



Ted Strickland, Governor
Eric D. Fingerhut, Chancellor

Board of Regents

University System of Ohio

FRIDAY FACTS

FROM JEFF GOVE, ACTING STATE ABLE DIRECTOR ADULT BASIC AND LITERACY EDUCATION

December 11, 2009

A Note of Thanks and Reflection

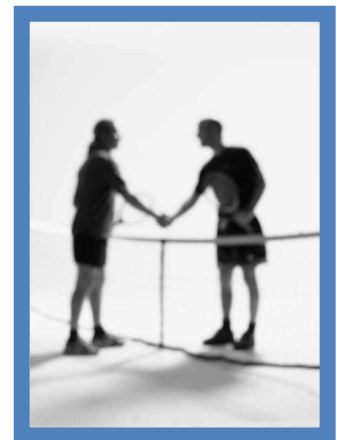
The State ABLE Program team thanks you and your staffs for all that you do to provide high quality services to the students in the University System of Ohio. We recognize and appreciate the hard work that you put in, often over and above what you may be compensated for, to help adults achieve their goals and improve their lives as well as those of their families, places of employment, and communities.

The year 2009 has truly been a year of transitions - locally, regionally, and at the state level. We just passed our one year anniversary of being a formal part of the Ohio Board of Regents.

The State ABLE Program is adding value to the important work of our agency, in large part, because of the dedication of you and your staffs in helping us achieve our systemic goals. What we do clearly supports the Ohio Board of Regents' *Strategic Plan for Higher Education 2008-2017*.

Our State Leadership system, composed of the ABLE regional resource centers, adult literacy coalitions, and the OSU Evaluation and Design Project, provides excellent support to the instructional programs around Ohio. Alternative professional development opportunities are more diverse than ever. Professional development standards and staff standards are becoming integrated into the fabric of our system at a time when both are needed to support the changes and challenges presented to our business of adult education.

We have introduced formal ABLE credentials - Basic, Advanced, and Oral Communications Skills certificates - to use with students to motivate them to remain in our ABLE programs and to continue their pursuit of lifelong learning through other opportunities available within the University System of Ohio.



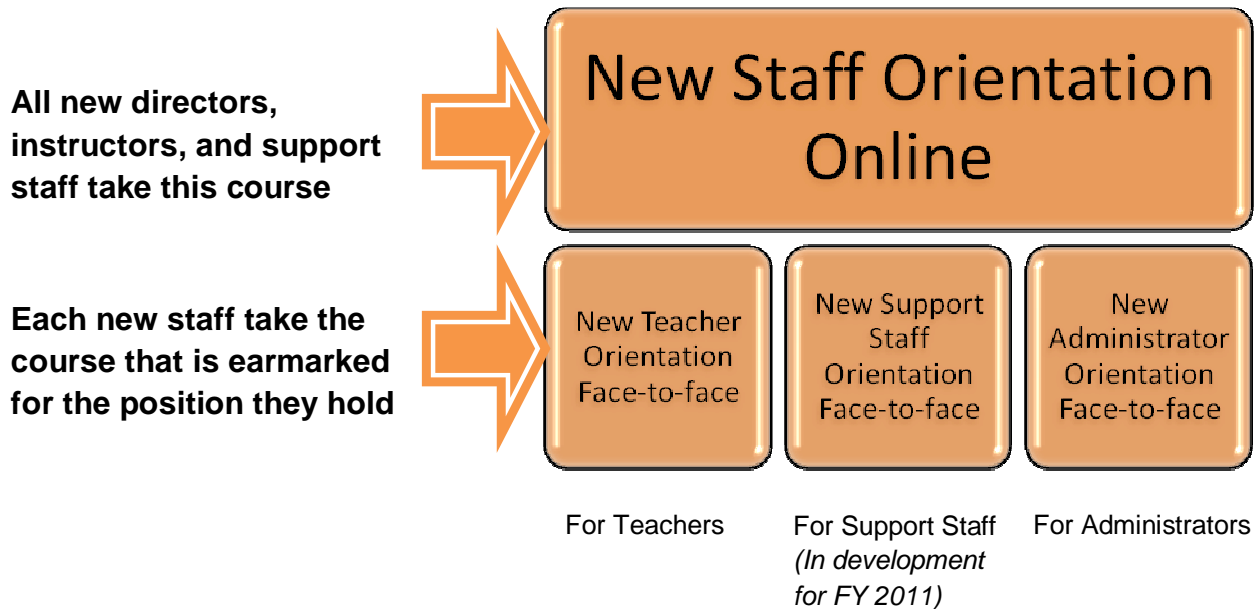
You have become strong partners and leaders within the ABLÉ Collaboratives, the Stackables, and Ohio Skills Bank initiatives.

These are just a few of the many accomplishments that you have contributed to make 2009 a great year.

May you and your families enjoy a happy holiday and know that what you do makes a greater difference than you may appreciate. Thank you from the State ABLÉ Team.

