

WEST ABE Consortium Contact Hour Tracking Procedures

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Policy guidance	From Minnesota ABE Policies website (mnabe.org/abe-law-policy/mn-abe-policies): <ul style="list-style-type: none">● Contact Hour Policy● Contact Hour Rounding Policy● Distance Learning Policy● GED Testing Center Contact Hours Policy
Additional resources	Minnesota ABE Distance Learning website (mnabe-distancelearning.org)

Introduction

These procedures detail the local ABE consortium’s contact hour tracking procedures used at all sites. These procedures describe how the consortium is complying with Minnesota ABE policies through outlining:

- How **daily contact hours** are counted and recorded in a reliable, accurate and timely manner for intake, orientation, support service coordination, goal setting, assessment, evaluation, and any other time the student spends interacting with ABE staff or trained ABE volunteers to discuss or debrief learning.
- How **proxy hours** are counted and recorded in a reliable, accurate, and timely manner for approved distance learning products, ensuring that there is no double counting of on-site contact hours and proxy hours.
- How **GED testing hours** are accurately counted
- How contact hours and proxy hours are **monitored**, including how records are kept and evaluated.
- What **additional guidance** and procedures the ABE consortium has for local staff regarding contact hour tracking.

Daily Contact Hours Counting and Recording

WEST ABE requires adherence to the MDE’s Contact Hour Policy when recording all student attendance. Daily attendance is recorded and entered into SID and sign-in/sign-out templates are maintained by each instructor and ensured accuracy by daily or weekly monitoring. These templates are shared with support staff on an ongoing basis and allow easy access to geographically dispersed locations at all times. The Database Specialist oversees this process and also enters attendance for some sites, but mainly monitors the database for accuracy, test validation, and to alert teacher of students reaching the 40-hour mark for post-testing.

In some instances students will attend class to utilize open computer labs and work on Distance Learning programming. Any hours those students attend will not be recorded as contact hours and teachers work together and with students to coordinate those opportunities. By offering computer usage to students, this is

one way WEST ABE is working to increase student persistence. The only stipulation is that students who wish to use computer stations must work on either distance learning or class related materials.

Proxy Hours Counting and Recording

Proxy Contact Hours are hours that are counted and recorded for students who are enrolled in approved Distance Learning platforms. Teachers are required to monitor student progress, run applicable reports and submit student proxy hours on a monthly basis. In effort to gain student dedication to working outside the classroom. WEST ABE instructors created and utilize a *Distance Learning Rules and Expectations Forms* with their students when signing up. Working with students to thoroughly explain the expectations is helping to build commitment outside of class similar to what is expected in class. Depending on the student level, two forms were created and are used at the discretion of the instructor.

Listed below is the process, procedure, criteria and responsibility for recording Proxy Contact hours that WEST uses by platform.

Distance Learning Platform	Criteria for Counting Proxy Contact Hours	Documentation of Contact Hours	Responsibility for Assigning Students and Counting/Recording of Proxy Contact Hours
USA Learns	Proxy Hour Equivalent: As of March 2018, all four USA Learns courses can now be counted as time on task via the Student Activity by Class report.	Proxy Hour Documentation: As of March 2018, use the Student Activity by Class report in USAL, then convert to proxy hours for entering in SID using the Proxy Hour Formula Excel document.	ABE Teacher
Rosetta Stone	Clock Time, as per timeout setting provided by publisher; multiply the amount of clock time recorded by 1.25, to account for teacher coordination with learner, and round to nearest quarter hour.	Proxy Hour Documentation: Individual learner report	ABE Teacher

Moby Max	Proxy Hours Equivalent/Criteria for Awarding Proxy Hours: Clock Time, as per timeout setting provided by publisher; multiply the amount of clock time recorded by 1.25, to account for teacher coordination with learner, and round to nearest quarter hour.	Proxy Hour Documentation: the Work Time report, which can be found on the Day Tally tab of the Time Summary section of the teacher site. The Proxy Hour Award Formula spreadsheet can be used to calculate the additional .25 time per hour.	ABE Teacher
Burlington English	Clock time is rounded off to the nearest quarter hour and multiplied by 1.25 to get the proxy contact hours.	Burlington English generates a Proxy Report for learners, automatically tabulating the proxy contact hours for the time period selected. A printout of this report is maintained in the student's file.	ABE Teacher
Plato Learning Environment (Edmentum)	Clock time, as per timeout setting provided by publisher; multiply the amount of clock time recorded by 1.25, to account for teacher coordination with learner, and round to nearest quarter hour.	Clock time is generated by a publisher created Learner Daily Usage report , and the information is then transferred into Proxy Hour Award Formula spreadsheet , which tabulates the number of proxy contact hours to record in SID. A copy of this report is maintained in the student's folder.	ABE Teacher
Khan Academy	Clock time, as per timeout setting provided by publisher; multiply the amount of clock time recorded by 1.25, to account for teacher coordination with learner, and round to nearest quarter hour. Note that reports show time spent in minutes, not hours.	Clock time is generated in a report in the data management system . The minutes of time on task are transferred into a Proxy Hour Award Formula spreadsheet , which tabulates the number of proxy contact hours to record in SID. A copy of this report is maintained in the student's folder.	ABE Teacher

GED Testing Contact Hours Counting and Recording

Monticello serves as an official Pearson Vue GED testing site location. Students who attend are recorded in a database shared with the Database Manager, the Program Manager and GED committee. All students are asked if they are current/former WEST ABE students. After testing, students are encouraged to share results with the proctor, but most often the students are not WEST ABE students and don't contact us after receiving results. So via the Pearson Vue database, we only have access as to when and which tests they have taken, along with retests, but not if they have passed. In an effort to garner results, students are now asked to log-in to their GED.com account upon arrival at the test site and the proctor leads them to check mark "WEST ABE" as their testing site. This way we will now have access to testing results. As of February 1, 2019, and in accordance with the GED Testing Center Contact Hour Policy, student hours accrued are submitted by the proctors and entered into the SID by support staff. WEST has a small 4-computer lab testing site but is open extended hours: Monday - Thursday 8:30-3:00 and Saturdays 10:00 - 3:00. Because of this we have testers come from all over, up to 2-hours away, from such places as Mankato, Anoka and St. Cloud, all of which have their own testing sites. WEST has 4 certified proctors. From February 1, 2019 to April 30, 2019, there were 45 testers, they took 113 tests for 275.25 contact hours.

Monitoring and Record Keeping of Contact and Proxy Hours

Contact hours are counted and recorded for students who are enrolled in approved Distance Learning platforms. These are maintained daily on templates, verified by instructors for accuracy and shared with support staff for recording. There are times when students will log-in to an online course from the ABE classroom or computer lab. When this happens, the student is logged out of the ABE classroom roll and will be counted using proxy hours delineated by whichever program they have chosen to access. This prevents duplication of counting contact hours yet gives the students access to further learning for which they may not have otherwise had access. Proxy contact hours are documented on a monthly basis and added to the attendance template for classroom and student consistency purposes. WEST ABE keeps all student attendance information for a minimum of five years.