing, speaking, mathematics, English language acquisition programs, distance education, and staff training.

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The State Office **provides** Professional Development and **disseminates best practices** to providers through:

- The CCR Moodle Portal
  - Hybrid Credentialing Courses
    - The Core Credential
    - ASE Language Arts Credential
    - ASE Math Credential
  - Self-Paced On Demand Courses Currently Available
    - Introduction to Title II Performance & Accountability Requirements
    - Conquering Your Data Challenges
    - LEIS Form Training 2021-2022
  - Self-Paced On Demand Courses Coming Soon
    - IEL/CE Certification Course
    - Title II Performance & Accountability: Exit Based Primary Performance Indicators
    - Evidence Based Reading Instruction Certification Course

NC COMMUNITY COLLEGES | COLLEGE & CAREER READINESS

Credentials via VLC

2021 – 2022 Credentialing Course Schedule

The CORE – September 13, 2021 – November 19, 2021

The CORE – October 4, 2021 – December 10, 2021

ASE Language Arts – September 20, 2021 – November 26, 2021

The CORE – February 7, 2022 – April 15, 2022

ASE Math – February 7, 2022 – April 15, 2022

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CREATING SUCCESS

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Professional Development

INSTRUCTOR CREDENTIALING:

Research studies prove that the quality of instruction has the greatest impact on student performance. As a result, federal and state agencies and other national organizations, require higher standards for instructors. Since 2012, the Professional Development Team has offered a process and credentialing system to train instructors in evidence-based teaching methodologies. These include the learning philosophies and frameworks that are unique to adult education and literacy activities. The credentialing courses and credentialing process funded through the NC Community College System and are accessible to all full or part-time basic skills instructors or community-based volunteers. The CORE Credential, ASE Language Arts, and ASE Math courses are offered 100% online via the NCCC Virtual Learning Community.

Once you have discussed your professional development goals or needs with your coordinator or director, you may register. Courses are limited to 25 participants and must have a minimum of 12 participants. It is extremely important to attend all courses for which you register. If you cannot attend, please give notification at least two weeks in advance of the course start date.

Follow this link to search and register for the CORE Credential, ASE Language Arts, and ASE Math courses offered through the VLC: VLC Registration.

For general questions about Professional Development for Title II Programs, contact Daniel Loges at logesd@nccommunitycolleges.edu

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Links to register will soon be found on the CCR Professional Development Page.

The State Office **disseminates best practices** to providers through:

- The CCR Professional Development Website
  - Hosts the Professional Development Calendar
  - Contains archives of all past webinars for later viewing
  - Providers can register for upcoming professional development activities
  - Details all available professional development opportunities
    - Upcoming Webinars & Events
    - On Demand Self-Paced Courses
    - Credentialing Courses

The College & Career Readiness Monthly Newsletter

The State Office **disseminates best practices** to providers and provides guidance through:

- The Monthly CCR Newsletter
  - Highlights best practices from North Carolina Title II Providers
  - Published the first Friday of each month
  - Sent by email from Matthew Brown
  - Past editions are available on the CCR Website

The Role of the Title II Provider in Professional Development

The 13 Considerations require Title II Providers to deliver instruction based on *the best practices derived from the most rigorous research available* and to ensure that all *activities are delivered by well-trained instructors*. In order to have well-trained instructors, Title II Providers must offer professional development based on best practices derived from rigorous research.

Consideration 6:
Whether the eligible provider's activities, including whether reading, writing, speaking, mathematics, and English language acquisition instruction delivered by the eligible provider, **are based on the best practices derived from the most rigorous research available and appropriate**, including scientifically valid research and effective educational practice.

