



## A Message from the Director

Welcome to the inaugural issue of **CALPROgress**, a newsletter of the California Adult Literacy Professional Development Project. This newsletter will inform you about upcoming professional development activities and will offer links to important national, state, and local sites and resources. In addition, each issue will contain an article that focuses on useful information about research and best practices in professional development.

**CALPROgress** will be offered three times a year, both in hard copy and on our Website. We invite you to visit the CALPRO Website at ([www.calpro-online.org](http://www.calpro-online.org)).

### What is CALPRO?

The California Adult Literacy Professional Development Project (CALPRO) is one of four leadership projects funded by the California Department of Education (CDE), through the

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## HIGHLIGHTS OF CALPRO PROFESSIONAL DEVELOPMENT ACTIVITIES FOR 2001-2002

The California Adult Literacy Professional Development Project is pleased to provide a status report on the development of new modules for professional development, the revision of existing modules, and the establishment of two professional development institutes.

### 1. Development of New Modules

CALPRO has developed several new professional development modules that currently are available through the CALPRO Regional Resource Centers (RRCs), as well as several more in process. New modules include the following:

#### *a. Gearing up for GED 2002*

As a result of dramatic content and format changes to the GED Tests for 2002, a new statewide collaborative was born. In August 2001, CALPRO, the California Department of Education (CDE), and the GED Teacher Academy established the *California GED Collaborative*, whose purpose was to help roll out information about the skills and knowledge necessary to pass the GED 2002 Tests. Within the new collaborative, the partners identified specific roles: The CCAE GED Teacher Academy would continue to offer workshops for GED teachers; CALPRO would offer a training-of-trainers workshop for professional development specialists and lead teachers; and CDE would provide information to administrators statewide. CALPRO and the CDE offered 10 full-day workshops from November 2001 through April 2002. The workshops were offered at each of the seven CALPRO RRCs, as well as in Stockton, McKinleyville, and Redding. CALPRO duplicated and distributed CD-ROMs developed by the GED Testing Service about the new test content and provided participants with handout and transparency masters for conducting the workshop for teachers in their local districts.

#### *b. Designing Programs for Adults with Learning Disabilities*

Session 1: Understanding Learning Disabilities: Awareness for Adult Educators, and Session 2: Instructional Strategies for Adults with LD.

One of the highest priority needs expressed by California's adult education teachers is to learn strategies for teaching persons with learning disabilities. To respond to this need, Mary Ann Corley and John Tibbetts developed and field tested these two modules in San Bernardino and in Berkeley, and they trained a cadre of seven adult educators as master trainers who can offer these modules on an as-needed basis.

#### *c. Introduction to Differentiated Instruction.*

John Tibbetts had developed this module in 2000 under the Staff Development Institute (SDI) but had not had the opportunity to field test the module before the end of the SDI contract. CALPRO field tested the module in February 2002 at Berkeley Adult School, made revisions, and developed a second session on *Differentiated Instruction: Strategies for Success*.



federal Adult Education and Family Literacy Act.

CALPRO's mission is to provide a comprehensive system of professional development for California's adult education and literacy providers. The ultimate goal of CALPRO in providing professional development opportunities for adult educators is to enhance learning gains and to help adult learners meet their goals in the four adult roles of community member, family member, productive worker, and lifelong learner.

CALPRO is housed in the Sacramento office of the American Institutes for Research (AIR), a not-for-profit corporation with a long history of accomplishments in applied research, technical support, and evaluation of education, social service, and health programs. AIR has headquarters in Washington, DC and in Palo Alto, California.

CALPRO is committed to building a strong partnership with California's adult educators, to serving as a resource for meeting professional development needs, and to helping improve teacher quality and learner outcomes. We invite you to call or visit us in the CALPRO Sacramento Office or at one of our seven Regional Resource Centers (RRCs).

As the year proceeds, please take the opportunity to contact us and to take advantage of the many upcoming CALPRO activities offered throughout the State. We look forward to serving you!



