

WEST ABE

Content Standards Implementation Plan

Introduction

This plan outlines how WEST ABE consortium is planning to implement the ABE content standards over the next 3-5 years. Minnesota's ABE content standards are:

- ACES (Academic, Career and Employability Skills) TIF (Transitions Integration Framework)
- NSDL (Northstar Digital Literacy Standards)
- CCRS (College and Career Readiness Standards for Adult Education)

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Plan implementation period (start and end dates)	December, 2018 - May, 2023
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Implementation Plan Strategies

The intent of this Content Standards Implementation Plan is to document the WEST ABE consortium plan for implementing content standards throughout all levels and courses of instruction, at every classroom site in the consortium. Updates and changes to this document will be made frequently, to keep it current and to reflect the latest strategies being undertaken by the consortium. The ultimate goal of the consortium in implementing content standards into instruction:

1. To ensure that all learners throughout the consortium are receiving content and instruction appropriate for their level of need and understanding, at all classroom sites, and:
2. To ensure that all teaching staff throughout the consortium know what to teach within each level or course of instruction, and how to connect prior learning to current and future learning.

Currently, Content Standard Implementation is being led by the ABE Coordinator and the ABE Specialist.

Section 1: Groundwork for Implementing Content Standards

Content Standard	Strategy	Timeline	People Involved	Resources Needed
ACES TIF	ACES Foundations Training <ul style="list-style-type: none"> • ACES 101: Integrating Academic, Career, and Employability Skills in ABE online course (through MLC website) • ACES PLC I (focused on the TIF areas of Effective Communication, Critical Thinking, & Self-Management) • ACES PLC II (focused on the TIF areas of Learning Strategies, Navigating Systems, & Developing a Future Pathway) • ACES Hybrid PLC's 	Ongoing, to be completed within the first 6 months of employment PLC I offered in June, 2018 PLC II offered in June, 2018	ACES Foundation Training is <u>mandatory</u> for all ABE staff. ABE staff may participate in any of the listed opportunities to receive training.	ACES Training Facilitator Terrisa Fisher Transitions Integration Framework manual in all classrooms
	ACES Consortium Level Training <ul style="list-style-type: none"> • Consortium level PLC's 	Ongoing	Participation in Local ACES PLC's is mandatory for all ABE staff. Groups self-organize by level taught or interest, and meet virtually via conference call, according to expectations of the PLC.	Standards Books Consortium PLC Guidance & Expectations document to be created
	Other <ul style="list-style-type: none"> • ACES Workshops (regional & state conferences) <ul style="list-style-type: none"> ◦ ACES 101 • ACES Webinars (online through ATLAS website) <ul style="list-style-type: none"> ◦ TIF Lens Series • ACES Leadership Trainings (through ATLAS) 	Ongoing	<u>Available</u> to all ABE staff who choose to participate. NOTE: Terrisa Fisher has been trained as a local ACES Training Facilitator for PLC's I and II	
NSDL	Digital Literacy Foundations Training <ul style="list-style-type: none"> • Distance Learning Basics for Adult Basic Education online course (offered through MLC) 	Ongoing, to be completed within the first 6 months of employment	Digital Literacy Foundations Training is mandatory for all ABE staff.	Northstar Digital Literacy Standards document in all classrooms
	Digital Literacy Ongoing Training <ul style="list-style-type: none"> • DL101 Cohort • DL 102 Cohort • Digital Literacy Integration in the ABE Classroom online course (offered through MLC) 	Ongoing	Digital Literacy ongoing training is available to all ABE staff who choose to participate.	

