

MAACCE EXECUTIVE COUNCIL MEETING

April 7, 2006

Tan-Tar-A Resort

Members Present: Sarah Beaman-Jones, Judith Dishman, Laurel Hall, Rhonda Hamner, Michelle Hanson, Tom Haggerty, Lorene James, Jackie Jenkins, Ron Jewell, Rhonda Jones, Mary Ann Kramer, Kim Nash, Janie Robertson, Paulette Isaac-Savage, Diane Schroeder, Brenda Smith, Clay Ware, Becky Walstrom

Meeting called to order at 9:00 a.m.

Agenda Approved

Motion made by Jackie Jenkins to accept the MAACCE Agenda for April 7, 2006 seconded by Kim Nash. Motion passed.

Secretary's Report

A motion was made by Tom Haggerty and seconded by Brenda Smith to accept the March 10, 2006 Minutes. Motion passed.

A motion was made by Rhonda Hamner and seconded by Lorene James to accept the February 3, 2006 Minutes. Motion Passed

Treasurer's Report

A motion was made by Laurel Hall and seconded by Rhonda Hamner to accept the March 10, 2006 Treasurer's Report. Motion Passed. Jackie also reported that to date 78 have signed up for the conference with 86 more coming from DOC.

Old Business

- **Business Cards** - Kim Nash passed out copies of the new MAACCE Business Card. A suggestion was made to wait for web design to be complete so that all information can be included on cards.
- **Brochures** – Edits and changes were made to new MAACCE Brochures and Kim Nash reported that the cost of the Graphic Design help will be covered by the NCMC MAEL PDC
- **Organizational Budget** – Jackie Jenkins passed out the draft of the new MAACCE Organizational Budget for discussion and input. A motion was made by Clay Ware and seconded by Judy Dishman that the budget be approved with changes. Motion passed.
- **Website redesign** – Diane Schroeder reported that Zing Studios is in the process of redesigning the MAACCE Website.
- **March 10, 2006 Executive Council Meeting: Comments** – Diane announced that we will need two copies of all reports, minutes, etc. from each meeting for the archives. Rhonda Hamner suggested a "Time Capsule" for the year.

New Business

- **Conference Update** – Laurel Hall gave an extensive report on the 2006 Conference. Highlights of her report were:
 - No awards yet for Hovland Fund. Deadline will be extended with new date to be put on web.
 - Proposals will be accepted after announced deadline.
 - Postcards will be sent with Website Link information. Last chance for information prior to conference.
 - Laurel needs help from MAACCE Executive Council for bag assembly from 3:00 – 5:00 p.m.

- **MAACCE Constitutional By Laws Change** – After discussion a motion was made by Rhonda Hamner and seconded by Paulette Isaac-Savage that the annual stipends for each category be raised to \$1,000. Motion passed.

- **AAACE Conference Help** – Motion made by Becky Walstrom and seconded by Paulette Isaac-Savage that MAACCE help or sponsor selected activities at the AAACE 2007 Conference in Kansas City. Examples of selected activities are: Signs, labels, evening entertainment, facilitators, marketing and other activities paid for by AAACE. Motion Passed.

Committee Reports

•Awards & Nominations – Rhonda Hamner

Rhonda reported that she has in general had good responses for awards, but will be extending the deadline for the Hovland Award.

She is still in need of nominations for the MAACCE slate of officers and is actively looking for a President Elect and treasurer. She encouraged those with names or willing candidates to contact her immediately.

Legislative – Sarah Beaman- Jones

As chair of this committee, I have sent four email alerts:

- Feb. 27, I sent a copy of the NAAL White Paper from the National Council of State Directors of Adult Education.
- Feb. 28, I sent a notice from David Rosen of the AAACE-NLA discussion list asking for questions to be presented to upcoming presidential candidates. I posted my own question, “How do you view adult education: as a way to produce better educated workers; as a way to produce more informed citizens; or as a way to encourage life long learning? Which way would you feel comfortable promoting and funding it?” which so far has not been cut.
- March 14, I sent a copy of the “Kildee-Castle Dear Colleague Letter” which asked that adult education be keep at level funding.
- March 16, I sent the good news that the SPECTER-HARKIN AMENDMENT passed and the additional information on how our senators voted.