New Staff Orientation

During FY 2009, the regional resource center trainers have revised the orientation process for all new ABLÉ staff. This training has been expanded upon to provide a broader base for the ABLÉ professionals in Ohio. The courses offered for new professionals are now all two-part trainings



We are happy to announce that the **NEW New Staff Orientation (NSO)** will be available online as of Monday, January 11, 2010. According to the FY 2010 Professional Development policy, all new directors, instructors, and support staff are required to complete this training within their first year of ABLÉ employment.

New Staff Orientation Online (NSO) was created for *all* new support staff, instructors, and administrators. NSO provides a brief history of adult education and ABLÉ in Ohio and an overview of the adult student, Student Experience Model, accountability (ABLELink), and Professional Development. It is an excellent resource and meant to be used again and again by all State ABLÉ professionals.

The second part is based on your position. All new staff will take at least one of the following trainings.

New Teacher Orientation Face-to-Face (NTO) is for instructors. This one-day training is designed around classroom management, specifically lesson planning, with time built in for networking with other instructors. Aides and tutors who work directly with students are encouraged to attend.

New Administrator Orientation Face-to-Face (NAO) is offered at least once a year, usually in the summer. This one-day training focuses on accountability, management, and professional development with time built in for networking with other administrators.

New Support Staff Orientation Face-to-Face (NSSO) is for support staff. Currently, the Support Staff Orientation face-to-face is in development and will not be available until FY 2011. So at this time, support staff are encouraged to attend professional development that enhances his/her job duties such as ABLELink training and new teacher orientation.

In previous years, participants were required to complete the online component first and then attend the face-to-face segment. Because of the updates made to the trainings, this is no longer necessary. Now the complete online course is no longer necessary before attending the face-to-face class. (You can start the online course, go to the face-to-face course, and then return to finish the online course.)

Registering for NSO

1. Go to the RCN Calendar:
http://mercury.educ.kent.edu/database/rcn/calendar_results.cfm
2. Select "Click here for the listing of alternative PD options."
3. Scroll down to the heading "New to ABLE." Please have staff and instructors register for the NSO listed for their region. It is all the same training; the new approach is to register new staff through your regional Resource Center rather than all registrants through one resource center, as had been the previous practice.
4. New registrants will receive an email from their respective Resource Center with information on how to access the Moodle website, create a username and login, and begin the online course. Trainers will note their availability in emails to registrants so they may be of assistance in use of the online course management system.

5. At the completion of the course (all six modules), participants will take a final quiz and must score 80% to receive their certificate of completion. (An Alternative PD Stipend and Evaluation form will be attached to the registration email.)

Thank you for your patience as we converted the former NTO Part 1 on Blackboard to New Staff Orientation on our new Moodle course management system. At this time, we want to thank all the resource center trainers who worked on this important project, especially Mary Barbara Totten who was the lead on the project.

If you have any questions, please contact your regional Resource Center.

Notes:

TABE Representative: Ed Hulefeld is no longer the CTB TABE representative for Ohio. John Reginald is now (back again!) our TABE contact. John's email is John_Reginald@ctb.com and his phone number is 330.678.1386.

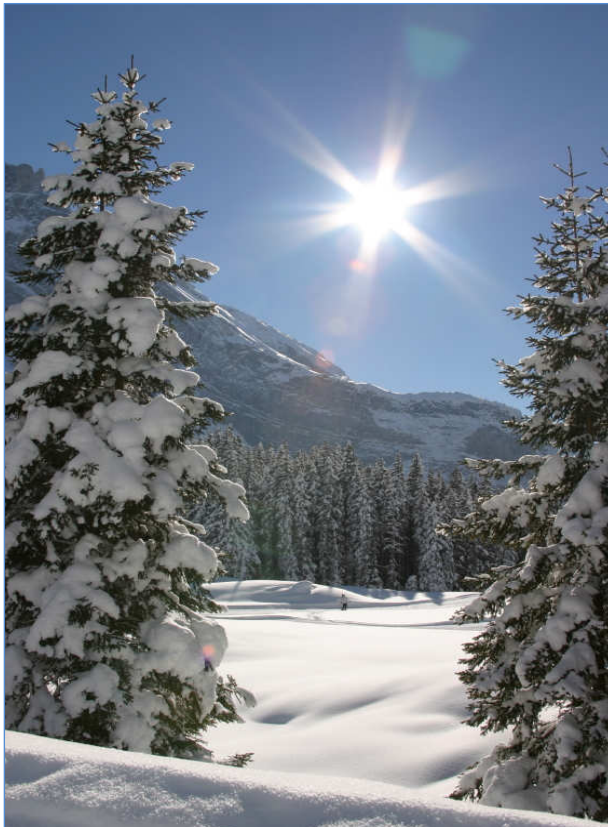
Important dates:

December

- FY 2010 2nd Quarter ABLELink Report due December 11, 2009
- FY 2010 ABLE LD Guide updated and Verification form due December 11, 2009

January

- Technology Training Plan due January 8, 2010
- Final FY 2009 APR due January 15, 2010



The New Year lies before you
Like a spotless tract of snow
Be careful how you tread on it
For every mark will show.

-- **Author Unknown**

**HAPPY
HOLIDAYS**

**Jeff, Donna, Karen,
Sharon, Cindy**