	<ul style="list-style-type: none"> Technology Integration Initiative 2018: Google Docs & Drive in the Classroom 			
	Consortium Level Training <ul style="list-style-type: none"> NSDL Proctor Training (online course offered through Northstar) Staff Meeting Focus Sessions 	Ongoing	NSDL Proctor training is <u>available</u> to all ABE staff who choose to participate. NSDL Proctor training in <u>mandatory</u> for all ABE staff who will administer proctored NSDL assessments for the consortium.	
CCRS	CCRS Foundations Training - 3 options for training: <ul style="list-style-type: none"> <i>Face to Face</i> - CCRS Foundations offered at Summer Institute, Spring and Fall Regionals, or other events <i>Online</i> - CCRS Foundations: An Introduction to the College & Career Readiness Standards for Adult Education online course (through MLC website) <i>Online</i> - Teaching CCRS Reading Foundational Skills online course (through MLC website) 	Ongoing, to be completed within the first 6 months of employment	CCRS Foundations Training is <u>mandatory</u> for all ABE staff.	CCRS Manual (blue book) in all classrooms
	CCRS Implementation Cohort Training <ul style="list-style-type: none"> Cohort I 	Cohort I - FY18 Cohort II - FY19	Cohort I - FY18 <ul style="list-style-type: none"> Jill Dechaine (Admin and ELA) Cheryl Lubinski (Math) Terrisa Fisher (ELA) 	
	CCRS Consortium Level Training <ul style="list-style-type: none"> Staff Meeting Focus Sessions Consortium level PLC's 	Fall 2018 and ongoing	All Staff	
Expected Outcomes and Indicators of Success		Staff will develop a foundational understanding of the standards and participate in advanced training and utilize resources needed to implement content standards into instruction.		

Section 2: Supports for Implementation

Content Standard	Strategy	Timeline	People Involved	Resources Needed
ACES TIF	CCRS Consortium Level Support <ul style="list-style-type: none"> Staff Meeting Focus Sessions 	Spring 2019 and ongoing		

	<ul style="list-style-type: none"> Consortium level PLC's Update of PEP 			
	<p>Create Local Alignment Team/s to:</p> <ul style="list-style-type: none"> Develop Instructional Program Descriptions for all levels/courses offered in the consortium, including how ACES TIF standards are aligned to instruction within those levels/courses 	November, 2018 and ongoing	<p>ABE Coordinator and ABE CCRS Specialist provide leadership and guidance</p> <p>All ABE Teaching Staff involved on a team relevant to the courses/levels they instruct</p>	Instructional Program Description template
NSDL	<p>Train all teachers to be NSDL Proctors, making NSDL proctored assessments available at all sites in the consortium.</p> <p>NOTE: Those remaining to be trained include:</p> <ul style="list-style-type: none"> With so many new staff we are in catch-up mode for this training but it is a priority this year. 	Ongoing as proctors are needed	All staff	Need to maintain Administrator Access
	Create and share a Digital Literacy Scope and Sequence, to be used as an instructional tool at all locations.	FY19 and ongoing	Unsure yet	Instructional Program Description template
	<p>Train new teachers on the use of state-supported Digital Literacy Platforms, including:</p> <ul style="list-style-type: none"> Burlington English iPathways Northstar Digital Literacy Assessment Plato MobyMax 	Ongoing, to be completed within the first 6 months of employment	Jill Dechaine, Program Manager	
	<p>Create Local Alignment Team/s to:</p> <ul style="list-style-type: none"> Develop Instructional Program Descriptions for all levels/courses offered in the consortium 	Ongoing starting June 2019	<p>ABE Coordinator and ABE Specialist provide leadership and guidance</p> <p>All ABE Teaching Staff involved on a team relevant to the courses/levels they instruct</p>	Instructional Program Description template
CCRS	<p>CCRS Consortium Level Support</p> <ul style="list-style-type: none"> Staff Meeting Focus Sessions Consortium level PLC's Update of PEP 	Spring 2018 and ongoing	<p>ABE Coordinator, ABE Specialist, Mentors provide lead roles in Focus Sessions and PLC's</p> <p>All ABE Staff participate</p>	Personal Education Plan template
	<p>Train identified experts on staff, including:</p> <ul style="list-style-type: none"> ABE Specialist (Content Standards Alignment) ELA Mentors (participants in the CCRS Cohorts) Math Mentors (participants in the CCRS Cohorts) 		<p>ELA Mentor Terrisa Fisher</p> <p>Math Mentor Cheryl Lubinski</p>	

	Create Local Alignment Team/s to: <ul style="list-style-type: none"> Develop Instructional Program Descriptions for all levels/courses offered in the consortium, including how CCRS standards are aligned to instruction within those levels/courses 	June 2019 and ongoing	ABE Coordinator and ABE Specialist provide leadership and guidance All ABE Teaching Staff involved on a team relevant to the courses/levels they instruct	<i>Instructional Program Description</i> template
Expected Outcomes and Indicators of Success		ABE staff will begin to develop plans to implement standards into their lesson planning routine and classroom instruction. Staff will take advantage of the professional development opportunities, as well as local relationships and mentorships, to begin designing lessons that integrate standards into instruction at all levels of instruction.		