As of this date, I have sent letters to the four committee members asking them to meet with me some time during the MAACCE Conference.

Membership- Kim Nash

- A membership flyer was developed to put in the participant manuals of the AEL Pre-Certification Workshop. The flyer highlights “What’s in MAACCE for AEL & ESL Teachers”. The flyer will be given to approximately 300 new teachers per year.
- We are in the process of working on updating the MAACCE brochure. At our meeting in March, the executive committee members discussed ideas for design and content. I am hoping to have the help of a graphic designer to put those ideas together for us very soon.
- Business cards for the Executive Committee have been designed. The cards have the MAACCE name, logo and website printed with sufficient blank space for the member to add their own contact information. This will eliminate printing individual cards for each member of the Executive Committee.
- We will be contacting several colleges throughout the state to encourage them to offer teachers credit for attending the MAACCE Conference.
- The MAEL-PDC has agreed to help offer professional development credit for AEL and ESL teachers at the conference again this year. Last year 132 teachers took advantage of this opportunity. We hope to have many more this year.

AEL Directors – Clay Ware

MAACCE Grants for Directors

For AEL Directors there will be two \$175.00 grants offered. The stipends will cover the registration cost of one Director that presents during the conference, approval of the proposal for presentation is necessary; secondly, to any first time attending Director. Please know that the MAACCE committee will determine who is selected based on the first Director who submits a proposal that is accepted and the first Director to submit his/her registration for the conference per email date or post marked date. Winners will be notified by the first week in May.

Additionally, three \$50.00 grants will be given to three lucky directors that attend the conference to spend with our vendors during the conference. Please know that they will be selected at a drawing per your registration forms and you will be notified when you check-in at the conference headquarters.

WIN Training

WIN instructional software/program training is scheduled for next month on Tuesday, April 18 in St. Louis. If you want to learn more about WIN, this will be your opportunity. The Missouri Division of Workforce Development is making this software/courseware available to all AEL programs at no charge!!!

For detailed information on WIN go to the following website:
<http://www.thelearningmanager.com/WIN/default.asp>

The training sessions are scheduled for Tuesday, April 18 in St. Louis at the MET Center, 6347 Plymouth Avenue, Lab 304. The first session will take place from 9:00 -11:30 a.m. and the second session will take place from 1:00 - 3:30 p.m. If you are interested in attending one of these training sessions please contact Della Tolliver at dtolliver@u-city.k12.mo.us or call 314-290-4052 by April 12th. Please indicate which one of these training sessions you will be attending. I would like to encourage, you all to send your AEL teachers to this training as well; since they'll be the ones actually working with WIN, under your leadership. There is room for 32 people per session, however two individuals would need to share a computer, so only the first 32 reservations will be allowed to attend per session.

LIFT Training

In April, a Reading Workshop and Training will be held by LIFT in St. Louis and Kansas City. See attached pdf for registration form. For more information please call them at 314-678-4443 x 207 or visit website: www.lift-missouri.org.

AEL Teachers – Tom Haggerty

- 2006 Conference related update:
 - As of Wednesday April 5th, we have received six (6) presentation proposals from AEL Teachers. Copies were given to Mary Ann Kramer at the Planning meeting on April 6th.
 - I have only received one application for the AEL Teacher grant to cover the cost of Conference Registration. Monies have been set aside for two grants.
 - I have not received any applications for the three Leadership Development Institute stipends. I have had three inquiries and have had two teachers indicate to me that they have submitted applications to the LDI and plan on submitting the grant application.
- The LIFT-Missouri's Beginning Readers Workshops will be held in Kansas City on May 5th and in St. Louis on May 19th. The workshop in St. Louis will be part of the ABCs of Literacy two-day conference. Both of these workshops will be available for professional development credit through the Missouri PDC.
- LIFT-Missouri will also be hosting a two-day conference on the "ABCs of Literacy" on May 18th and 19th at the Webster University campus in the St. Louis area. This conference **will not be available for professional development credit** according to the Missouri PDC.
- Information on both the workshops and the conference can be found at www.lift-missouri.org.
- Millie White, the AEL Teacher alternate reports that the DESE ESL Content Standards Writing group is meeting April 7th and 8th and hope to complete their assignment this weekend. Their material will then go to the Content Standards Steering Committee.
- I recently had the opportunity to attend a training session on GED Connections and Workplace Essential Skills and Phyllis Shelby from the PDC gave us a valuable webpage <http://litlink.ket.org/>. This is a great webpage and I would recommend it to any AEL Teacher. It has quite a few resources for teachers in all areas of adult education

