

# Adult Learning Network

*The Adult Learning Network is a quarterly publication of the Arkansas Adult Learning Resource Center.*

## *Travel Reimbursement*



It is important to remember the new guidelines when making travel plans to attend meetings/workshops at the AALRC. Mr. George French, Deputy Director of Adult Education for the state Department of Workforce Education, sent a memo dated August 6<sup>th</sup> to all program administrators regarding travel. It stated the following:

Local programs funded with state or federal adult education funds must adhere to Arkansas Department of Finance and Administration guidelines when requesting travel reimbursement. In an effort to conserve funds during these tough economic times, it was necessary last year to formalize what had long been an informal part of our travel policy dealing with reimbursement of mileage for participants attending training workshops and meetings. Local programs are to be reimbursed mileage for only ONE vehicle per program when attending training workshops, conferences, or meetings. Any program requesting another option must have prior written permission from the deputy director of adult education.

Your cooperation in helping conserve funds so we may continue providing instructional services to our students is requested and appreciated.

## *Legislative Breakfasts to Raise Awareness for Adult Education*

Fellow Adult Education Administrators - Welcome to a new and challenging year!

This year, we have a great opportunity to bring more awareness of Adult Education and its services to the legislators of our state and we need your help.

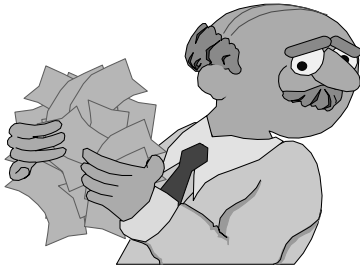
For the first time, we will have a Legislative Breakfast for each Congressional District in the state. We are asking you to attend the Legislative Breakfast for your Congressional District and to invite all legislators in your district.

We have sponsors for each breakfast, thanks to Mr. George French, Deputy Director of Adult Education, and we hope that the breakfast from each district is well attended.

The Legislative Breakfasts will be held in the Capitol Cafeteria, George Mann Meeting Room from 7:00 am – 9:00 am. The schedule is as follows:

*Continued on page 5*

## *Professional Development News*



### Tuition Reimbursement Program

Contact your Program Advisor at the Adult Education Section or Marsha Taylor at the AALRC for more information on this program. Reimbursement is applicable to courses taken for Adult Education Licensure ONLY! This form is available on the AALRC website ([www.aalrc.org](http://www.aalrc.org)).

Remember: (1) The application form must be submitted to the AALRC **10 working days before class begins**. (2) Your class grade and receipt of payment must be received **within 30 days of class ending**.

#### NOTICE:

If you are unable to attend a workshop you have registered for, please contact the AALRC as soon as possible. Participants are often placed on waiting lists because workshops fill up. If you find that you cannot attend a workshop and you call ahead, this gives us time to notify wait-listed participants that they can attend.

***There is a new requirement: Applicants must provide documentation that the class will count for adult education licensure.***

**For a list of courses available in adult education, please contact:**

Arkansas State University  
Jonesboro  
Dr. David Agnew  
(870) 972-3943

University of Arkansas  
at Fayetteville  
Dr. Buddy Lyle  
(479) 575-5119 or  
(479) 575-4578

University of Arkansas  
at Little Rock  
Dr. Charlotte Robertson  
(501) 569-8933

University of Central Arkansas  
Conway  
Dr. Sherry Roberts  
(501) 450-5431

### *AALRC Staff*

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*Project*  
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### **Professional Development Calendar 2004—2005**

Training Opportunities at AALRC — Some other locations as noted

#### **October**

4 – Payne/Jordan Learning Disabilities  
11 – GED Math Instructional Strategies  
    – Northeastern College, Blytheville  
14-15 – ESL Laubach/Proliteracy Workshop  
    – Repeat of the September Session  
18-19 – Strategies & Accommodations  
28-29 – AACAE – Hot Springs Convention Center

#### **November**

15 – GED Math Instructional Strategies  
    – SW AR Educational Co-op, Hope  
16 – Learning Disabilities Training & Dissemination

#### **December**

2 – GED Math Instructional Strategies  
    – SE AR Educational Co-op, Monticello  
6 – Payne/Jordan Learning Disabilities