## Spotlight on CALPRO Regional Resource Centers (RRCs)

CALPRO extends its services throughout the State by supporting the efforts of seven Regional Resource Centers (RRCs) and two RRC satellite centers. The RRCs help CALPRO to offer professional development workshops, conduct needs assessments, host focus groups and other collaborative meetings, and maintain resource collections that adult educators can access and use. Visit the home of the CALPRO RRC websites at [www.calpro-rrc.org](http://www.calpro-rrc.org) and use the nifty RRC locator to find the RRC in your area.

### Santa Ana RRC

At the Santa Ana Regional Resource Center, Janice Roselius and Barbara Maineri led the Understanding Learning Disabilities: Awareness for Adult Educators Workshop on September 28. In this awareness session, participants learned characteristics and consequences of learning disabilities in the learning environment. Session Two is planned for the spring.



### Bay Area RRC

The Bay Area Regional Resource Center sponsors more than eight network groups representing a broad range of adult education programs. Both northern and southern region groups offer these services that prove to be a great source of inspiration, sharing, and mentoring. In addition to the groups listed below, the Bay Area RRC currently is setting up a network group for teachers new to ESL. Please call the Bay Area Regional Resource Center at 510.644.6130 if you would like to become a member of one of these collegial groups or if you have an idea for starting a new one.

## Resources for Practitioners: Check Out These Links

Adult Educators' Guide to Designing Instructor Mentoring (2000)

[www.calpro-online.org/pubs/Mentoring%20Guide.pdf](http://www.calpro-online.org/pubs/Mentoring%20Guide.pdf)

How Are We Doing? An Inquiry Guide for Adult Education Programs (2001)

[http://ncsall.gse.harvard.edu/teach/inquiry\\_guide.pdf](http://ncsall.gse.harvard.edu/teach/inquiry_guide.pdf)

Personalizing Culture through Anthropological & Educational Perspectives (1999)

[www.cal.org/crede/pubs/edpractice/EPR4.htm](http://www.cal.org/crede/pubs/edpractice/EPR4.htm)

Professional Development & the Internet (n.d.)

<http://easternlincs.worlded.org/docs/surfing/index.htm>

Professional Development for Adult Education Instructors (2001)

[www.nifl.gov/nifl/policy/development.pdf](http://www.nifl.gov/nifl/policy/development.pdf)

Professional Development Resource Guide for Adult Educators (2000)

[www.calpro-online.org/pubs/PDResSupp.pdf](http://www.calpro-online.org/pubs/PDResSupp.pdf)



## CALPRO Graduates First Leadership Institute Class

Eighteen adult educators graduated from the CALPRO Leadership Institute on September 25, 2002, in Oakland. Kathy Block-Brown, Administrator of CDE's Adult Education Office, presented certificates of completion to this first graduating class. The Institute offers a two-year program to practicing adult education administrators who want to enhance their capacity to operate an adult education program.

The focus of the Institute is on developing participants' skills along the two primary dimensions of effective management and quality leadership. Included under Effective Management are the following: budgeting and fiscal management, grant writing, marketing and public relations, personnel management, increasing benchmarks, and accountability. Topics under quality leadership include creating a shared vision, effective decision-making, community outreach, team building, using an advisory board effectively, community asset mapping, and the leader's role in the change process. Participants frequently comment that one of the greatest benefits of attending Leadership is that they have the opportunity to network with other adult education administrators and to share ideas and practices that work.

The 18 individuals of the 2002 graduating class join the ranks of the more than 500 of California's leading adult educators who have participated in this program since its inception in 1985.

The 2002 graduates are:

<b>Dolores Adams</b>	Compton Adult School
<b>Charles Brown</b>	San Bernardino Adult School
<b>Dominick Cistone</b>	Fremont Adult School
<b>Rosalie Cruz</b>	Garfield Adult School
<b>Jay Fowler</b>	Madera USD
<b>Rosario Galvan</b>	North Valley Occupational Center
<b>June Johnson</b>	Berkeley Adult School
<b>Michael Neary</b>	Beaumont Adult School
<b>Rehana Nusrat</b>	Huntington Beach Adult School
<b>Jean O'Loughlin</b>	Santa Clara Adult Education
<b>Lynn P. Bartlett</b>	San Juan USD
<b>Diana Rumney</b>	Jefferson Adult Education Division
<b>Celia Sandoval</b>	East LA Occupational Center
<b>Glen Sparks</b>	Amador Valley Adult School
<b>Steve Vincent</b>	Hacienda La Puente Adult Education
<b>Angela W. Gibson</b>	Santa Clara Adult School
<b>Shirley Wilcox</b>	Simi Valley Adult School
<b>Lorin Wingfield</b>	Lucia Mar Adult School

For more information or to download the 2003-2004 Leadership Institute application, log on to the CALPRO Website at [www.calpro-online.org](http://www.calpro-online.org) or call 1-800-427-1422. Completed applications are due in the CALPRO Office on January 10, 2003.



Rafael Prado, Jazz Chaney, Bill Corporandy, and Pam Bessett reflect on possible ways to integrate new strategies into their ESL classes during the Zero Preparation for Multi-Level Classes workshop held in Sacramento on October 25, 2002. More than 60 adult educators from 18 agencies participated in the workshop presented by Laurel Pollard.

### South Coast RRC

The South Coast Regional Resource Center is a collaboration between Baldwin Park Adult and Community Education and the Hacienda La Puente Adult School. Under the auspices of CALPRO, the RRC offers professional development workshops and technical assistance for adult education and literacy providers. The resource center houses materials organized by life skill and basic skill categories, including the following:

- Teacher Reference**
- Supplemental ESL**
- Grammar Review**
- Community Resources**
- Occupational Knowledge**
- Math**
- Language Arts/Spelling/Writing**
- GED/TOEFL**
- General ESL**
- Lifeskills w/Basic Skills**
- Consumer Economics**
- Health/Safety/First Aid/Science**
- Government/Law/Citizenship**
- History/Geography**
- Reading, Family Literacy**
- Audio Visual Library**

For information or to access the materials, please contact Lance Quintana, at [lquintana@bpace.k12.ca.us](mailto:lquintana@bpace.k12.ca.us) or Holda Dorsey at [hdorsey@hlpusd.k12.ca.us](mailto:hdorsey@hlpusd.k12.ca.us)

[www.calpro-online.org](http://www.calpro-online.org)

*d. Facilitation and Presentation Skills.*

The purpose of this module, developed by John Tibbetts and Mary Ann Corley, is to help those responsible for conducting workshops and meetings to enhance their comfort and skill levels in planning, implementing, and evaluating workshops.

*e. English for All Facilitator's Guide.*

Developed by RRC Managers Trish Kerns, Karen Barroso, and Kathleen Jain, this module helps ESL teachers become familiar with the new multimedia ESL series, *English for All (EFA)*. The module walks teachers through one lesson, using the EFA accompanying video, CD-ROM, and print materials.

*f. Modules under development.*

Donna Price-Machado and Susan Gaer are developing a module, *Effective Instruction to Improve Learning*. The module includes ten videoclips that demonstrate various monitoring and assessment techniques. Other modules under development include *Questioning Strategies* and *Success for Small Schools*. CALPRO develops modules, based on identified needs of teachers, administrators, and other adult education staff persons.

*g. The California Adult Education Administrator's Online Handbook.*

This handbook is expected to go "live" on the CALPRO Website early in 2003. Several adult education leaders authored various chapters. Contents include the following:

Accountability, by Lee Bounds  
Fiscal Management, by Margaret Kirkpatrick  
Augmenting the Adult School Budget, by Laura Stefanski  
Managed Enrollment, by Sylvia Ramirez  
Increasing Benchmarks, by Sue Gilmore, Kathy Hamilton, and Nancy Brooks  
Community Collaborations, by Dick Wood  
Preparing for the WASC and CCR, by Chris Nelson  
Marketing, by Alan Weiss  
Fee-Based Classes, by Ted Johnson  
Budgeting, by Joan Polster

## **2. Review and Revision of Existing ALIT, ESL Institute, and SDI Modules**

In April 2002, sixteen content area specialists from across the State participated in a double-blind review process of all professional development modules produced under SDI, ALIT, ESL Institute, and CALPRO. The modules were reviewed according to a rubric developed by a steering committee of seasoned practitioners. Using reviewers' evaluations and recommendations concerning each module, the steering committee then made determinations that modules would be (1) good-to-go as is, (2) revised according to reviewers' recommendations, or (3) retired and archived (in the case of modules whose content is no longer current). All modules will be updated to follow a consistent format. CALPRO Consultants Mary Klein and Sandy Steiger are providing oversight to the modules revision process.

## **3. Design and Operation Of Leadership Institute**

CALPRO developed a two-year structure for the Adult Education Leadership Institute. The first class of 18 persons graduated in September 2002. The second class of 26 persons has reached the half-way mark, completing its first year. Applications for the 2003-2004 Leadership Institute are now available on the CALPRO Website ([www.calpro-online.org](http://www.calpro-online.org)). Presenters/facilitators for the past two years have included some leading adult educators:

Paul Belomy  
Kathy Block-Brown  
Lee Bounds  
Sharon Brannon  
Caroline Casida  
Mary Ann Corley  
Dick Crane  
Sue Gilmore  
Paul Goldman  
Noreen Hanna  
Bob Harper  
Ann Kilty  
Margaret Kirkpatrick

Marsha Lewis  
Daniene Marciano  
Wendi Maxwell  
Sharon Morgan  
Cyndi Parulan-Colfer  
Joan Polster  
Dennis Porter  
Mary Prather  
Sheila Shaw  
John Tibbetts  
Alan Weiss  
Linda West

## **4. GED/HSD Summer Institute on Critical Thinking and Problem Solving**

The GED Collaborative hosted a summer institute for 41 GED and High School Diploma teachers in Ventura in August 2002. Designed to enhance teacher's comfort and skill in teaching critical thinking and problem solving on both the GED 2002 Tests and the California High School Exit Exam (CAHSEE), the Institute focused on the development of cross-curricular lesson plans, some of which will be accessible on the CALPRO Website in early 2003. A follow-up meeting for participants of this first Institute will be held in Spring 2003, and a second Institute on Critical Thinking and Problem Solving will be held for new participants in Summer 2003. Facilitators of the Institute are Vicki Prater, Mary Anne Corley, Molly Milner, John Tibbetts, Margaret Park, and Steve Schwendimann.

## **5. Online Needs Assessment**

CALPRO and RRC staff want to know your professional development needs. Visit the CALPRO Website at [www.calpro-online.org](http://www.calpro-online.org) and take the online professional development needs survey. CALPRO will use the results of this survey to develop and conduct appropriate professional development workshops and institutes.



## Programs of Excellence Awards

The CDE recognized eleven exemplary adult education programs as Programs of Excellence for 2002 at the Association of California School Administrators (ACSA) Conference in Oakland on September 26, 2002. Identifying quality programs is one of the most important functions of the CDE. Programs of quality offer examples of ways in which practitioners provide excellent service

to adult learners. By reviewing proven practices, processes, and structures, other agencies may find ideas for establishing or refining their own programs.

CALPRO manages the Programs of Excellence for CDE from the application process to site visits. The CDE then certifies and recognizes award-winning programs by presenting Programs of Excellence certificates and flags. The following eleven programs are the 2002 awardees

### RECERTIFICATION PROGRAMS

#### **Baldwin Park USD**

Adult Basic Education  
English as a Second Language  
Older Adults Program  
Vocational Education

#### **Sacramento City USD**

#### **McClaskey Adult Ed Center**

Adults with Disabilities

#### **San Juan USD Adult Education**

Distance Learning

### INITIAL CERTIFICATION PROGRAMS

#### **California Correctional Inst, Tehachapi**

Adult Basic Education

#### **Fresno USD, Fresno Adult School**

Vocational Education

#### **Sacramento City USD**

#### **McClaskey Adult Ed Center**

Parent Education

#### **San Juan USD Adult Education**

Parent Education

For more information or to download the 2002-2003 Programs of Excellence application, log on to [www.calpro-online.org](http://www.calpro-online.org) or call 1.800.427.1422. A letter of intent is due on or before November 30, 2002.

### **CALPRO Goals**

- **To plan and provide high quality professional development opportunities for adult educators**
- **To develop, maintain, and support a regional structure for delivery of professional development services through state Regional Resource Centers**
- **To enhance the quality of instructional services delivered to adult learners that ultimately result in learning gains**

*This newsletter is published three times a year by CALPRO. We welcome comments and submissions of newsworthy items of interest to the adult education and literacy field.*

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## **Upcoming Calendar Of Events**

November 15-18	CLA Annual Conference Sacramento, CA
November 19-24	AAACE Annual Conference St. Louis, MO
December 5-7	Lifelong Learning 2002 Orlando, FL
December 12-15	Association For Career & Technical Ed. Conference Las Vegas, NV
January 15-17	CAEAA Annual Conference San Francisco, CA
March 25-29	TESOL Baltimore, MD
April 10-13	Annual CATESOL Conference Pasadena, CA
April 25-30	COABE Portland, OR
May 2-5	CCA Los Angeles, CA

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## Professional Advisory Board Holds First Meeting

The CALPRO Professional Advisory Board (PAB) held its first meeting on September 30. Attendees helped staff identify ways in which CALPRO can increase its visibility in the adult education community. They also recommended strategies for enhancing services to less frequently served populations such as support staff, correctional educators, LAUSD, community-based organizations, and small schools, as well as to remote sites such as those in northern California. PAB members include:

**Lisa Bennett-Garrison**  
**Sharon Brannon**  
**Nancy Brooks**  
**Marshall Burgamy**  
**Caroline Casida**  
**Linda Coyne**  
**Richard Crane**  
**Don Etling**  
**Susan Gilmore**  
**Carol Hirota**  
**Fitzgerald Jones**  
**Kim Kellenberg**  
**Jacques LaCour**  
**Joan Polster**  
**Lupe Reyes**  
**Margaret Rogers**  
**Celso Ruiz**  
**Tim Shaw**  
**Sandy Steiger**  
**Al Vital**

California Literacy  
CCAIE  
Santa Ana College  
Martinez Adult Ed Center  
Visalia Adult School  
Gonzales USD  
Vista Adult School  
Folsom Cordova USD  
ACSA  
Stockton School for Adults  
Long Beach School for Adults  
Eureka Adult School  
Mt. Diablo Adult Education  
Sacramento City USD  
LAUSD, Division of Adult and Career Education  
San Juan Adult Education  
Holtville Adult Education  
West Contra Costa Adult Education  
CAEAA  
Hanford Adult School

The next PAB meeting will take place on May 1, 2003 prior to the CCAIE State Conference in Universal City.

### Visit the CALPRO Website

The CALPRO Website is your one-stop center for resources and information about adult education professional development in California. The Website also contains information about national conferences and links to national resources. For example, **did you know that you can:**

- register online for CALPRO workshops offered at the Regional Resource Centers?
- locate your nearest RRC through the RRC locator?
- take two Teacher Training Online (TTO) courses, one on SCANS and one on Family Literacy?
- peruse online, and even download, several professional development publications?
- link to many state and national resource organizations and their publications?
- view an online listing of resources and reference materials available at each RRC?
- access and download applications for Programs of Excellence and the Adult Education Leadership Institute?

**CALPRO** California Adult Literacy Professional Development Project

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**Regional Resource Centers**  
Regional Resource Centers (RRCs) provide training and technical assistance (T/TA) to local adult education and literacy providers. This T/TA effort supports the continuous improvement of local adult education and literacy programs as they work to provide high quality and effective services to adult learners. RRCs also address the emerging priorities of the California Department of Education (CDE) and the field.

**TOOLS**  
Regional Resource Centers  
MASTER CALENDAR  
RRC LOCATOR

A project funded by the California Department of Education Adult Education Office

CASES Web Site