



# Office of Adult Education

Department of Labor and Economic Growth / Bureau of Workforce Transformation

Adult Education Newsletter  
Fall 2008

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## Welcome from Dianne

### Welcome Back!

I hope that everyone had an enjoyable and relaxing summer. I look forward to seeing you at the upcoming MACAE conference as we work together to enhance adult education in Michigan. Our office has experienced some changes with more ahead as we move towards becoming a more solid member of the Bureau of Workforce Transformation. Additionally, we have added two new staff to our office. Rebecca Butcher, our student assistant, will be working closely with Sue Muzillo in finance as well as helping us edit office documents and policies. Nancy Rotarius is our Education Specialist, will be supporting English as a Second Language and High School Completion programs. As a staff we are here to support your efforts in the field so do not hesitate to contact us. In order to continue to improve our communications with those in the field, we will be publishing a quarterly newsletter with updates and information that we hope you will find valuable. During these tough economic times, I commend you for your efforts in adult education as you continue to forge ahead and make incredible strides towards success in employment, literacy, and post-secondary education.



—Dianne M. Duthie

## Michigan Merit Curriculum

The new high school graduation requirements are effective for all students who were in 8<sup>th</sup> grade during the 2006-07 school year or later. Adult Education students who entered 8<sup>th</sup> grade during the 2005-06 school year or earlier are **not** subject to the new Michigan Merit Curriculum requirements. These students qualify for a high school diploma under the conditions and requirements in effect for the programs in which they are enrolled.

In 2010 (approximate year when an 8<sup>th</sup> grader from 06-07 would not have finished high school and might be enrolling in adult education), Adult education programs should begin to maintain separate records for students to whom the new requirements apply and older students to whom they do not.

For more information visit the [Department of Education's](#) website.

<b>Mathematics</b>	<b>4 credits</b>
Algebra I	
Algebra II	
Geometry	
One math course in final year of high school	
<b>English Language Arts</b>	<b>4 credits</b>
English Language Arts 9-12	
<b>Science</b>	<b>3 credits</b>
Biology	
Physics or Chemistry	
One additional science credit	
<b>Social Studies</b>	<b>3 credits</b>
0.5 credit in Civics	
0.5 credit in Economics	
U.S. History and Geography	
World History and Geography	
<b>Physical Education &amp; Health</b>	<b>1 credit</b>
<b>Visual, Performing and Applied Arts</b>	<b>1 credit</b>
<b>Online Learning Experience</b>	
Learning or Integrated Learning Experience at some point	
<b>World Language</b>	<b>2 credits</b>
In grades 9-12; or an equivalent learning experience in K-12	
Effective for students entering 3 <sup>rd</sup> grade in 2011 (Class of 2016)	

## SAVE THE DATE!



**MAETC Conference**  
April 28-30<sup>th</sup>  
Ypsilanti-Eagle Crest  
Conference Resort

## UPCOMING EVENTS



**October 3<sup>rd</sup>**

Practioner's Task Force  
Meeting at the Henry  
Center

**October 10<sup>th</sup>**

ESL Professional  
Development Workshop  
with the Grammar Guy

**October 22-24<sup>th</sup>**

MACAE Conference at  
Shanty Creek

**October 31<sup>st</sup>**

CASAS Training with  
Kathleen J. Sullivan

For a complete list of  
upcoming professional  
development  
opportunities visit  
[www.maepd.org](http://www.maepd.org)  
or  
[www.macaе.org](http://www.macaе.org)



## News and Updates

### New GED Test in the Works!

The General Education Development Testing Service (GEDTS) is developing a new 2012 Series of GED Tests. These will be released on January 1, 2012 with other non-English language editions to be released in 2013. GEDTS has collaborated with a professional designer to create informational marketing documents. Currently available are brochures and informational packets for distribution at all GED testing centers with more items to come.

The new 2012 tests will reflect up-to-date curricular and academic standards for high school graduates. GED examiners should be advised that the scores earned on the current 2002 series or previous tests will **not** be able to be combined with those earned on the new 2012 GED Tests. Examinees must have taken and earned minimum scores on all five tests by December 31, 2011.