Consideration 9:
Whether the eligible provider's activities are **delivered by well-trained instructors, counselors, and administrators** who meet any minimum qualifications established by the State, where applicable, and who have access to high quality professional development, including through electronic means;

NC COMMUNITY COLLEGES | COLLEGE & CAREER READINESS

Credentials via LINCS

Adult Career Pathways (ACP)
Course 1: Building Strategic Partnerships: Engaging Employers!
Course 2: Building a Bridge to Adult Career Pathways
Course 3: Instructional Considerations for Adult Career Pathways

Teaching Adult English Learners (ELs) Principles and Practices
Unit 1: Understanding ELs
Unit 2: Addressing the Language Needs of Adult ELs
Unit 3: Effective Strategies for Teaching Adult ELs
Unit 4: Optimizing Learning for Adult ELs
Unit 5: Ongoing Professional Development

Where can we find these courses?
Courses will be published on the LINCS Learning Portal early fall 2021.
How will we know when these courses are available?
Announcements will be made through the OCTAE's AEFLA website, the LINCS Community, and LINCS Twitter.

New Self-Paced Online Courses Coming to LINCS Early Fall 2021!

COLLEGE & CAREER READINESS

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To receive a Certificate of Attendance Participants must:

- Complete the Zoom registration form correctly.
- Login to the webinar through Zoom.
- Attend the LIVE webinar.
- Attend at least 90% of the webinar.

Certificate of Attendance

Presented to

Kamala Harris

Evidence-Based Reading: Comprehension

April 13, 2021

1.5 hrs

COLLEGE & CAREER READINESS
NC COMMUNITY COLLEGES

DANIEL LOGES,
DIRECTOR OF PROFESSIONAL DEVELOPMENT

Certificates will be awarded only for CCR produced webinars.
Dial-in participants will not receive a certificate.
Certificate will be sent within one week of the webinar.

Consideration 7 requires that Title II Providers offer distance learning software to support the instructions of adult learners.

Consideration 7:

Whether the eligible provider's activities effectively use technology, services, and delivery systems, including distance education in a manner sufficient to increase the amount and quality of learning and how such technology, services, and systems lead to improved performance. **Programs must have distance learning software available to support the instruction of adult learners;**

Why must Distance Learning software and methodologies be approved by the state office?

OCTAE requires that the State Title II Office approve all distance learning software and methodologies used by Title II providers to ensure:

- That the curriculum is appropriately aligned to the content standards.
- That time is counted correctly for post-testing.

The Distance Learning Manual

During the 2020-2021 program year, the State Office produced a Distance Learning Manual.

The Distance Learning Manual is located on the College & Career Readiness Website.

