

Unit Operational Plan

Due March 22nd, 2024

2024-2025

Name of Unit: Adult Education

Mission Statement (for the unit): Adult Education aims to provide critical services in assisting adults in the attainment of a secondary school diploma; play a vital role in assisting participants in the transition to postsecondary education and training using career pathways; assist non-native English speakers to improve their English proficiency; and develop local partnerships with agencies that are vital to student success.

Unit Goals

Unit Goals	Unit Outcome	Institution Strategic Plan	Fundamental Principles
Secure federal and state funds through a competitive grant application process.	Provide access to adult education services to eligible individuals within the College's service areas.	II. D. Increase and enhance support for adult learners.	FP 1.1 Educational offerings available in places, at times, and in facilities that can best serve the people in the college service area.
Promote access to instructional assistance and supportive services at key locations in the program's established service region.	Increase the accessibility of adult education services including GED/HSDO, remediation services, Career Pathways, ACE MAPS, and ESL/IEL.	II. D. Increase and enhance support for adult learners. II. F Implement and support the Canvas Learning Management System and evaluate the quality of online learning.	FP 1.2 Educational opportunities within the financial reach of the great majority of the people of the college service area. FP 3.4 Student academic, developmental, and support services that assist students in achieving their goals. FP 2.6 Distance learning programs and classes that promote accessibility through new technologies.
Assist learners with increasing their Educational Functional Level (EFL)	Increase learning and provide quality teaching and learning environments for	II. E. Increase the number of awards and credentials earned by students.	FP 2.3 General education courses that encourage the intellectual, civic, social,

<p>and obtaining Measurable Skills Gains (MSG).</p>	<p>instructors and students.</p>	<p>II. F Implement and support the Canvas Learning Management System and evaluate the quality of online learning.</p>	<p>and physical development of students.</p> <p>FP 2.4 Certificate programs and other learning opportunities that enable students to acquire specific training to prepare for employment or advancement in jobs required skilled employees.</p> <p>FP 2.6 Distance learning programs and classes that promote accessibility through new technologies.</p>
<p>Respond to community needs by providing literacy services in areas not currently served or underserved.</p>	<p>Collection and review of requests for adult education services to determine any new sites for services to include seated and remote learning.</p>	<p>II. D. Increase and enhance support for adult learners.</p>	<p>FP 1.1 Educational offerings available in places, at times, and in facilities that can best serve the people in the college service area.</p> <p>FP 1.2 Educational programs within the financial reach of the great majority of the people of the college service area.</p>

Unit Plan for the next year

1. **Goals** – The activities through which the outcome will be achieved. Each Unit Outcome should have at least one goal.
2. **Method of Assessment** – How the unit will determine if the objective has been met.
3. **Funding/Rationale** – Provide an estimate of the cost of achieving the objective. Also, include a description of how these funds will be used to accomplish the objective.

Goal	Assessment	Funding/Rationale
Secure federal and state funds through a competitive grant application process.	Annual approval of AE State and AE Federal Grants and Budgets from ACCS.	Covered by AE Federal and AE State Grants with continued college support for administration and infrastructure.
Promote access to instructional assistance and supportive services at key locations in the program’s established service region.	Annual review of the AE space and technology on all four Campuses, as well as AE sites off Campus and within the College’s established service areas to ensure strategic locations and adequate technology.	Covered by AE Federal and AE State Grants with continued college support for administration and infrastructure.
Assist learners with increasing their Educational Functional Level (EFL) and obtaining Measurable Skills Gains (MSG).	Collect data on Educational Functional Level (EFL) and Measurable Skills Gains (MSG) with a goal for 50% of enrolled students to have an EFL and MSG each operating year.	Covered by AE Federal and AE State Grants with continued college support for administration and infrastructure.
Respond to community needs by providing literacy services in areas not currently served or underserved.	Collect data on requests for literacy services and data on classes added in relation to requests, as well as increase offerings of synchronous online instruction, remote courses, and joint courses with other AE programs to enhance delivery of services.	Covered by AE Federal and AE State Grants with continued college support for administration and infrastructure.