**January**

20-21 – Literacy Strategies  
27 – AALRC Numeracy Project

**February**

7-8 – Strategies & Accommodations  
– Repeat of the October Session  
10-11 – ESL Basics – Session 1  
22-24 – Payne/Jordan Learning Disabilities  
28 – Teaching the Three Rs in Adult Education in AR  
Session 1– Neil Sturomski

**March**

2-3 – AALRC Numeracy Project  
8 – Learning Disabilities Training & Dissemination  
10-11 – ESL Basics – Session 2

**April**

7-8 – Literacy Strategies  
11 – Teaching the Three Rs in Adult Education in AR  
Session 2 – Neil Sturomski  
14-15 – ESL Basics – Session 3  
19 – AALRC Numeracy Project  
21-22 – Administrators' Meeting (Tentative Date)  
25-27 – Payne/Jordan Learning Disabilities

**May**

5-6 – Literacy Strategies  
24-25 – Payne/Jordan Learning Disabilities

*Descriptions of Scheduled Trainings*

**AACAE**

This is the annual state associational meeting which will include several different areas of professional development including ESL, Learning Disabilities, NRS, and GED.

**AALRC Numeracy Project**

This workshop is based on the National Council of Teachers of Mathematics (NCTM) Standards. Each participant will attend a total of four days over a four month timeframe. When the class is completed, each instructor will receive a teacher set of manipulatives and visual mathematics materials.

**Administrators Meeting**

A customized program for adult education administrators developed by the Dale Carnegie Institute.

**ESL Basics**

This is a workshop series in ESL instruction for adult education and literacy providers. Following each training session, an interim task will be assigned to each participant to allow for maximum application of material presented.

**ESL Laubach/Proliteracy Workshop**

This is training for teachers/tutors to learn how to deal with students who are at zero level in their English language skills. It provides a comprehensive program in the language acquisition skills of listening, speaking, reading, and writing. The skills are presented so that a student is never put into the position of not knowing the correct response.

**GED Math Instructional Strategies**

Math Subcommittee of the GED Taskforce will provide regional training on the GED Math Instructional Strategies. The information can be used as a tool by math instructors to help their students pass the math portion of the GED.

**Literacy Strategies**

The workshop will include research based practices in reading assessment, curriculum planning, readabilities, and teaching strategies for students at all performance levels including those with special needs.

*Continued on page 5*

## *News from the Disabilities Project Manager*

### Free Online Newsletter for Teachers of Students with Disabilities

The CEC Smart Brief is a free online newsletter created for special education professionals. It includes an email news-briefing three times a week regarding the latest news from the field of special education, trends, best practices, and more. When you sign up to receive the newsletter, you can choose what age group of students you work with the most to receive news most applicable to your students. You can expect information regarding:

- Curriculum and instruction
- Leadership
- Technology trends
- Policy
- Awards and recognition opportunities for students



To sign up for the newsletter, go to <http://www.smartbrief.com/cec/>

### Helping GED Graduates with Learning Disabilities Transition to Higher Education

Adult education students diagnosed with learning disabilities who plan to continue their education after completing their GED can learn valuable information online at [http://www.idonline.org/ld\\_indepth/adult/heath\\_collegesuccess.html](http://www.idonline.org/ld_indepth/adult/heath_collegesuccess.html). This article, "Success In College for Adults with Learning Disabilities," is published by the HEATH Resource Center. It includes information about self advocacy, legislation, types of institutions, services and programs, documentation and accommodative services, choosing a college, and tips for successful preparation.

### Assistive Technology Alternative Financing Program

Arkansas Rehabilitation Services (ARS) now offers a financing program for Arkansas residents with disabilities who need to purchase assistive technology devices but need a loan to make the purchase. The applicant does not have to be an ARS client. Applicants will qualify for the loan if:

Arkansas residency can be proved;

The disability is documented;

The purchase is for an assistive technology device;

There is a reasonable expectation that the applicant (or co-signer) will pay back the loan; and

It helps to support the applicant's independence and productivity.

