AEL Advisory Committee Meeting

Wednesday, September 15, 2021 at 1:30pm CST

Public Link to View: https://zoom.us/j/95293346002

Committee Members

Don Tracy (Presiding Officer), David Barron, Traci Berry, Diana Contreras, Paul Fletcher, Rita Hernandez, Samuel Keeler, Brenda Schofield

TWC Welcome

- Presiding Officer and AEL State Director opening remarks
- Remarks from Commission Offices
- Overview of Agenda for the Meeting
    - AEL Updates on Middle Skills Gap Initiatives, AEL Fall Institute, AEL Strategic Plan 2021-2026, and AEL Statewide Initiatives
    - Commission Discussion on TWC Education Outreach Tools Presentation and Discussion on Using Data to Enhance Effectiveness

TWC AEL Updates

TWC Middle Skills Gap Initiatives

- In July, TWC earmarked funds for initiatives to end the middle skills gap; up to $9 million in grant funds for job creation, job preparedness, and job progression activities.
- The press release is available at https://www.twc.texas.gov/news/texas-workforce-commission-earmarks-9-million-dollars-initiative-end-middle-skills-gap-texas

Recap of the AEL Fall Institute

- The virtual meeting convened 325 attendees, including AEL program administrators, instructional staff, career navigators and stakeholders
- 34 sessions held

- Session content focused on the four goals in the AEL Strategic Plan

AEL Strategic Plan 2021-2026

- The plan is available at https://www.twc.texas.gov/files/partners/adult-education-and-literacy-strategic-plan-2021-2026-twc.pdf
- The plan, as approved by the Commission, was submitted to Texas Workforce Investment Council, the Legislative Budget Board and the Governor's office, as required by the General Appropriations Act
- This five-year plan enhances the original goals in the first statewide strategic plan
- The alignments and considerations section provides an overview of policies, plans, reports and statewide goals during the development, including advisory committee recommendations from the past two years.
- Four goals are
    - Goal 1: Increase Outcomes
    - Goal 2: Address demand with increased access to AEL
    - Goal 3: Enhance Customer Experience with Increased Coordination
    - Goal 4: Improve Program Effectiveness (focus of today's discussion)

Statewide Special Initiatives

Texas AEL Professional Development System

- Statewide PD Center (TCALL): $2.5 million
- Distance Education PD Center (TCALL): $1 million
- Career Pathways PD Center (Region VI Education Service Center): $750,000
- Available to workforce partners

Initiatives Recently Approved

- Employer Engagement
- Pre-apprenticeship Bridge for Construction Trades

Virtual Learning Video Project by TCALL

- Presenters: Dr. Debra Hargrove and Ashly Winkle from TCALL
    - debrahargrove@tamu.edu

- o awinkle@tamu.edu
- In April 2020, the Commission approved funds for virtual learning resources (both in English and in Spanish) to provide distance and remote learning resources.
- Curriculum topics include basic education, digital literacy, and job search and workforce preparation
- Title slide: Cure your Content with Contextualized Videos from the Adult Ed Med Hospital
- Video project preview slide shows a one-minute commercial for the Adult Ed Med video resources
- ESL Verbal Instructions in English video is a five-minute lesson on how to use verbal commands. For example, "Do your homework," and, "Don't write your name." A student, Fumi, who recently immigrated to the United States and is seeking work as a medical intake specialist, must use verbal commands in this role.
- ESL Verbal Instructions bilingual video is the same five-minute lesson on how to use verbal commands, provided through bilingual (English and Spanish) instruction.
- Let's Review a Lesson Plan slide shows an example of a lesson plan for "Verbal Instruction," which includes the Content Standards 2.0 alignments, objectives for the lesson, and materials needed
- Adult Ed Med website is at https://www.adultedmed.com
- Questions/Presenter Contact information

Committee Discussion – Topic: Improve Program Effectiveness

There will be time after each presentation for questions. Following all presentations – dedicated time for further discussion.

Presentation – Education Outreach Services from TWC (Presenter: Lorena Knight)

