

Unit Strategic Plan

2015 – 2017

Name of Program: Adult Education/GED Preparation Program

Mission Statement

The mission of the Adult Education/GED Preparation program at Jefferson State is multifaceted: 1) to continue to provide critical services in assisting adults in the attainment of a secondary school diploma; 2) to play a vital role in assisting participants in the transition to postsecondary education and training through the use of career pathways; 3) to assist non-native English speakers to improve their English proficiency; and 4) to develop local partnerships with agencies that are vital to our participants' success.

Summary of Access, Productivity and Effectiveness:

Literacy is a critical determinant of an individual's life chances and quality of life. A 2002 U.S. Census Bureau Special Study documented that the average estimated annual earnings for a high school dropout with a full-time job was \$18,900, while a high school graduate had an average income of \$25,900. This represents a 37% increase in earnings each year. Considering the impact of the increased earnings over a lifetime, programs that promote improved literacy are much needed.

Jefferson State Community College's service area includes Jefferson, Shelby, St. Clair and Chilton counties. The adult education service region includes Jefferson, Shelby and St. Clair counties. The College's well-positioned offerings in these counties were invaluable in the transferring of adult education and literacy services from the Jefferson County School System to Jefferson State Community College in 2002. The availability of campuses and instructional sites in Jefferson, Shelby and St. Clair counties allowed the establishment of three comprehensive adult education and literacy service centers at College facilities. Partnerships with other agencies allowed for classes to be established based on the needs of the communities. The program provided 27 adult basic education and GED classes at nine locations. Additionally, the program provided four English literacy classes at two locations.

The program serves a diverse population. The four-county Birmingham-Hoover Metropolitan Statistical Area (BHMSA) includes Jefferson, Shelby, Blount and St. Clair counties in north central Alabama. The total population of just over a million residents per the 2010 U.S. Census Report is concentrated in Jefferson, the largest county in the state, and in Shelby, the fastest growing county in the state. The most recent data show that over 13 percent of county residents and nearly 24 percent of Birmingham City residents are below the national poverty level. According to the Birmingham Business Alliance 2009 data, both are higher than the national figures. More than one third of Jefferson County (40.9%) and 73.5% of Birmingham City residents are African-American. The service area continues to have a growing Hispanic population.

Internal Conditions

Technology

The Adult Education/GED Preparation program has computers, printers, and scanners at each site. Equipment is funded by state and federal grants awarded by Alabama Community College System. A listing of inventory by site is available in the director's office.

Instructional software programs are available to support academic gains for learners. Available programs include KET Fast forward, GED Academy, AZTEC, PLATO, English Discoveries, ITTS, and Microsoft Office.

Budget

Funds are provided through a grant from the Alabama Community College System. Non-grant expenditures include state, local, and in-kind expenses provided by the College.

	Federal Budget	State Budget	Federal Expenditures	State Expenditures	Non-Grant Expenditures
2013-2014	\$ 528,456	\$ 701,117	\$521,011	\$ 700,512	\$ 130,555
2014-2015	\$ 544,711	\$ 709,608	\$ 486,901 (10/2 – 8/31)	\$ 645,498 (10/2 – 8/31)	\$130,092 (estimated as of 8/31)

Staffing

Staffing for the program consists of six full-time employees and 41 part-time employees. The director, office manager and data management personnel provide administrative support for the program. The other staff positions are comprised of instructors and instructional support who work directly in the classrooms.

Enrollment

2013-2014	1,799 Learners served / 1,346 enrolled
2014-2015	1,573 Learners served / 1,199 enrolled

Facilities

The Adult Education/GED Preparation program has five offices in addition to classrooms at twelve sites. The director, office manager, data management staff, and Jefferson Campus orientation coordinator occupy these offices. An additional workroom is available for testing purposes. These offices are located on the first and second floors of Lurleen B. Wallace Hall. Offices are equipped with desks, chairs, filing cabinets and other furnishings making offices fully functional and accessible to program staff and participants.

Site Locations

The Adult Education/GED Preparation Program offered classes and supportive services at twelve locations. A listing of available classes and staff assignments follow.

