Assessment Record

Program: Adult Education/GED Preparation Program   **Assessment period:** 2019-2020

Program or Department Mission:

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.

Service Unit Outcomes & Assessment Plan

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results
The Adult Education/GED Preparation Program will promote access to instructional assistance and support services at key locations in the program's established service area.	Review the offering of day/evening classes at key locations in the program's established service region. Also research the feasibility of incorporating weekend classes at specific locations.	90% of individuals requesting access to instructional programs who live in the service region will have an available class option.	The program provided 47 Adult education classes, 3 Orientation classes, 2 Ready to Work classes, and 4 ESL Classes. AE classes are provided at 12 off site locations. The sites were strategically positioned to minimize excessive commute time for learners.	Review of statistics and anecdotal records related to accessibility, technology, childcare, and transportation were factors in the established of new AE classes at the Pell City Jail, Birmingham Library and Dansby Court/YWCA. The AE Program expanded its remote/online learning for all AE students due to COVID-19 closures. Instructors incorporated weekly Zoom or Google classrooms lessons open to all students. The AE

				program purchased new laptops for instructors' remote use with cameras for Zoom, Google classroom or Microsoft Teams lessons, as well as 50 laptops to loan for student usage.
The Adult Education/ GED Preparation Program will promote advancement in educational functioning levels for adults enrolled in the program.	Analysis of student data maintained in AAESAP, the adult education database.	70% of learners will advance at least one of six educational functioning level: • Level 1: ABE Beginning Literacy (0-1.9 Grade Equiv.) • Level 2: Beginning Basic Education (2.0-3.9 Grade Equiv.) • Level 3: Low Intermediate Basic (4.0-5.9 Grade Equiv.) • Level 4: High Intermediate Basic (6.0-8.9 Grade Equiv.) • Level 5: ASE Low (9.0-10.9 Grade Equiv.) • Level 6: ASE High (11.0-12.9 Grade Equiv.)	COVID-19 closures impacted existing students' ability to Post-test and new students' ability to take the initial TABE. For some weeks, AE Programs across the State could not accept new students nor could we post-test. COVID-19 Campus and outlying sites closures, as well as potential candidates' access to computing devices and/or the internet for remote learning significantly impacted both existing retainment and new enrollment, as most of our AE students travel to in person classes. A total of 1,139 students were enrolled in Adult Education and Reportable Individual Enrollment was 1,757. Jefferson State AE Program had a 39% post-test percentage with an 18% overall EFL gain and a 25% demonstrated MSG. Also, 97	The AE Director conducted site visits to monitor and provide instructional and record keeping guidance to AE instructors. Quarterly in-services continued to keep instructors current on issues relevant to adult education, such as current teaching methods, new programs, and new policies and procedures. To combat challenges brought on by COVID-19 closures, PD/in-service was shifted to Zoom. Instructors incorporated Zoom and Google Classroom lessons to sustain AE student enrollment. Also, between May/June 2020, DRC provided an online link for TABE testing, which was distributed by ACCS to all AE Programs. In June 2020 WorkKeys testing resumed by appointment only.

			students obtained their GED/Secondary School Diploma, 162 earned Workkeys credentials, 391 students obtained certifications and 76 students completed Career Pathways. A note, these percentages and numbers were also affected by COVID-19 Campus closures as AE and Workforce shifted to online delivery.	
Plan submission date: August 3, 2020			**Submitted by:** Tamara Payne	