The financing program is low-interest (currently 4.25%), with a minimum processing time of two weeks. The maximum loan possible is \$50,000, for home modifications only. There is a \$25 application fee to cover the cost of obtaining a credit report. The check is made out for the vendor, not the applicant, and the expected pay-back time depends on the life-expectancy of the financed item. For example, if an applicant with a reading disability wanted to purchase a computer with speech-to-text software applications, the loan would probably be a 3-year loan—the average life expectancy of a computer.

This program has been available in Arkansas since 2002, and to date, all of the loans have been for vehicle modifications. But according to Jim Moreland, Program Administrator, there are many assistive technology devices available today for people with every type of disability, including learning disabilities. The problem has been to get the information out to the population that needs it the most; *i.e.*, the disability population in Arkansas.

For more information or to obtain an application package, contact Jim Moreland at 501.686.2806 or send email to [jdmoreland@ars.state.ar.us](mailto:jdmoreland@ars.state.ar.us).

*Descriptions of Scheduled Trainings*

*Continued from page 3*

**Learning Disabilities Training & Dissemination (LDTD)**

The workshop is designed to give participants a brief overview of learning disabilities awareness issues to promote more appropriate and effective service provision for students who have learning disabilities, and to provide the opportunity for various agencies to meet and discuss interagency collaboration topics regarding adults with learning disabilities.

**Payne/Jordan Learning Disabilities**

This is a learning disabilities training in the use of the Payne/Jordan Learning Inventory. The Payne/Jordan Training is an in-depth workshop series that progresses over the course of one year, with a total of five sessions.

**Strategies & Accommodations**

The purpose of the workshop is to learn to use instructional materials and strategies that are effective and appropriate for teaching adult students with learning disabilities. Both metacognitive and cognitive skills are targeted.

**Teaching the Three Rs in Adult Education in Arkansas**

Neil Sturomski, a nationally renowned consultant, will provide research based basic skills training to adult education teachers in the following areas: (1) understanding reading, writing and math issues and techniques; (2) recognizing the need to provide a full range of instruction for adult students in the basic skill areas of reading, writing, and math; (3) understanding research in reading, writing, and math and its implication for practice in adult education; (4) understanding how to practically apply that research when working with adult students; (5) utilizing specific techniques and instructional strategies; (6) knowing resources available; and (7) evaluating the appropriateness of the tools used with adult students in instructional settings. All participants will be trained in actual hands-on, practical methodologies they can implement when working with students.

*Legislative Breakfast to Raise Awareness for*

*Adult Education* *Continued from page 1*

January 18, 2005	District I	(Northeast)
January 20, 2005	District II	(Central)
January 25, 2005	District III	(Northwest)
January 27, 2005	District IV	(South)

If you need an updated congressional district map, let me know and I will fax you a copy. For additional information, please call me at (501) 447-1850 or email me at [paulette.martin@lrsd.org](mailto:paulette.martin@lrsd.org).

Thanks for all you do and have a great year!

Paulette H. Martin, President  
Arkansas Association for Administrators of Adult Education (AAAAE)

*AALRC  
Advisory  
Committee*

*Charlotte  
Robertson,  
Chair,  
Little Rock*

*Emily Barrier,  
Little Rock*

*Harriet Branch,  
Monticello*

*Dubs Byers,  
Pine Bluff*

*Sharon Ellis,  
Fort Smith*

*Jennifer Hurst,  
Pine Bluff*

*Lloyd Huskey,  
Little Rock*

*Steven Lilly,  
Lonoke*

*Trece Shepherd  
Williams,  
Helena*

*George Stegall,  
Texarkana*

*Nancy  
Whitmire,  
Batesville*

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Russellville**Ashli Fortune,  
Stuttgart**Lloyd Huskey,  
North Little Rock**Steven Lilly,  
Lonoke**Becky Linsky,  
Hot Springs**Paulette Martin,  
Little Rock**Sheri Rogers,  
Arkadelphia**Flora Simon,  
Dumas**Billy Upson,  
Texarkana**Peggy Weir,  
Pocahontas**Ruth Ann Williams,  
Conway*

**Note:** To link to any web address (URL) in this newsletter, go the AALRC's home page at <http://aalrc.org>, look up this newsletter, and then just click on the appropriate link.