JEFFERSON STATE COMMUNITY COLLEGE 2014 – 2015 Adult Education & ESL Classes		
County	Class	Location
Jefferson	Pre-GED/GED Preparation Instructor G. Brown: Monday – Thursday (8:00 am – 12:00 pm)	Jefferson State Community College 2601 Carson Road Birmingham, AL 35215
Jefferson	Pre-GED/GED Preparation Instructor G. Brown: Monday – Thursday (12:30 pm – 4:30 pm)	Jefferson State Community College 2601 Carson Road Birmingham, AL 35215
Jefferson	Pre-GED/GED Preparation Instructor M. Gross: Monday – Thursday (8:00 am – 12:00 pm)	Jefferson State Community College 2601 Carson Road Birmingham, AL 35215
Jefferson	Pre-GED/GED Preparation Instructor M. Gross: Monday – Thursday (12:30 pm – 4:30 pm)	Jefferson State Community College 2601 Carson Road Birmingham, AL 35215
Jefferson	Pre-GED/GED Preparation Instructor M. Jett: Monday – Thursday (8:00 am – 12:00 pm)	Jefferson State Community College 2601 Carson Road Birmingham, AL 35215
Jefferson	Pre-GED/GED Preparation Instructor J. Rudd: Monday – Thursday (12:30 pm – 4:30 pm)	Jefferson State Community College 2601 Carson Road Birmingham, AL 35215
Jefferson	Pre-GED/GED Preparation Instructor B. Wood: Monday – Thursday (8:00 am – 12:00 pm)	Jefferson State Community College 2601 Carson Road Birmingham, AL 35215
Jefferson	Pre-GED/GED Preparation Instructor B. Wood: Monday – Thursday (12:30 pm – 4:30 pm)	Jefferson State Community College 2601 Carson Road Birmingham, AL 35215
Jefferson	Pre-GED/GED Preparation Instructor S. Jefcoat & C. Denard: Monday – Thursday (8:00 am – 12:00 pm)	Jefferson State Community College 2601 Carson Road Birmingham, AL 35215
Jefferson	Pre-GED Preparation Instructor D. Cox/S. Noyes: Monday – Thursday (8:00 am – 11:00 am)	Jefferson State Community College 2601 Carson Road Birmingham, AL 35215
Jefferson	Pre-GED Preparation Instructor D. Cox/S. Noyes: Monday – Thursday (11:00 am – 2:00 pm)	Jefferson State Community College 2601 Carson Road Birmingham, AL 35215

**JEFFERSON STATE COMMUNITY COLLEGE
2014 – 2015 Adult Education & ESL Classes**

County	Class	Location
Jefferson	Pre-GED/GED Preparation Instructor C. Oberneder & J. Davis: Monday – Thursday (4:30 pm – 8:30 pm)	Jefferson State Community College 2601 Carson Road Birmingham, AL 35215
Jefferson	Pre-GED/GED Preparation Instructor D. Ware & P. Smith: -Monday – Thursday (4:30 pm – 8:30 pm)	Jefferson State Community College 2601 Carson Road Birmingham, AL 35215
Jefferson	ESL Instructor A. Scott: Monday – Thursday (4:30 pm – 8:30 pm)	Jefferson State Community College 2601 Carson Road Birmingham, AL 35215
Jefferson	Pre-GED/GED Preparation Instructor P. Vinson: Monday – Thursday (9:00 – 1:00)	Literacy Council 2301 1 st Ave North Birmingham, AL 35203
Jefferson	Pre-GED/GED Preparation Instructor L. Callins: Monday – Thursday (8:00 – 12:00)	Birmingham Field Office 2721 2 nd Ave North Birmingham, AL 35203
Jefferson	Pre-GED/GED Preparation Instructor M. McLemore: Tuesday – Thursday (8:00 – 12:00)	St. Mary’s on the Highlands 1910 12 th Ave South Birmingham, AL 35205
Jefferson	Pre-GED/GED Preparation Instructor L. Sheikh: Tuesday – Thursday (12:30 – 4:30)	UAB 625 19 th Street South Jefferson Towers – J623 Birmingham, AL 35233
Jefferson	Pre-GED/GED Preparation Instructor J. Stewart: Monday – Thursday (8:00 – 12:00)	YWCA Resource Center Woodlawn 100 59 th Street South Birmingham, AL 35212
Shelby	Pre-GED/GED Preparation Instructor J. Masters: Monday – Thursday (8:00 am – 12:00 pm)	Jefferson State Community College 4600 Valleydale Road Hoover, AL 35242
Shelby	Pre-GED/GED Preparation Instructor J. Masters: Monday – Thursday (12:30 pm – 4:30 pm)	Jefferson State Community College 4600 Valleydale Road Hoover, AL 35242
Shelby	Pre-GED/GED Preparation Instructor K. Snider: Monday – Thursday (4:30 pm – 8:30 pm)	Jefferson State Community College 4600 Valleydale Road Hoover, AL 35242
Shelby	ESL Instructor L. Dingley: Monday & Wednesday (4:30 pm – 8:30 pm)	Jefferson State Community College 4600 Valleydale Road Hoover, AL 35242