**A new manual** has been developed for GED examiners. The new edition of *Policies and Procedures* has been condensed to 84 pages and is available in PDF format. Examiners should be receiving a link to a printable copy via the GED listserv soon or via mail. Please note that the new manual does not include any forms. Retain your old manual until further notice

The GEDTS' [official website](#) contains a wealth of information for examiners old and new alike. You will find interesting tidbits and a number of downloadable files such as:

- The official announcement of the new 2012 Series GED Tests
- Test-Taker Information
- Test-Taker FAQs
- Policymaker FAQs
- GED News and Stories
- Warnings Against Online Testing and Fake Credentials
- New! 2007 GED Testing Program Statistical Report
- GEDTS Research Studies

### HAVE A GED SUCCESS STORY?

Forward information to State GED  
Administrator Ben Williams at  
[williamsb4@michigan.gov](mailto:williamsb4@michigan.gov)

## Preparing Workers for 21<sup>st</sup> Century Employment—Math Pilot

In 2007, the Office of Adult Education developed a reading curriculum titled *Preparing Workers for 21<sup>st</sup> Century Employment*. The curriculum, written at a 4<sup>th</sup>–6<sup>th</sup> grade reading level, was designed to improve a learner's reading skills while simultaneously developing the employability or "soft" skills necessary for success in today's workplace. The response to the curriculum was overwhelmingly positive and educators found it to be very successful with their students. Earlier this year, the Office of Adult Education began development of math component. As with the reading curriculum, the goal of the math curriculum is to improve a student's math skills through the use of real-life workplace scenarios while addressing the math skills necessary for entry level employment. Eight adult education programs across the state will pilot the math curriculum in the fall of 2008 and the *Preparing Workers for 21<sup>st</sup> Century Employment – Making Sense of Math at Work* curriculum will be rolled out statewide in the spring of 2009.

**Do you have High School Completion as a part of your Adult Education Program?**

**The Curriculum Task Force is looking for your input!**

A survey will be sent this month to look at how credits and diplomas are being issued for adults in Michigan while gathering information about distance learning and best practices. The goal is to use this information to partner with the new Merit Curriculum and build an informational page for new programs. Look for it soon!

## IMPORTANT DATES



### October 15<sup>th</sup>

Request letters sent for  
Final Narrative Reports

### October 20<sup>th</sup>

MDE issues 1/11<sup>th</sup>  
payments to districts and  
consortia

### October 25<sup>th</sup>

Last day to enter  
participant enrollment,  
assessment, exit status,  
and achievement data  
into the Outcome and  
Follow-Up sections for the  
Program Year ending  
June 30<sup>th</sup>

### October 26<sup>th</sup>

All Open Enrollments from  
the Program Year ending  
June 30<sup>th</sup> are Soft Exited  
from MAERS

### October 31<sup>st</sup>

1<sup>st</sup> quarter MAERS data  
entry for the current  
Program Year is due

### November 30<sup>th</sup>

Final Narrative Report  
due for WIA Core and  
Instructional Initiatives

## Adult Learning Work Group Updates

The Adult Learning Work Group (ALWG) was created earlier this year and charged with examining the state's adult learning infrastructure and developing a set of comprehensive policy recommendations. Their focus is to reframe the state's approach to increasing the basic skills held by adult workers. This group is comprised of 28 representatives from adult education programs, community colleges, literacy councils, Michigan Works! agencies, business leaders, and other community organizations.

The ALWG held Regional Adult Learning Forums this summer to learn about best practices from around the state while providing practitioners and stakeholders the opportunity to share their concerns and ideas for reinventing Michigan's adult learning infrastructure.

As a result of the work of the ALWG and the regional forums, the following guiding principles were presented to the Council for Labor and Economic Growth (CLEG) on September 9, 2008. A full report is available by clicking [here](#).

### Guiding Principles: Adult Learning

**Collaboration:** Synergistically unite the core competencies and capacities of stakeholders to achieve a common vision of success for adult learners and for employers.

**Accountability:** Comprehensively promote shared responsibility for common outcomes across the adult learning infrastructure. Invest in strategies necessary to collect data on program performance and use data to inform decisions about policies and programs.

**Agility:** Rapidly respond to the needs of learners, employers and communities. Proactively identify new opportunities to meet diverse needs. Creatively design and deliver innovative programs that equip Michigan to be successful in emerging markets.