Workforce Career and Education Outreach Specialists since 2014

- One TWC State-level outreach team, two year- pilot program since May 2019,
- Seven regions awarded
- Sixty-one independent school districts with thirty specialists:
  - o Partner with existing staff
  - o No duplication of services

o   Complement, not replace

Seven Regional Workforce Specialist Teams

- Workforce Development Areas (WDA) (Image showing map of WDAs)
    o   7 North East Texas (Texoma)
    o   9 West Central Texas (Abilene)
    o   10 Borderplex (El Paso)
    o   14 Capital Area (Austin)
    o   23 Lower RGV (McAllen)
    o   26 Central Texas (Belton/Temple)
    o   28 Gulf Coast (Houston)
- Regional Teams breakdown (with map of Texas showing locations)
    o   (Awarded) Borderplex: El Paso
    o   (Awarded) Capital Area: Austin
    o   (Awarded) Central Texas: Temple/Killeen
    o   Coastal Bend: Corpus Christi
    o   Deep East: Lufkin
    o   Greater Dallas: Dallas
    o   (Awarded) Gulf Coast: Houston
    o   Heart of Texas: Waco
    o   (Awarded) Lower Rio Grande Valley: McAllen
    o   (Awarded) Northeast Texas: Texarkana
    o   Rural Capital: Around Austin
    o   SE Texas: Beaumont
    o   Texoma: Bonham
    o   (Awarded) West Central Texas: Abilene
- Important Considerations for Regional Teams
    o   These teams consist of workforce board employees
    o   Have offices in local Workforce Solutions offices
    o   Also have offices on partner campuses
    o   Can focus services on specific campuses only, or entire region
- One Team Mentality/Teamwork
    o   Resource partnership
    o   Shared resources
    o   Support and collaboration

- Shared best practices
- Work students and parents, teachers and counselors, foster youth
- We provide resources, tools, and services
- Wear a lot of hats

What We Provide: A Brief Summary

- Labor Market Data Sharing
- Career Exploration Services
- Career Development Services
- Professional Development
- Job Fair Participation/Coordination
- Work-based learning Opportunities
- Partnership/Network Building

Impact of the Teams Over the Last Two Years using Data

- Total number of sessions provided to students
  - Overall, total presentation sessions provided to students was 9,607
  - West Central Texas provided 2,832 sessions
  - North East Texas provided 565 sessions
  - Lower RGV provided 1,293 sessions
  - Gulf Coast provided 528 sessions
  - Central Texas provided 2,605 sessions
  - Capital Area provided 918 sessions
  - Borderplex provided 866 sessions
- Presentations to Program Partners (Technical, community colleges, business and industry leaders, and chambers of commerce)
  - Overall, total presentation sessions provided to program partners was 3,133
  - West Central Texas provided 328 sessions
  - North East Texas provided 9 sessions
  - Lower RGV provided 176 sessions
  - Gulf Coast provided 1,620 sessions
  - Central Texas provided 211 sessions
  - Capital Area provided 727 sessions
  - Borderplex provided 62 sessions

- Postsecondary Options: Number of students exposed to post-secondary education (technical and/or community colleges) through TWC tools, job Fairs, and site visits)
    - Total exposure to post-secondary pathways was 180,146
    - West Central Texas: 50,429
    - North East Texas: 2,597
    - Lower RGV: 39,187
    - Gulf Coast: 29,213
    - Central Texas: 7,673
    - Capital Area: 20,572
    - Borderplex: 490
- Apprenticeships: Number of students exposed to pre-apprenticeship and registered apprenticeship programs through TWC tools, job fairs, and site visits
    - Total exposure to Apprenticeships was 81,746
    - West Central Texas: 16,308
    - North East Texas: 33
    - Lower RGV: 16,833
    - Gulf Coast: 16,885
    - Central Texas: 10,582
    - Capital Area: 21,025
    - Borderplex: 80
- Career Readiness Workshops: Number of students engaged through employment services, including training in resume writing, interviewing skills, soft skills, job development and career fairs.
    - Total employment services engaged was 193,095
    - West Central Texas: 82,048
    - North East Texas: 880
    - Lower RGV: 38,944
    - Gulf Coast: 21,625
    - Central Texas: 24,838
    - Capital Area: 18,757
    - Borderplex: 6,003
- One-on-One Meetings: Induvial one-on-one meetings resulting from event/activity (e.g., students, parents, or teachers)
    - Total one-on-one meetings was 8,535
    - West Central Texas: 537
    - North East Texas: 2,259

- o Lower RGV: 374
- o Gulf Coast: 1,372
- o Central Texas: 3,054
- o Capital Area: 927
- o Borderplex: 22
- Overall Attendance: Total headcount of all individuals at an event where an outreach specialist is present and available or facilitating content
  - o Total attendance: 322,975
  - o West Central Texas: 65,485
  - o North East Texas: 13,771
  - o Lower RGV: 77,468
  - o Gulf Coast: 48,928
  - o Central Texas: 45,029
  - o Capital Area: 46,848
  - o Borderplex: 25,446
- Total Engagements: Total headcount of all individuals at an event who engaged or interacted directly with an outreach specialist, attended a presentation, or met with a specialist later
  - o Total engagements: 223,718
  - o West Central Texas: 54,227
  - o North East Texas: 5,020
  - o Lower RGV: 54,060
  - o Gulf Coast: 11,255
  - o Central Texas: 41,867
  - o Capital Area: 30,882
  - o Borderplex: 26,407
- Look at us in Action: several slides show pictures of students and outreach specialist in the different WDAs, including
  - o Borderplex's outreach program, called Grind Talk, with hands-on learning at Clint Early College Academy, interview practice at Father Yermo High School, and STEM Day
  - o Capital Area's outreach specialist at a career fair
  - o Lower Rio Grande Valley
  - o West Central Texas showing a premiere for Career in Action at a movie theater