**JEFFERSON STATE COMMUNITY COLLEGE
2014 – 2015 Adult Education & ESL Classes**

County	Class	Location
Shelby	ESL Instructor S. LeCroy: Tuesday & Thursday (4:30 pm – 8:30 pm)	Jefferson State Community College 4600 Valleydale Road Hoover, AL 35242
Shelby	Pre-GED/GED Preparation Instructor M. Harris: Monday - Thursday (8:00 am – 12:00 pm)	Alabaster Career Center 109 Plaza Circle Alabaster, AL 35007
St. Clair	Pre-GED/GED Preparation Instructor C. Brand: Monday – Friday (8:00 am – 11:30 am)	Ashville Day Program 470 10 th Street Ashville, AL 35953
St. Clair	Pre-GED/GED Preparation Instructor C. Moore & R. Skalac: Monday - Thursday (4:00 pm – 8:00 pm)	Leeds High School 1771 Whitmire Street Leeds, AL 35094
St. Clair	Pre-GED/GED Preparation Instructor H. Sweatt: Monday - Wednesday (3:30 pm – 7:30 pm)	St. Clair County High School 16700 US Highway 411 Odenville, AL 35120
St. Clair	Pre-GED/GED Preparation Instructor J. Taylor & S. Ellard: Monday – Thursday (8:00 am – 12:00 pm)	Jefferson State Community College 500 College Drive Pell City, AL 35128
St. Clair	Pre-GED/GED Preparation Instructor N. Porter: Monday – Thursday (12:30 – 4:30)	Jefferson State Community College 500 College Drive Pell City, AL 35128
St. Clair	Pre-GED/GED Preparation Instructor M. Spraberry, G. Wood: Monday – Thursday (4:30 pm – 7:30 pm)	Jefferson State Community College 500 College Drive Pell City, AL 35128

Equipment

The Adult Education/GED Preparation program has computers, printers, and scanners at each site. Equipment is funded by state and federal grants awarded by the Alabama Community College System. A listing of inventory by site is available in the director’s office.

External Conditions (such as funding, accrediting agencies, advisory committees, postsecondary policy changes):

The Adult Education/GED Preparation Program receives a grant from the Alabama Community College system under Title II of the Workforce Investment Act of 1998. Federal fund are

administered by the U.S. Department of Education in accordance with the Adult Education and Family Literacy Act, Title II, Workforce Innovations and Opportunity Act, 2014. Funds are a combination of federal and state resources. The program is required to comply with federal and state laws applicable to the Adult Education and Family Literacy Act. Performance goals are established by the Alabama Community College System. A performance-based funding formula is utilized to determine actual allocations per year.

July 1, 2013 – July 30, 2014 Accomplishments

Review of enrollment demographics for the period July 1, 2013 – June 30, 2014 supports the premise that the program serves a diverse population. A total of 1,799 learners were served with 814 (45%) being in the 16-24 age range. Of those served, 811 (45%) were in the 25-44 range. All learners reported the need to obtain the GED to enhance employability as a motivating factor for their enrollment. Enrollment verifications were provided to more than 60 agencies, including Alabama Department of Industrial Relations-Unemployment Division, Jefferson County Food Stamp Program, Bessemer Housing Authority, Alabama State Vocational Rehabilitation Services, Birmingham Housing Authority, DHR Child Support, and Social Security Disability Benefits Services. The range of agencies suggests that the program provides access to a diverse population in need of assistance.

Jefferson State’s adult education program continued to provide quality services in Region 8. The program served 1,799 learners at twelve sites; of the learners that post-tested, 72.34% completed a level. Seventy-seven percent (1,385) of these learners needed adult basic education services. Eleven percent (191) were entered in GED preparation classes. The remaining twelve percent (223) of these learners enrolled in English Literacy classes. A total of 266 learners entered employment, 395 learners retained employment, 270 learners obtained a GED, and 84 GED completers enrolled in postsecondary education or training.