## Using Older Programs with Windows XP

Most older programs that were written specifically for an earlier version of Windows will not run on Windows XP. Or will they? To run your program on Windows XP, you can try the following: A) Run the Program Compatibility Wizard or B) You can set the compatibility properties manually. Also, update your program, drivers, hardware. These options are covered in detail below.

### The Program Compatibility Wizard

This wizard prompts you to test your program in different modes (environments) and with various settings. For example, if the program was originally designed to run on Windows 95, set the compatibility mode to Windows 95 and try running your program again. If successful, the program will start in that mode each time. The wizard also allows you to try different settings, such as switching the display to 256 colors and the screen resolution to 640 x 480 pixels. If compatibility problems prevent you from installing a program on Windows XP, run the Program Compatibility Wizard on the setup file for the program. The file may be called Setup.exe or something similar, and is probably located on the Installation disc for the program. To run the Program Compatibility Wizard click Start, click Help and Support, click Find compatible hardware and software for Windows XP, and then, under See Also in the navigation pane, click Program Compatibility Wizard.

### Set the compatibility properties manually

As an alternative to running the Program Compatibility Wizard, you can set the compatibility properties for a program manually. The settings are the same as the options in the Program Compatibility Wizard. To set the compatibility properties for a program manually right-click the program icon on your desktop or the shortcut on the Start menu for the program you want to run, and then click Properties. Click the Compatibility tab, and change the compatibility settings for your program.

The Compatibility tab is only available for programs installed on your hard drive. Although you can run the Program Compatibility Wizard on programs or setup files on a CD-ROM or floppy disk, your changes will not remain in effect after you close the program. For more information about an option on the Compatibility tab, right-click the option and then click What's This.

### Update your program and/or drivers

If your program does not run correctly after testing it with the Program Compatibility Wizard, check the Web for updates or other fixes, as follows: Check the website of the program's manufacturer to see if an update or patch is available. Make sure your computer is completely updated. Go to [www.microsoft.com](http://www.microsoft.com) and click on Windows Updates. Download all High Priority and hardware updates. Check to see if optional software updates are available for your program.

## *The Adult Education ESL Institute, July 19-21, 2004*

*Dr. Philip Less, ESL Coordinator*

The Adult Education Section of the Arkansas Department of Workforce Education conducted an intensive, three-day training for 48 adult education and literacy teachers and tutors at the fourth annual Adult Education ESL Institute at the Arkansas Adult Learning Resource Center in Little Rock. The participants at this year's ESL Institute came from twenty-four different programs. Many of these programs are located in areas of Arkansas where the majority of the immigrant population has settled, including Rogers, Springdale, Fort Smith, Little Rock, Hope, DeQueen, Warren, Russellville, Dardanelle, and Danville.

The presenter for the 2004 ESL Institute was Ms. Cathy Jo Diaz, a well-known teacher trainer and author. She designed and wrote *Cathy's Cards*, *Talking Up a Storm*, *Job Interview Cards*, and *Career and Job Preparation Manual*, distributed by ALTA Book Company.



The 2004 ESL Institute focused on the following instructional areas: (1) stimulating speaking skills through interactive activities, (2) designing effective reading and writing activities (including using computers), (3) developing lesson plans that keep students engaged in learning throughout the class, (4) increasing student retention by focusing on short-term goals and student feedback, and (5) learning more about the Hispanic culture. A notebook of more than 90 pages of materials from the presenter was distributed at the Institute.

Feedback from this year's evaluation forms showed an overwhelmingly positive reaction to all aspects of the ESL Institute. Ms. Diaz's instructional activities were well-designed, well-presented, and applicable in the classroom immediately. Arkansas is fortunate to have a strong core of dedicated ESL teachers and the strong support of the Adult Education Section.



### *LINCS Special Collections*

<http://www.nifl.gov/lincs/collections/collections.html>

The **LINCS** Special Collections are one-stop electronic gateways to specialized information on high-quality literacy practices and materials for use in adult education and literacy programs. **LINCS** Special Collections are built around specific content areas, specific settings or contexts, and professional development topics.

The **LINCS** Special Collections are maintained by the following Content Development Partners.