Section 3: Integrating & Implementing Content Standards into Instruction

Content Standard	Strategy	Timeline	People Involved	Resources Needed
ACES TIF, NSDL and CCRS	Identify appropriate standards for a particular class level or student learning plan. <ul style="list-style-type: none"> Develop a local and a regional Standards Alignment Team Refine curriculum to define CCRS, Northstar and ACES/TIF content and skills taught at each NRS level according to a student's CASAS or TABE scores. 	PY 2019 - PY 2023	Local Alignment Team/s consisting of the ABE Coordinator and ABE Specialist who provide leadership and guidance, and all ABE Teaching Staff involved on a team relevant to the courses/levels they instruct	Researched, available templates and documents, already created
CCRS	Create standards-aligned lessons/units <ul style="list-style-type: none"> Create a revised lesson plan template the incorporates CCRS, NSDL and ACES/TIF standards - Spring and Summer, 2017 Train all staff on the use of the CCRS Individualized Instruction Planning Template - Fall, 2017 – Spring, 2018 Create a local Alignment Team - Summer, 2018 Train all staff on the use of the CCRS Individualized Instruction Planning tool - Quarterly, beginning July, 2018 Submit quarterly lesson/unit plans to Local Alignment Team for vetting - Quarterly, beginning July, 2018 	Spring and Summer, 2017 and ongoing	FY19-20: ABE Coordinator and CCRS Alignment Team FY19 and ongoing: ABE Coordinator, ABE Specialist, and CCRS Alignment Team	<i>CCRS Individualized Instruction Planning</i> Template <i>CCRS Individualized Instruction Planning tool</i>

	<ul style="list-style-type: none"> Evaluate lessons/units to determine alignment and make needed improvements Local Alignment Team will review and evaluate lessons/units using the Resource Alignment Evaluation and Rating Tool & High-Value Action Tool, to provide feedback and suggestions that would ensure the lesson/unit is well aligned 	<p>July, 2018 and ongoing</p>		<p>TABE Assessment and Diagnostic Profiles</p> <p>CASAS Assessments and Competencies</p> <p>Resource Alignment Evaluation and Rating Tool</p>
	<p>Evaluate larger resources (such as curricula or textbooks) to determine alignment and needed modifications</p> <ul style="list-style-type: none"> Year One: Vetting of 3-4 larger instructional resources (such as curricula or textbooks) by the Local (or Regional) Alignment Team for each of the following: ABE Levels 1 & 2 and ESL Levels 3 & 4 Year Two: Vetting of 3-4 larger instructional resources (such as curricula or textbooks) by the Local (or Regional) Alignment Team for each of the following: ABE Levels 3 & 4 and ESL Levels 5 & 6 Year Three: Vetting of 3-4 larger instructional resources (such as curricula or textbooks) by the Local (or Regional) Alignment Team for each of the following: ABE Levels 5 & 6 and ESL Levels 1 & 2 	<p>Year One: Summer 2019 – Spring 2020</p> <p>Year Two: Summer 2020 – Spring 2021</p> <p>Year Three: Summer 2020 – Spring 2021</p>		
	<p>Expected Outcomes and Indicators of Success</p>	<p>We will be able to tell which Reading and Math standards are to be covered in a given NRS Level, and will include instructional goals, content, and skills, and will be used by the Local Alignment Team to develop Instructional Program Descriptions for all courses taught throughout the consortium. ACES/TIF and Digital Literacy standards will be incorporated into lessons at all levels as appropriate for the level and lesson.</p> <p>Staff will have a good base of knowledge and understanding of the standards to design lessons/units for their classrooms which will then be submitted to the Alignment Team for evaluation.</p>		