Adult education programs are evaluated based on achievement of educational gains as defined by the National Reporting System. The Alabama Community College System established state performance goals. Specific outcome data related to adult basic education (ABE), adult secondary education (ASE), and English literacy (ESL) for the period of July 1, 2013 – June 30, 2014 are as follows:

July 1, 2013 – June 30, 2014		
Entering Educational Functioning Level	Alabama’s Goal	Jefferson State’s Performance
ABE Beginning Literacy	76%	50%
ABE Beginning Basic Education	74%	41%
ABE Intermediate Low	74%	40%
ABE Intermediate High	70%	36%
ASE Low	72%	43%
ASE High	Achieved by earning a GED	57%
Beginning ESL Literacy	67%	27%
Low Beginning ESL	76%	20%

July 1, 2013 – June 30, 2014		
Entering Educational Functioning Level	Alabama's Goal	Jefferson State's Performance
High Beginning ESL	79%	35%
Low Intermediate ESL	75%	32%
High Intermediate ESL	76%	42%
Advanced ESL	53%	35%

The program was awarded \$1,229,573 in state and federal funds during the 2013 – 2014 fiscal year by the Alabama Community College System. This funding allowed the program to serve 1,799 learners. The cost per learner was \$913, which is calculated using the number of enrolled students (1,346). The Alabama Department of Postsecondary Education established \$801 cost per learner as the standard.

July 1, 2014 – June 30, 2015 Accomplishments

The program served 1,573 learners during the period July 1, 2014 – June 30, 2015. Seventy-six percent (1,202) of these learners needed adult basic education services. Eleven percent (168) were entered in GED preparation classes. The remaining thirteen percent (203) of these learners enrolled in English Literacy classes. A total of 164 learners entered employment, 79 learners obtained a GED, and 12 GED completers enrolled in postsecondary education or training.

The Alabama Community College System established state performance goals in accordance with National Reporting System requirements. The program did not meet all of the established goals for the period July 1, 2014 – June 30, 2015. Jefferson State's performance aligned with the performance of other programs in the state and the overall state percentages. The state percentages did not meet the established goals. This decrease in performance at the local and state levels resulted from implementation of a revised Assessment Policy by the Department of Postsecondary Education. The revised policy was implemented as a result of findings in a federal monitoring visit report. The revised Assessment Policy included strict guidelines for the administration of post-tests.

Specific outcome data related to adult basic education (ABE), adult secondary education (ASE), and English literacy (ESL) for the period of July 1, 2014 – June 30, 2015 are as follows:

July 1, 2014 – June 30, 2015		
Entering Educational Functioning Level	Alabama's Goal	Jefferson State's Performance
ABE Beginning Literacy	47%	52%
ABE Beginning Basic Education	43%	42%
ABE Intermediate Low	46%	38%
ABE Intermediate High	38%	32%
ASE Low	42%	48%
ASE High	Achieve GED	35%
Beginning ESL Literacy	43%	28%

July 1, 2014 – June 30, 2015		
Entering Educational Functioning Level	Alabama’s Goal	Jefferson State’s Performance
Low Beginning ESL	55%	46%
High Beginning ESL	48%	33%
Low Intermediate ESL	48%	48%
High Intermediate ESL	43%	34%
Advanced ESL	24%	35%

The program was awarded \$1,254,319 in state and federal funds during the 2014 – 2015 fiscal year by the Alabama Community College System. This funding allowed the program to serve 1,573 learners with a \$ 1,046 cost per learner, calculated on enrolled students (1,199). Other achievements are related to developing partnerships with additional agencies in order to extend services, refining the expectations for learners in an effort to make the classroom more conducive to learning, and developing procedures manuals for internal processes.

Considerations for Development of Unit Strategic Plans

What can be done to improve the operation of the unit?

The Adult Education/GED Preparation program will continue to work with college representatives, Alabama Department of Postsecondary Education staff, and other literacy providers to establish best practices as well as identify communities with limited access to adult basic education and literacy services. Analysis of educational attainment levels, high school dropout rates, and poverty will be conducted for specific communities in the service area. Based on all information examined, the program will expand partnerships with other agencies to provide services as well as establish new classes as needs are identified. Participation in discussions with these stakeholders will support a continuous improvement of the program. In addition, we will continue to adhere to the new WIOA guidelines.

Professional development and in-service meetings will be available at least once per quarter. The goal of these activities will be to enhance the program’s effectiveness.

What are the desired Service Unit Outcomes for the unit?

- The Adult Education/GED Preparation Program will secure federal and state funds through a competitive grant application process.
- The Adult Education/GED Preparation Program will promote access to instructional assistance and supportive services at key locations in the program’s established service region.
- The Adult Education/GED preparation Program will work with key stakeholders/partners in providing needed services to participants.
- The Adult Education/GED Preparation Program will promote advancement in educational functioning levels for adults enrolled in the program.

- The Adult Education/GED Preparation Program will respond to community needs to provide literacy services in areas not currently served or underserved.