Community Education – Brenda Smith

Community Education has received several proposals for conference presentations (6-7). Plans are being developed for the Community Education Category meeting that will highlight sessions of interest for those attending for their program's special interest. Due to the broad range of community education program types, common resources and funding streams will be shared among conference participants.

Department of Corrections – Judy Dishman, Janie Robertson

Correctional schools are busy working with students to successfully get their GED. They are also incorporating the WES (Work Experience Skills) class into their curriculum. Many schools have put the ES/LS program into the institution. The Essential Skills/Life Skills class is offered to inmates that will soon be released from prison.

Several presentations have been received for the conference, and plans are being made for the DOC Category meeting.

Higher Education – Paulette Isaac-Savage, Gina Ganahl

The Higher Education Category (HEC) is proud to announce our upcoming pre-conference entitled "Going the Distance with Adult Education." We hope you will drive the distance to Tan-Tar-A to join us! We have identified some exciting speakers and presenters who will cover topics related to distance education technologies. We will also examine the unique challenges and opportunities of teaching and learning with these technologies. Adult education principles will be applied during the pre-conference through a variety of techniques that will give you a chance to share your experience and knowledge in distance education. Faculty, staff, and administrators in higher education will benefit from participating in the pre-conference. Members of other MAACCE categories are welcome to participate too. This will be a great opportunity for everyone to network and gain valuable information.

The pre-conference will be held on June 20th from 2:00 p.m. to 5:00 p.m. and June 21st from 9:00 a.m. to noon at Tan-Tar-A Resort (room TBD). There is no fee for this pre-conference; however since refreshments will be provided, we do ask that you take time to complete the registration form below. You can mail, fax, or email your form. Please plan to attend. We look forward to seeing you.

Affiliate Reports

AAACE – Becky Walstrom

The AAACE 2007 Conference will be held in Kansas City. MAACCE has been asked to sponsor or help with selected activities (see under New Business)

COABE – Lorene James

One of the purposes of COABE is to conduct and/or sponsor professional development conferences and activities that provide a forum to provide staff development and advance adult education and literacy. This includes the provision of a high quality national conference.

As reported, at the February 3, 2006 MAACCE Board Meeting, the COABE 2006 National Conference will be held at the beautiful Westin Galleria and Westin Oaks complex in the heart of downtown Houston, April 26-29, 2006.

Experts in the field will offer pre-conference and conference sessions in five special tracks: Improving Teaching and Learning Outcomes, Integrating Technology and Instruction, Linking Research to Practice, Promoting Adult Educators as Leaders, and Advancing Change through Adult Education. Other sessions in general adult education interest areas will present outstanding and innovative practices in basic literacy, basic numeracy, workforce development, family literacy, English as a Second Language, volunteer/community based literacy, and correctional education.

Other Conferences are as follows:

- CASAS National Summer Institute June 13-15 In San Diego, CA.
- COABE 2007 Conference Philadelphia, Pennsylvania March 25 – 28.
- St. Louis chosen as COABE 2008 Site! COABE has entered into an agreement with the Adam's Mark St. Louis Hotel for the 2008 COABE Conference. The dates for the conference are April 28 through May 1. Your representative will confirm your commitment to hosting the 2008 Conference at the April 26, COABE Board Meeting.

Mary Ann Kramer suggested that it would be appropriate to invite the current President of COABE Dom Gagliardi to the MAACCE 2006 conference, so that he could meet MAACCE members and experience MAACCE.

Mary Ann Kramer and Lorene James gave an overview of duties they will each be responsible for as co-chairs of the 2008 COABE Conference.

A motion was made by Laurel Hall and seconded by Lorene James that the meeting be adjourned. Motion passed. The meeting was adjourned at 12:25 p.m.

Respectfully Submitted

Rhonda Jones
Secretary