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)

<table>
<thead>
<tr>
<th>Staff contact/s</th>
<th>Jill Dechaine, Program Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Terrisa Fisher, ABE CCRS Specialist</td>
</tr>
<tr>
<td></td>
<td>Cheryl Lubinski, ABE Specialist</td>
</tr>
</tbody>
</table>

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

| Date of last update | December 12, 2018 |

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

<table>
<thead>
<tr>
<th>Content Standard</th>
<th>Strategy</th>
<th>Timeline</th>
<th>People Involved</th>
<th>Resources Needed</th>
</tr>
</thead>
</table>
| **ACES TIF**     | ACES Foundations Training  
  - 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 mandatory 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** | 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** | ACES Workshops (regional & state conferences)  
  - ACES 101  
  - ACES Webinars (online through ATLAS website)  
  - TIF Lens Series  
  - ACES Leadership Trainings (through ATLAS) | Ongoing | Available 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  
  - 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 |
| **NSDL** | Digital Literacy Ongoing Training  
  - 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. |
- Technology Integration Initiative 2018: Google Docs & Drive in the Classroom

**Consortium Level Training**
- NSDL Proctor Training (online course offered through Northstar)
- Staff Meeting Focus Sessions

**Ongoing**

NSDL Proctor training is available to all ABE staff who choose to participate. NSDL Proctor training in mandatory for all ABE staff who will administer proctored NSDL assessments for the consortium.

**NSDL Proctor Training (online course offered through Northstar)**

**Staff Meeting Focus Sessions**

**CCRS**

**CCRS Foundations Training - 3 options for training:**
- *Face to Face* - CCRS Foundations offered at Summer Institute, Spring and Fall Regionals, or other events
- *Online* - CCRS Foundations: An Introduction to the College & Career Readiness Standards for Adult Education online course (through MLC website)
- *Online* - 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 mandatory for all ABE staff.

**CCR S Manual (blue book)** in all classrooms

**CCRS Implementation Cohort Training**
- Cohort I
  - FY18
- Cohort II - FY19

**Cohort I - FY18**
- Jill Dechaine (Admin and ELA)
- Cheryl Lubinski (Math)
- Terrisa Fisher (ELA)

**CCRS Consortium Level Training**
- 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**

<table>
<thead>
<tr>
<th>Content Standard</th>
<th>Strategy</th>
<th>Timeline</th>
<th>People Involved</th>
<th>Resources Needed</th>
</tr>
</thead>
</table>
| ACES TIF         | CCRS Consortium Level Support
  - Staff Meeting Focus Sessions | Spring 2019 and ongoing | | |
<table>
<thead>
<tr>
<th><strong>CCRS</strong></th>
<th><strong>NSDL</strong></th>
<th><strong>Create Local Alignment Team/s to:</strong></th>
<th><strong>Instructional Program Description template</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CCRS Consortium Level Support</strong></td>
<td><strong>Train all teachers to be NSDL Proctors, making NSDL proctored assessments available at all sites in the consortium.</strong></td>
<td><strong>Develop Instructional Program Descriptions for all levels/courses offered in the consortium</strong></td>
<td><strong>Instructional Program Description template</strong></td>
</tr>
<tr>
<td><em>Staff Meeting Focus Sessions</em></td>
<td><em>NOTE: Those remaining to be trained include:</em></td>
<td><em>With so many new staff we are in catch-up mode for this training but it is a priority this year.</em></td>
<td><strong>Instructional Program Description template</strong></td>
</tr>
<tr>
<td><em>Consortium level PLC’s</em></td>
<td><em>Ongoing as proctors are needed</em></td>
<td><em>Instructional Program Description template</em>*</td>
<td><strong>Instructional Program Description template</strong></td>
</tr>
<tr>
<td><em>Update of PEP</em></td>
<td><em>All staff</em></td>
<td><strong>Instructional Program Description template</strong></td>
<td><strong>Instructional Program Description template</strong></td>
</tr>
<tr>
<td><strong>Train identified experts on staff, including:</strong></td>
<td></td>
<td><strong>Instructional Program Description template</strong></td>
<td><strong>Instructional Program Description template</strong></td>
</tr>
<tr>
<td><em>ABE Specialist (Content Standards Alignment)</em></td>
<td><em>ELA Mentor</em></td>
<td><strong>Instructional Program Description template</strong></td>
<td><strong>Instructional Program Description template</strong></td>
</tr>
<tr>
<td><em>ELA Mentors (participants in the CCRS Cohorts)</em></td>
<td><em>Terrisa Fisher</em></td>
<td><strong>Instructional Program Description template</strong></td>
<td><strong>Instructional Program Description template</strong></td>
</tr>
<tr>
<td><em>Math Mentors (participants in the CCRS Cohorts)</em></td>
<td><em>Math Mentor</em></td>
<td><strong>Instructional Program Description template</strong></td>
<td><strong>Instructional Program Description template</strong></td>
</tr>
<tr>
<td><em>Cheryl Lubinski</em></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Create Local Alignment Team/s to:
- 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

**Instructional Program Description 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**

<table>
<thead>
<tr>
<th>Content Standard</th>
<th>Strategy</th>
<th>Timeline</th>
<th>People Involved</th>
<th>Resources Needed</th>
</tr>
</thead>
</table>
| ACES TIF, NSDL and CCRS | Identify appropriate standards for a particular class level or student learning plan.  
- 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  
- Create a revised lesson plan template that 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 | CCRS Individualized Instruction Planning Template  
CCRS Individualized Instruction Planning Tool |
<table>
<thead>
<tr>
<th>Evaluate lessons/units to determine alignment and make needed improvements</th>
<th>July, 2018 and ongoing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Alignment Team will review and evaluate lessons/units using the Resource Alignment Evaluation and Rating Tool &amp; High-Value Action Tool, to provide feedback and suggestions that would ensure the lesson/unit is well aligned</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evaluate larger resources (such as curricula or textbooks) to determine alignment and needed modifications</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>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: <strong>ABE Levels 1 &amp; 2 and ESL Levels 3 &amp; 4</strong></td>
<td>Year One: Summer 2019 – Spring 2020</td>
</tr>
<tr>
<td>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: <strong>ABE Levels 3 &amp; 4 and ESL Levels 5 &amp; 6</strong></td>
<td>Year Two: Summer 2020 – Spring 2021</td>
</tr>
<tr>
<td>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: <strong>ABE Levels 5 &amp; 6 and ESL Levels 1 &amp; 2</strong></td>
<td>Year Three: Summer 2020 – Spring 2021</td>
</tr>
</tbody>
</table>

**Expected Outcomes and Indicators of Success**

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.

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.