**Contextualization:** Inventively develop learner's basic skills in the context of practical applications in the real world so they quickly grasp the relevance of the skills and remain engaged in programs until they earn needed credentials. Creatively develop basic skills in the context of occupation skills necessary for success at work.

**Entrepreneurism:** Continuously employ innovative thinking and approaches in program delivery that increase the range of customers served by programs. Resourcefully leverage various assets to support new approaches and outcomes for learners, employers, and the state. Foster entrepreneurial thinking and process so learners enter the workplace or start their own businesses equipped to sustain entrepreneurial spirit that drives the innovation of new products, processes, and job creation.

**Alignment:** Intentionally develop articulation agreements and standardized pathways among various institutions to ensure adult learners can participate in life long learning, knowing that their academic work will be recognized across various institutions. Strategically align funding to support a comprehensive strategy and approaches that meet the needs of adult learners, employers, and the state.



CLEG approved the guiding principles and strategic intent and the ALWG is currently developing a plan for implementation. The ALWG will present the plan to CLEG at the quarterly meeting in December.

Input and ideas from the field are welcome and valued as the ALWG creates a plan to align the strategic intent and guiding principles with policy and programs that will make the greatest impact in helping Michigan workers gain the skills they will need to succeed.

## CONTACTS



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## MAETC 08 Distinguished Service Winners

The 2008 Michigan Adult Education & Training Conference was held May 7-9 at the Grand Traverse Resort in Acme, MI. At the conference the following people were awarded Distinguished Service Awards:

**Administrator of the Year:**  
Karen Goven  
Coordinator of Adult Education  
Novi Community School District

**Teacher of the Year:**  
Jane Hunyor  
Adult Education Teacher  
Southgate Adult and Community  
Education

**Tutor of the Year:**  
Mary Barrett  
Literacy Tutor  
Dominican Literacy Center

**Support Staff Member:**  
Sally Hubbard  
School Secretary  
Kalamazoo Adult Education

**Best Practice:**  
Literacy Center of W. Michigan  
Adult Tutoring Program

**Lifetime Achievement Award:**  
Tania Butkowski  
Adult Education Facilitator  
Warren Consolidated

**Lifetime Achievement Award:**  
Jean Jones,  
Godwin Learning Center  
Godwin Heights Public  
Schools, Wyoming

**Advocate for Adult  
Education Award:**  
Rep. Mike Nofs  
State Representative 62<sup>nd</sup>  
District, Battle Creek

**Advocate for Adult  
Education Award:**  
Elaine Wood  
Deputy Director  
Northwest Michigan Council of  
Governments, Traverse City

**Partnership:**  
Muskegon/Oceana Consortium  
Michigan Works! Adult and  
Community Ed Partnerships:  
Muskegon Heights,  
Orchard View,  
White Lake

**The 2009 conference will be held on April 28-30, 2008 at the Ypsilanti-Eagle Crest Conference Resort. We look forward to seeing you there!**

**Do you have  
someone you'd like  
to nominate?**



**Contact Patty Higgins:  
[higginsp@michigan.gov](mailto:higginsp@michigan.gov)**

## Spotlight on Best Practices: Literacy Center of West Michigan



### Literacy Center of West Michigan accepts their award.

Left to Right: Andrew Levin, Deputy Director of DLEG, Susan Ledy, Director of Literacy Council of West Michigan, Dianne Duthie, Director of Adult Education, Angela Steele, Director of Adult Tutoring Program, and Keith Cooley, Director of DLEG

In the past 20 years, the Literacy Center of West Michigan (LCWM) has grown to a staff of 14 with 3 distinct literacy programs. The adult Tutoring Program is the largest of these programs, serving over 427 students last year with individualized tutoring. This program serves adults with the lowest literacy levels who lack the confidence and skills to participate in adult education classes. The program is free of charge and offers customized instruction in a safe environment. Collaboration with agencies for service delivery and referrals is a key to the success of the program. LCWM has launched a literacy initiative called the Family Literacy Program, which partners with Michigan Family Resources to positively impact the lives of both adults and children. The Literacy Center of West Michigan was featured on ABC World News with Charles Gibson, wrapping up the network's two part series about illiteracy in America. LCWM's Adult Tutoring Program is an outstanding example of one of the Best Practices in Adult Literacy Education.