**Unit Strategic Plan**

**2021-2023**

**Name of Program**: Adult Education Program

**Mission Statement**

The mission of the Adult Education Program at Jefferson State is multifaceted: 1) 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. According to U.S. Bureau of Labor Statistics 2020 first quarter report, individuals with a high school diploma have a median weekly salary of $613. While individuals with a secondary credential have a median income of $793 per week. The wage gap increased as levels of education increased. Furthermore, the average yearly income for high school graduates is more than $8,000 more per year than those without a high school diploma or equivalent. An estimated 40% of jobs require a secondary school credential, this aligns with percentages within the College’s service area. Additionally, individuals lacking a secondary credential continue to have the highest unemployment rates, at over 14%. The U.S. Department of Education data shows that 45% of individuals with a secondary diploma also don’t have the basic literacy skills required to complete job applications. Considering the impact that increased earnings have on individuals, families, and the community, programs that promote improved literacy continue to be needed.

Jefferson State Community College’s service area includes Chilton, Jefferson, Shelby, and St. Clair counties. The availability of campuses and instructional sites in Chilton, Jefferson, Shelby, and St. Clair counties allowed the establishment of four 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 24 adult basic education classes at 13 locations. Additionally, the program provided four English literacy classes at two locations. The program also has Ready to Work classes available on all four Campuses, the Salvation Army, M-Power Ministries, and through remote learning.

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 2018 population reports, remains concentrated in Jefferson and in Shelby. In the Birmingham-Hoover metro area, 37% of individuals under age 18 live in poverty, with an overall 14.1% poverty rate. The largest ethnic groups for the area are 61% Caucasian, 30% African American, and 2.81% Hispanic.

**Internal Conditions**

**Technology**

The Adult Education program has computers, printers, and scanners at each site. Chromebooks are also available to loan to students and for instructors to use for remote work. Most computing devices are purchased with funds awarded by state and federal grants awarded by Alabama Community College System. Industry all in one printers are paid for by the College, as well as some administrative computers are paid for by the College. A listing of computing devices is available in the director’s office and on the AAESAP database.

Instructional software programs are available to support academic gains for learners. Available programs include KET Fast forward, GED Academy, AZTEC, PLATO, English Discoveries, ITTS, Kuder, Canvas, BoardWorks, NorthStar, 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.

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| --- | --- | --- |
|  | **Federal Budget** | **State Budget** |
| 2019-2020 | $ 771,144 | $1,029,208 |
| 2020-2021 | $789,187 | $1,011,463 |

**Staffing**

Staffing for the program consists of 6 full-time employees and 48 part-time employees. The director, AE training specialist, office manager and data management personnel provide administrative support for the program. This is supported by the Director of Career and Learning Services. The other staff positions are comprised of instructors and instructional support who work directly in the classrooms.

**Enrollment**

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| --- | --- | --- |
| 2019-2020 | 1,760 (student) | 1,141 (participant) |
| 2020-2021 | 1,502 (student) | 819 (participant) |

**Facilities**

Adult Education has its administrative offices at the Jefferson Campus. Offices are equipped with computing devices, printers/scanners/copiers, desks, chairs, filing cabinets, and other furnishings making offices fully functional and accessible to program staff and participants.

**Site Locations**

The Adult Education Program offered classes and supportive services on all 4 Campuses and at 13 locations within the community. A listing of available classes and staff assignments follow.