Approved Clock Time Software

Alternative Learning Packet Course Guidance
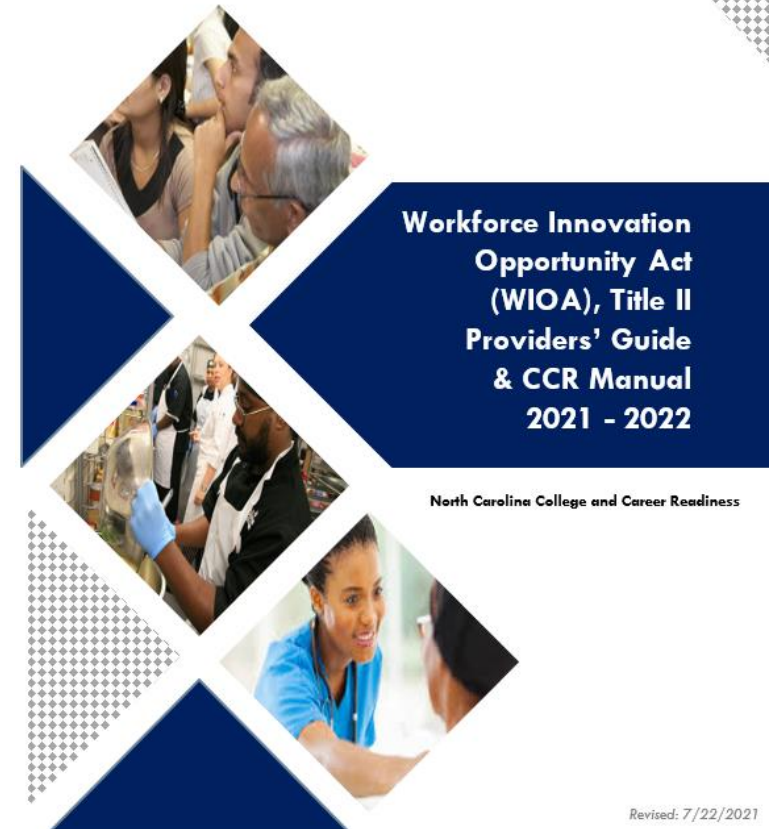
Essential Elements of a Proxy Hour Study
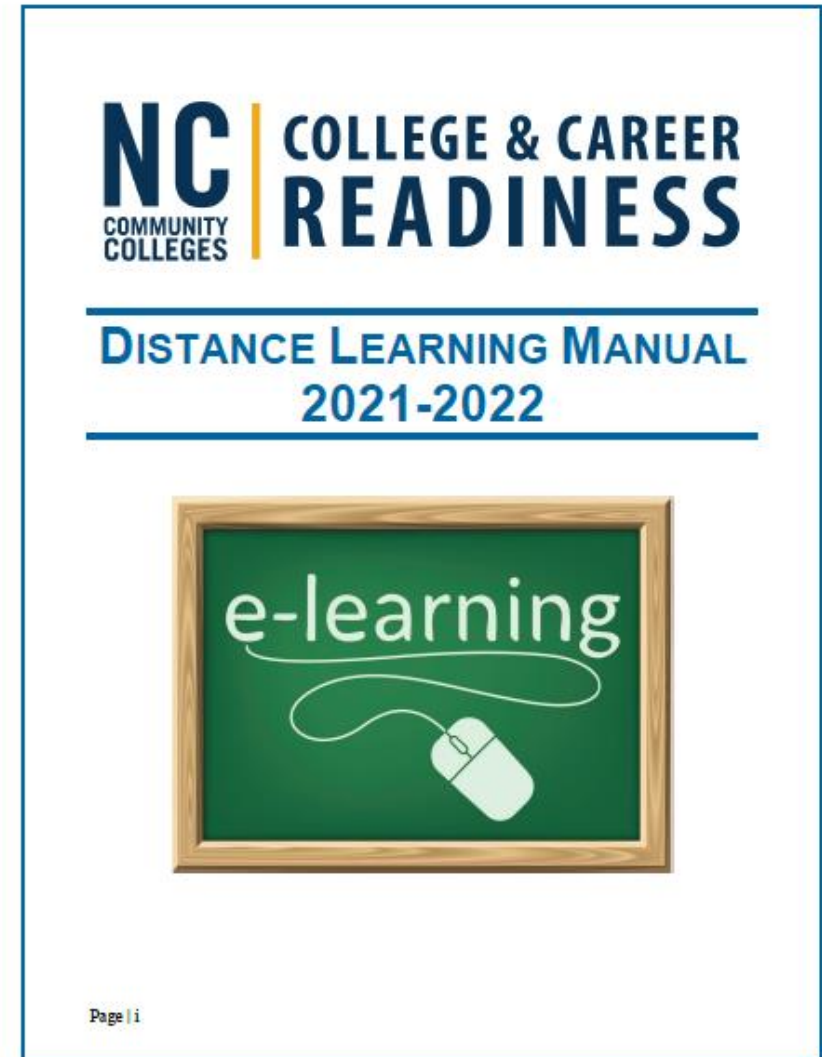
NC COMMUNITY COLLEGES | COLLEGE & CAREER READINESS

The Providers' Guide is considered the Title II Handbook.

The answers to most questions that providers have can be found by reading The Providers' Guide.

The Title II Providers' Guide is located on the College & Career Readiness Website.

The 2021-2022 serves as official guidance for all Title II & College & Career Readiness policies and supersedes all previous written guidance. A updated Providers' Guide will be published soon along with a numbered memo.

Workforce Innovation Opportunity Act (WIOA), Title II Providers' Guide & CCR Manual 2021 - 2022

North Carolina College and Career Readiness

Revised: 7/22/2021

This afternoon we will be playing a short Kahoot!