What equipment/resources are needed to accomplish the unit’s goals and objectives?

Computers, instructional software, and print-based instructional materials continue to be needed in order to accomplish the unit’s goals and objectives. In addition, equipment such as tablets are needed to stay current in today’s technology-rich environment. Keeping the unit’s infrastructure up-to-date is also vital to the unit’s success, as it allows the use of more advanced technologies. Another key component to the unit’s success is quality personnel; AE instructors, access to college personnel (i.e., community education staff, recruiters, advisors, financial aid staff, etc.) and relationships developed with our strategic partners all contribute to the unit’s success. The program will continue to seek adequate funding from Alabama Community College System to cover expenses and will continue to seek collaboration and partnership with key personnel.

Are there any goals or objectives that were not completed from previous year that should be included in new plan?

The program’s goals are based on standards established by the Alabama Community College System. The program did not meet all of the established goals for the period July 1, 2014 – June 30, 2015. Jefferson State’s performance aligned with the performance of other programs in the state and the overall state percentages. The state percentages did not meet the established goals. The change of the GED test has resulted in a decrease in testing and in people seeking to attend class. However, this trend, as observed in the past, is usually short-lived. As people become more comfortable with the changes, and with the benefits that the adult education program can provide, it is expected that enrollment will increase. The Assessment Policy protocols continue to be a challenge, but efforts will continue to improve the program’s performance.

Unit Goal (2015 – 2016)

The overall goal of the Adult Education/GED Preparation Program will be to provide quality instructional assistance and other supportive services to adults seeking to improve literacy skills for the purposes of gaining/retaining employment, entrance into postsecondary, completion of a secondary school education, and self-sufficiency.

Unit Goals/Service Unit Outcomes

Goal 1: The Adult Education/GED Preparation Program will secure federal and state funds through a competitive grant application process.

Measurable Objective: Program staff will complete and submit a grant application as required by the Alabama Community College System.

Method of Assessment: Achievement will be measured based on receipt of an award notice.

Resources Needed: Federal and state grant funds awarded by the Alabama Community College System will be utilized. No institutional funds are requested.

Estimated Cost: None

Goal 2: The Adult Education/GED Preparation Program will promote access to instructional assistance and supportive services at key locations in the program's established service region.

Measurable Objective: Day and evening classes at convenient locations within the service region will be advertised and provided.

Method of Assessment: Program staff will maintain a roster of available classes offered by the program as well as classes offered by other programs. Staff will maintain logs of inquiries related to available classes. Records will be maintained to document potential sites for new classes based on lack of currently available classes. These records will be reviewed as funds are available to support implementation of new classes.

Resources Needed: Federal and state grant funds awarded by the Alabama Department of Postsecondary Education will be utilized. No institutional funds are requested.

Estimated Cost: None

Goal 3: The Adult Education/GED Preparation Program will promote advancement in educational functioning levels for adults enrolled in the program.

Measurable Objective: Program staff will provide orientation, assessment, and instruction for adults seeking to increase their literacy skills and earn the secondary school credential.

Method of Assessment: Analysis of student data maintained in AAESAP, the adult education database. A report will be reviewed with the expectation that at least 70% of learners will advance at least one educational functioning level.

Resources Needed: Federal and state grant funds awarded by the Alabama Department of Postsecondary Education will be utilized. No institutional funds are requested.

Estimated Cost: None

Goal 4: The Adult Education/GED Preparation Program will respond to community needs to provide literacy services in areas not currently served or underserved.

Measurable Objective: Program resources will be allocated to implement or expand literacy services in communities not currently served or underserved.

Method of Assessment: Program staff will participate in community discussions, such as those conducted by the GED Network and The Literacy Council, to identify communities with limited access to adult basic education and literacy services. Analysis of educational attainment levels, high school dropout rates, and poverty will be conducted for specific communities in the service area. Based on all information examined, the program will expand partnerships with other agencies to provide services as well as establish new classes as needs are identified.

Resources Needed: Federal and state grant funds awarded by the Alabama Department of Postsecondary Education will be utilized. No institutional funds are requested.

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Method of Assessment: Program staff will maintain a roster of available classes offered by the program as well as classes offered by other programs. Staff will maintain logs of inquiries related to available classes. Records will be maintained to document potential sites for new classes based on lack of currently available classes. These records will be reviewed as funds are available to support implementation of new classes.

Resources Needed: Federal and state grant funds awarded by the Alabama Department of Postsecondary Education will be utilized. No institutional funds are requested.

Estimated Cost: None

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Estimated Cost: None

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