We're Creating: What TWC is Creating

- TWC creating publications, digital content and video library
- Coming soon are different publications. The Career Success Workbook and its companion High School Career Portfolio. Both of these documents will be made available for download on our publications page as soon as they reach the distribution phase. You will find them soon at https://tinyurl.com/TWCpubs
- Slide shows graphic of the content inside of a new document to help students plan for and find financial help for their education and training after high school. The page layout includes three photos. One of a student sitting by a window and thinking, another of a student working on a computer and a third photo of three friends sitting together and having a conversation
- Other Works in Progress, include the following
    - Elementary Assessments
    - Career pathways
    - Career Cluster Poster Set
    - Soft skills
    - Overcoming Barriers to Employment
    - "My First Job"
    - Closing the Middle-Skill Gap
- Specifically, we have plans to share it with the TWC, AEL team so they can adapt the content for their adult audience. We will also share it with our Regional Education Outreach teams so they can add their own logos and contact information, so students know they have access to local professionals who provide education outreach services.
- We are also open to share our files with others. Again, we don't copyright our materials, so the content will be available for public domain use as soon as it is posted to our website, but feel free to send the request if you are wanting InDesign files rather than PDF's or if you want to partner with our team in any way. Simply reach out to our team with a request and we will share with leadership.

Presenter Contact Information

- Lori Knight, 512-463-4879
- Lorena.knight@twc.texas.gov
- careerinformation@twc.texas.gov

- Questions?

Committee Discussion: Organization Tools and Resources for Improving Program Effectiveness

Committee members discuss how their respective organizations use data and tools to improve program effectiveness.

AEL Strategic Plan Goal 4: Improve Program Effectiveness and objectives

- Objective 1: Develop uniform data collection methods that enhance performance reporting and inform progress in meeting program goals and objectives
- Objective 2: Develop data collection and analysis methods to address multifaceted service delivery structures and diverse customer populations and to ensure accurate and accountable data collection, management, and security
- Objective 3: Increase the quality, accuracy, and speed of data sharing across agencies to support the Tri-Agency Workforce Initiative
- Objective 4: Promote the value of AEL through evaluation and research opportunities

Discussion

- What tools and resources do you use to monitor and improve programs?
- What should be considered for AEL in determining program effectiveness?
- What's valuable to stakeholders?

Region 5 Education Service Center (Slides)

Brenda Schofield with Region 5 Education Service Center provides slides to share how ESC Region 5 uses data for program effectiveness

- **The Internal Monitoring Process:**
  - Smaller program allows a hands-on approach
  - On-site, face-to face data reviews, (scheduled and random)
  - Desk reviews
  - Short Google quizzes
  - Staff self-assessments
  - Analyzing TEAMS data

- o TWC Monthly Performance Reviews
- **Using the Data to:**
  - o identify training needs (immediate and ongoing)
  - o identify resources needed (additional staff, equipment etc.)
  - o identify if SOPs are adequate and followed
  - o identify components of the program needing improvement
  - o identify components of the program that are doing well
  - o identify areas of the program to keep on Admin radar
- **Responding to the Findings**
  - o Conduct a series of virtual lunch meetings with staff to ensure knowledge of best practices for student success and program effectiveness. (Brief 30-minute supplements to regular PD/ staff trainings or meetings)
  - o Email monthly highlights targeting troubled areas/ action needed
  - o One-to-one staff training and assistance
- **Virtual Lunches:** ESC Region 5 conducts a series of virtual lunch meetings with staff to ensure knowledge of best practices for student success and program effectiveness.
  - o Supplement to regular PD activities
  - o Meetings last no longer than 30 minutes
  - o Session begins with Google quiz (see image)
  - o Quiz provides immediate, anonymous feedback
  - o Review answers to quiz
  - o Q and A
  - o Send follow-up quiz within a few days

AEL Advisory Committee Meeting Close

- Closing Remarks from Presiding Officer
  - o Upcoming AEL Advisory report
- The next Adult Education and Literacy Advisory Committee meeting will be December 8, 2021 at 1:30 pm CST.