Please go to the
Apple Store or Google Play and download the Kahoot! app.
Kahoot can also be played at kahoot.it

Please return at 1:00 PM
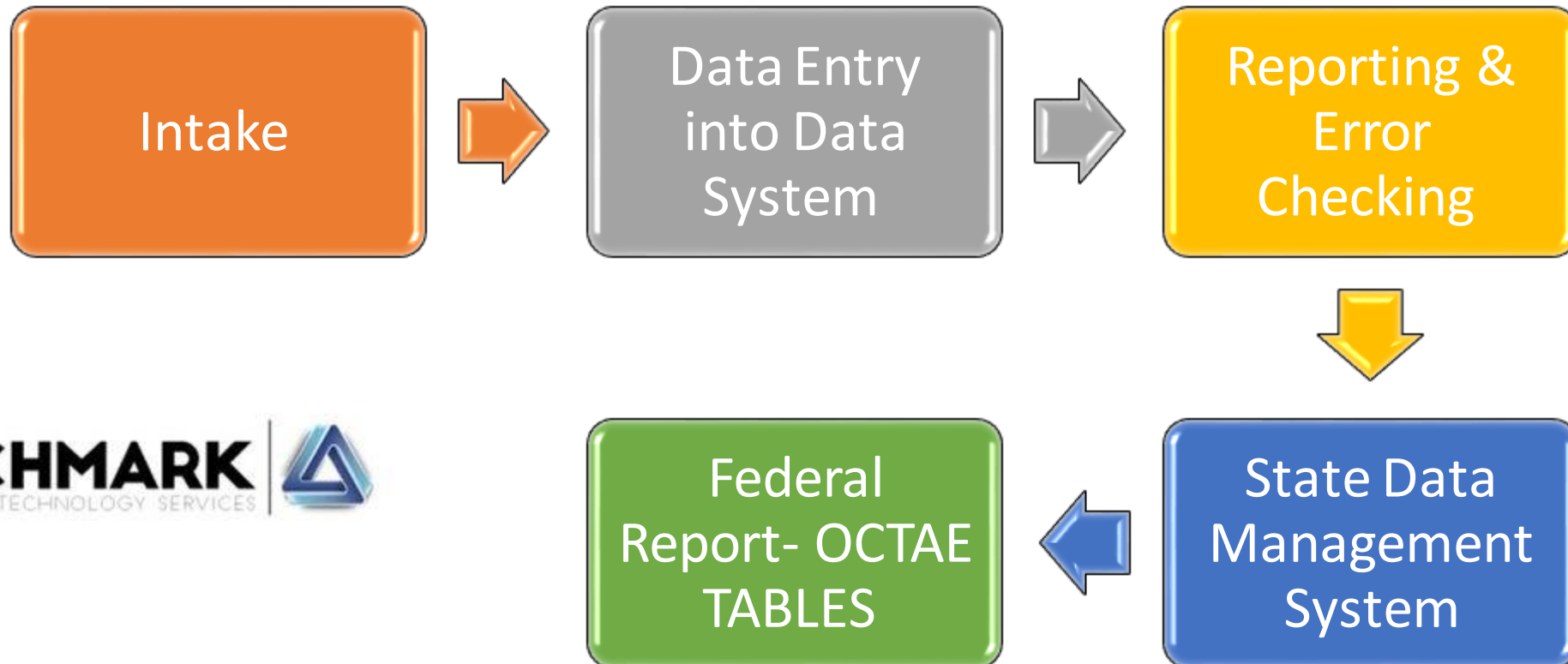
Data Management
Accountability and Performance

The WIOA, Title II Providers' Guide
& College and Career Readiness
Manual

The WIOA, Title II Providers' Guide & College and Career Readiness Manual

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NC COLLEGE & CAREER READINESS
COMMUNITY COLLEGES

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Changes to note:

1. Policy on Discrimination

2. Policy on Student Breaks

3. Policy on Counting Student Hours

NC COMMUNITY COLLEGES

Workforce Innovation Opportunity Act (WIOA), Title II Providers' Guide & CCR Manual 2021 - 2022

North Carolina College and Career Readiness

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