| **JEFFERSON STATE COMMUNITY COLLEGE** **Adult Education & ESL Classes** |
| --- |
| **County** | **Class** | **Location** |
| Alabaster Career Center | Pre-GED/GED PreparationInstructor B. Wigington: Monday-Thursday (8:00 am-12:00 pm) | 109 Plaza CircleAlabaster, AL 35007 |
| Chilton  | Pre-GED/GED PreparationInstructor Y. Markowitz: Monday-Thursday 8:00 am- 12:00 pm) | 1850 Lay Dam RoadClanton, AL 35045 |
| Jefferson | Pre-GED/GED PreparationInstructor M. Gross: Monday – Thursday (8:00 am – 12:00 pm) | 2601 Carson RoadBirmingham, AL 35215 |
| Jefferson | Pre-GED/GED PreparationInstructor M. Gross: Monday – Thursday (12:30 pm – 4:30 pm) | 2601 Carson RoadBirmingham, AL 35215 |
| Jefferson | Pre-GED/GED PreparationInstructor M. Jett: Monday – Thursday (8:00 am – 12:00 pm) | 2601 Carson RoadBirmingham, AL 35215 |
| Jefferson | Pre-GED/GED PreparationInstructor M. Jett: Monday – Thursday (12:30 pm – 4:30 pm) | 2601 Carson RoadBirmingham, AL 35215 |
| Jefferson | Pre-GED PreparationInstructor L. Barnett/K.Cook: Monday – Thursday (8:00 am – 11:00 am) | 2601 Carson RoadBirmingham, AL 35215 |
| Jefferson | Pre-GED PreparationInstructor L. Barnett/ K. Cook: Monday – Thursday (11:00 am – 2:00 pm) | 2601 Carson RoadBirmingham, AL 35215 |
| Jefferson | Pre-GED/GED PreparationInstructor J. Davis & W. Shorter: Monday – Thursday (4:30 pm – 8:30 pm) | 2601 Carson RoadBirmingham, AL 35215 |
| Jefferson | Pre-GED/GED PreparationInstructor L. Anderson/R. Riggins: Monday – Thursday (4:30 pm – 8:30 pm) | 2601 Carson RoadBirmingham, AL 35215 |
| Jefferson (remote) | Pre-GED/GED PreparationInstructor V. Malone: Monday-Thursday (4:30 pm-8:30 pm) | Remote/DL |
| Jefferson | ESLInstructor A. Scott & L. Callins: Monday – Thursday (4:30 pm – 8:30 pm) | 2601 Carson RoadBirmingham, AL 35215 |
| Jefferson | Pre-GED/GED PreparationInstructor K. Snider/A. Sanders: Monday-Tuesday (8:30 am-4:30 pm) Wed (8:30 am-12:30 pm) | 2601 Carson RoadBirmingham, AL 35215 |
| Jefferson | Pre-GED/GED PreparationInstructor M. Parr: Monday, Wednesday, &Thursday (8:00 am-12:00 pm) | 2601 Carson RoadBirmingham, AL 35215 |
| Leeds Elementary School | Pre-GED/GED PreparationInstructor R. Skalac/W. Wren: Monday-Thursday (4:00pm-8:00 pm) | 950 Ashville RoadLeeds, AL 35094 |
| Literacy Council | Pre-GED/GED PreparationInstructor P. Vinson: Monday – Thursday (9:00 am – 1:00 pm) | 2301 1st Av NBirmingham, AL 35203 |
| Literacy Council | Pre-GED/GED PreparationInstructor J. Rudd: Monday-Thursday (12:00 pm-4:00 pm) | 201 1st Av NBirmingham, AL 35203 |
| Salvation Army | Pre-GED/GED PreparationInstructor A. Vinson: Monday-Thursday (9:00 am-1:00 pm) | 2015 26th Av NBirmingham, AL 35234 |
| Shelby  | Pre-GED/GED PreparationInstructor B. Wood/B Roberts: Monday-Thursday (8:00 am-12:00 pm) | 4600 Valleydale RoadBirmingham, AL 35242 |
| Shelby | Pre-GED/GED PreparationInstructor B.Wood Monday-Thursday (12:30 pm-4:30 pm) | 4600 Valleydale RoadBirmingham, AL 35242 |

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| Shelby  | Pre-GED/GED PreparationInstructor K. Snider/A. Sanders: Monday-Thursday (12:30 pm-4:30 pm) | 4600 Valleydale RoadBirmingham, AL 35242 |
| Shelby | Pre-GED/GED PreparationInstructor J. Badio: Monday-Thursday (4:30 pm-8:30 pm) | 4600 Valleydale RoadBirmingham, AL 35242 |
| St. Clair | Pre-GED/GED PreparationInstructor L. Skelton: Monday-Thursday (8:00 am-12:00 pm) | 500 College CirclePell City, AL 35125 |
| St. Clair | Pre-GED/GED PreparationInstructor L. Skelton: Monday-Thursday (12:30 pm-4:30 pm) | 500 College CirclePell City, AL 35125 |
| St. Clair | Pre-GED/GED PreparationInstructor M. Spraberry/G. Wood: Monday-Thursday (4:30 pm-8:30 pm) | 500 College CirclePell City, AL 35125 |
| St. Mary’s Church | Pre-GED/GED PreparationInstructor R. Eichhorn/V. Sheffield: Tuesday-Thursday (8:30 am-12:30 pm) | 1910-12th Av SouthBirmingham, AL 35205 |
| UAB | Pre-GED/GED PreparationInstructor L. Sheikh: Tuesday-Thursday (12:30 pm-4:30 pm) | UAB-Jefferson Towers625 19t Street SouthBirmingham, AL 35223 |
| YWCA | Pre-GED/GED PreparationInstructor M. Parr: Tuesday (8:00 am-12:00 pm) | 100-59th Street SouthBirmingham, AL 35212 |

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

The Adult Education Program receives a grant from the Alabama Community College system under Title II of the Workforce Investment Act of 1998. Federal funds 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, 2019 – July 30, 2020 Accomplishments**

A total of 1,760 students were served. Additionally, 397 students earned certificates, 80 students completed Career Pathways Non-Credit Training Programs, and 97 students obtained their GED or Secondary School Diploma. The AE Program continues to serve a diverse group of learners. The range of student ages was between 16 and 60+. Most students were between the ages of 25-44.

All learners reported the need to obtain a GED or secondary credential and/or obtaining Career Pathways certificates to enhance employability or as motivating factors for their enrollment. AE continued to provide Enrollment verifications to agencies upon student requests. These agencies included 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 Community College’s Adult Education Program continues to provide quality services in Region 4. A total of 55.68% of students were employed the second quarter after exit and 54.30% were employed the fourth quarter after exit. A total of 15% of the program’s learners obtained a secondary credential and enrolled in postsecondary education within one year of exit, and 38.12% had attained a secondary credential and were employed one year after exit. Overall, 65.13% of the program’s students obtained a credential.

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, 2019 – June 30, 2020 are as follows:

| **July 1, 2019 – June 30, 2020**  |
| --- |
| **Entering Educational Functioning Level** | **Alabama’s Goal** | **Jefferson State’s Performance** |
| ABE Beginning Literacy | 43% | 19.30% |
| ABE Beginning Basic Education | 44% | 24.26% |
| ABE Intermediate Low | 43% | 17.38% |
| ABE Intermediate High | 45% | 11.5% |
| ASE Low | 53% | 1.89% |
| ASE High-attain GED or equivalent  | 431 (actual number) | 97 (actual number) |
| Beginning ESL Literacy | 34% | 29.17% |
| Low Beginning ESL | 37% | 21.05% |
| High Beginning ESL | 41% | 17.65% |
| Low Intermediate ESL | 37% | 24.14% |
| High Intermediate ESL | 34% | 22.58% |
| Advanced ESL | 19% | 11.11% |

**July 1, 2020 – June 30, 2021 Accomplishments**

Between July 1, 2020 and June 30, 2021, 1,502 students were served. The AE Program continued to serve a diverse group of students ranging from age 16-60+, with the majority falling into the 25-44 range, consistent with last operating year. A total of 57 students obtained their GED or secondary school credential, 372 certificates were awarded, and 113 students completed Career Pathways Non-Credit Training Programs. Enrollment and participation were significantly impacted due to a nationwide and state shutdown caused by COVID-19. This led to delays in students completing their secondary credentials, completing student certificates, and/or Career Pathways training. COVID-19 also caused employment percentages to decrease, as there were company shut-downs, hiring freezes, and layoffs.

A total of 47.47% of students were employed the second quarter after exit, and 49.3% were employed the fourth quarter after exit. Additionally, 6.6% obtained a secondary credential or equivalent and then enrolled in post-secondary education within one year of exit, and 44.4% attained a secondary credential or equivalent and enrolled in college within one year of exit. Last, 62.31% of the program’s students attained a credential.

Specific outcome data related to adult basic education (ABE), adult secondary education (ASE), and English literacy (ESL) for the period of July 1, 2020 – June 30, 2021 are as follows:

| **July 1, 2020 – June 30, 2021**  |
| --- |
| **Entering Educational Functioning Level** | **Alabama’s Goal** | **Jefferson State’s Performance** |
| ABE Beginning Literacy | 43% | 25.93% |
| ABE Beginning Basic Education | 44% | 24.89% |
| ABE Intermediate Low | 43% | 12.28% |
| ABE Intermediate High | 45% | 12.82% |
| ASE Low | 53% | 3.41% |
| ASE High-attain GED or equivalent | 431 (actual number) | 57 (actual number) |
| Beginning ESL Literacy | 34% | 18.18% |
| Low Beginning ESL | 37% | 27.27% |
| High Beginning ESL | 41% | 9.09% |
| Low Intermediate ESL | 37% | 35.29% |
| High Intermediate ESL | 34% | 20.83% |
| Advanced ESL | 19% | 11.11% |

\*COVID-19 Statewide shutdown impacted overall AE enrollment and Measurable Skills Gains. The Statewide shut down occurred in March 2020. ACCS assisted AE Programs with a transition to fully remote learning. Onsite TABE testing for AE enrollment, GED testing, WorkKeys testing, and certain exams for national certifications required for Career Pathways training programs were not available via remote proctoring.

**Considerations for Development of Unit Strategic Plans**

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

The Adult Education 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.

AE Staff will continue to look for ways to integrate IET’s and dual enrollment for select programs and students. For example, a plan is in place to begin an IET in the Allied Health CMA program within Workforce Education beginning fall 2021. Additionally, a fall 2021 plan is in place to co-enroll developmental English 098 students into AE for additional support to increase their EFL in reading. Accelerated Camp GED reading (math to follow) was implemented with success. A new program to focus on ASVAB tutoring for secondary graduates in now in place. Last, WIOA/CAPTE OSY participants are now co-enrolled into Adult Education as Career Pathways students. These OSY participants also partake in work-based learning to further contextualize their career pathways training. The OSYWIOA/CAPTE Partnership is an additional career pathways training funding source for our AE students with much needed wrap around support.

Additionally, 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 Program will promote access to instructional assistance and support services key locations in the program’s established service area.
* The Adult Education Program will promote advancement in Measurable Skills Gain, including educational functioning level, for adults enrolled in the program.

**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 to accomplish the unit’s goals and objectives. In addition, equipment such as Chromebooks and smartboards are needed to stay current in today’s technology-rich environment. Keeping the unit’s infrastructure modern 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 including 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 the established goals for the period July 1, 2019 – June 30, 2021. 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. Also, Statewide closures due to COVID-19 in March 2020 impacted student enrollment, retention, and measurable skills gains. Even as the state reopened, students on Campus presence for all AE programs in the state was restricted to maintain social distances. Also, many of the program’s students are parents and/or workers that were considered essential. The responsibility to homeschool and/or work during the pandemic further decreased student engagement and retention.

**Unit Goal (2021 – 2022)**

The overall goal of the Adult Education 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 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 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 Program will assist learners with increasing their Educational Functioning Level.*

**Measurable Objective**: Program staff will provide orientation, assessment, and instruction for learners to increase their educational functioning level and literacy skills

**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 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 still will participant in community discussions to identify

 Communities with limited access to adult basic education and literacy

 Services. Program staff will conduct an analysis of U.S. Census data

 Specific to educational attainment, drop rates, and poverty.

 Using this information to expand or establish new partnerships.

**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

**Unit Goal (2022 – 2023)**

The overall goal of the Adult Education 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**

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**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 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 Program will assist learners obtaining a Measurable Skills Gains (MSG).*

**Measurable Objective**: Program staff will provide orientation, assessment, and instruction for learners to increase their educational functioning level and literacy skills

**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 50% of learners will obtain a Measurable Skills Gain (MSG). MSG’s include increase in Educational Functional Level, obtaining a GED or secondary school credential/equivalent, completing a Career Pathways, enrolling in post-secondary education, passing technical/occupational knowledge- based exam, and/or progress towards milestones.

**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 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 still will participant in community discussions to identify

 Communities with limited access to adult basic education and literacy

 Services. Program staff will conduct an analysis of U.S. Census data

 Specific to educational attainment, drop rates, and poverty.

 Using this information to expand or establish new partnerships.

**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