#### **Assessment**

*maintained by [Midwest LINCS](#) at the [Ohio Literacy Resource Center](#)*

#### **Correctional Education**

*maintained by the [Correctional Education Association](#)*

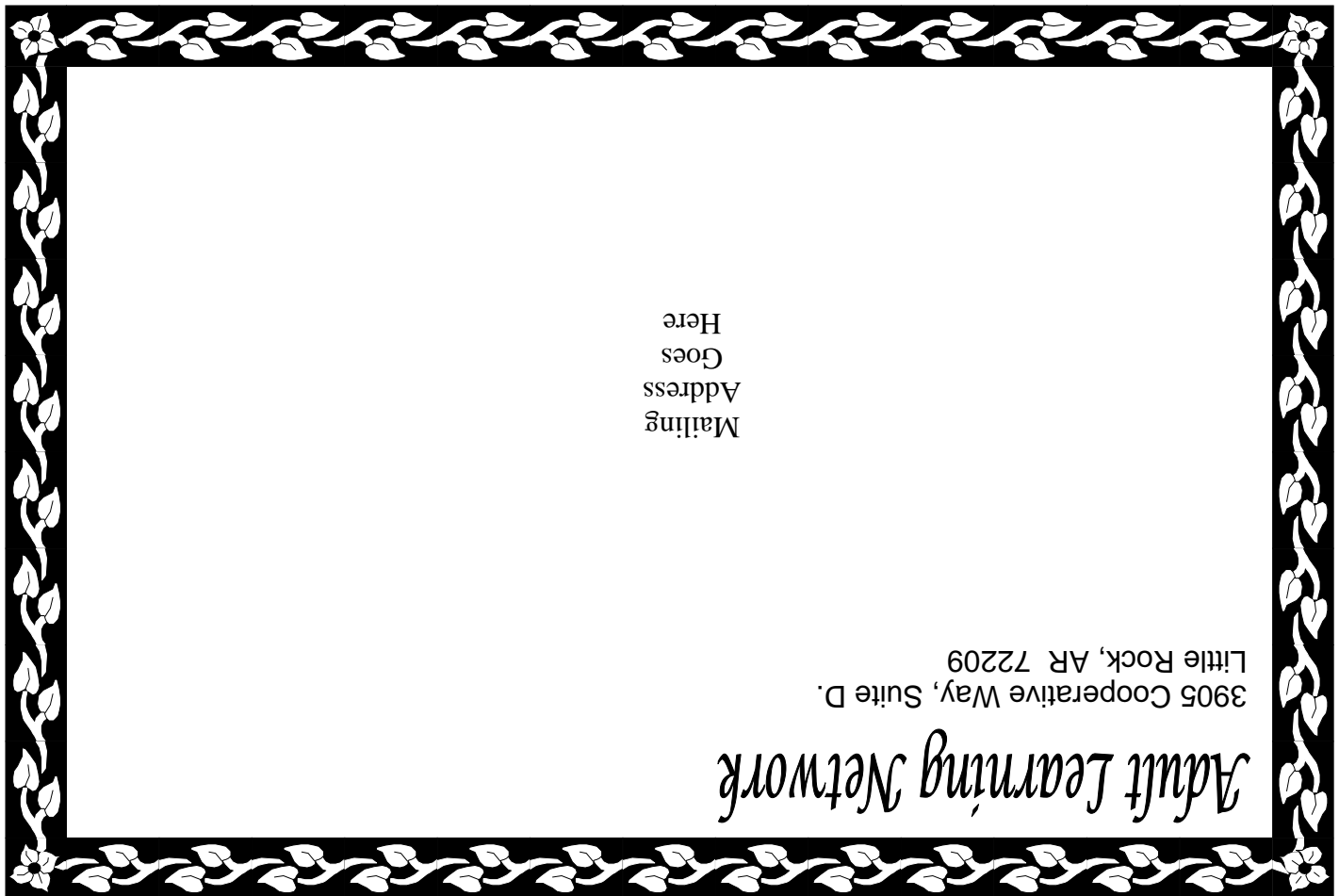
#### **English as a Second Language**

*maintained by [California Literacy, Inc.](#) (in partnership with [Laubach Literacy Action](#), [Western/Pacific LINCS](#), and [World Education, