

Appendix B.

State of Michigan Office of Adult Education	PROFESSIONAL DEVELOPMENT PLAN	PY2014-15, PY2015-16
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GOAL:	<i>Increase program performance numbers by strengthening teacher performance in the classroom; align program activities with the Adult Education Content Standards; and provide technical assistance to low performing programs that will aid in program improvement; improve professional development offerings to include a curriculum for administrators, instructors and support staff of adult education programs that ensures all adult education programs are college and career ready.</i>
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Outlined below is a series of instructional trainings administrators, teachers and support staff will take consecutively throughout the course of a program year, while employed in adult education. Trainings will take place on a regional basis when appropriate, and offered at four locations throughout the state.

Key Stakeholders
<ul style="list-style-type: none"> • Adult education programs <ul style="list-style-type: none"> ○ Administrators ○ Teachers ○ Support Staff
<ul style="list-style-type: none"> • Local K-12 school districts and ISDs
<ul style="list-style-type: none"> • Contractor for webinar and website development
<ul style="list-style-type: none"> • Entity to provide technical support (fiduciary, registration, facilities contracting, advertising/marketing, etc.)
<ul style="list-style-type: none"> • Curriculum experts to provide training for specific subject matter identified

Administration	
Online webinar	Adult Education Overview
Face to Face and online	New Director's Training (1 st year directors)
Face to Face and online	New Director's Training (2 nd year directors)
Face to Face	Fall Conference (MAERS, Funding, State Updates, Federal Updates, etc.)
Online webinar	MAERS 2.1 Overview
Online webinar	Running and understanding MAERS 2.1 Reports
Online webinar	Importance of Participant Follow-Up Data
Face to Face or online webinar	Building Collaborative Partnerships
Face to Face	Program Improvement Workshops
Face to Face or online webinar	Curriculum Implementation Workshops (Including Contextualized curriculum, Career Pathways, Adult Education Content Standards, etc.)
Face to Face	Student Persistence and Retention
Regional/Local Workshops	Other Professional Development, as determined by the individual
Certificate of Completion	

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Instructors	
Online webinar	Adult Education Overview
Face to Face and online	New Teacher Orientation – Year 1
Face to Face and online	New Teacher Orientation – Year 2
Face to Face	Spring Adult Education and Training Conference
Face to Face and online	LINCS – Learning to Achieve Disabilities Training
Face to Face	Student Persistence and Retention
Online webinar	Implementing Curriculum in the Classroom
Online webinar	Implementing Adult Education Content Standards into Everyday Teaching
Online webinar	Contextualizing Instruction
Online distance learning	GED Preparation
Online webinar	Career Pathways in the Classroom
Online	Computer Literacy
Regional/Local Workshops	Other Professional Development, as determined by the individual
Certificate of Completion	

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Support Staff	
Online webinar	Adult Education Overview
Face to Face	MAERS 2.1 Data Entry
Online webinar	Running MAERS 2.1 Reports
Online webinar	Importance of Participant Follow-Up Data
Online webinar	End of the Year Close Out
Regional/Local Workshops	Other Professional Development, as determined by the individual
Certificate of Completion	

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PY2014-15 Proposed Projects:

- Provide technical assistance (Year One) to poorly performing programs identified through the PY2013-14 Michigan Adult Education Reporting System (MAERS) data. This training would be in addition to any of the training listed above in each curriculum.
- Provide guidance on how to partner and utilize local K-12, ISD and regional professional development resources specific to the common core and its application to the adult education classroom. This training would be in conjunction with the training listed above in administrator and teacher curriculum.
- Convene a field-based workgroup to identify and develop professional development priorities and resources. This group would be responsible for curriculum design of the above curriculums.
- Develop and host webinars for all professional development that is suitable for a webinar delivery.

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- Establish a professional development website platform to house teacher and administrator resources and a PD calendar of events. Any of the resources from the curriculums listed above will be located on this platform.
- Convene a workgroup to review distance learning pilot projects around the state (i.e. last year from Northwest Michigan Council of Governments).
- Develop and establish a New Teacher Orientation training and community-of-practice for all new adult education instructors. The Instructor curriculum indicates this above.

PY2015-16 Proposed Projects:

- Based on PY2014-15 outcomes, establish and utilize a field-based workgroup to conduct a gap analysis of current professional development offerings and develop resources and plans to close identified gaps.
- Provide technical assistance (Year Two) to poorly performing programs identified through the PY2013-14 Michigan Adult Education Reporting System (MAERS) data. This training would be in addition to any of the training listed above in each curriculum.
- Develop and host additional webinars for all professional development that is suitable for a webinar format.
- Scale up distance learning pilot and provide programs with technical assistance.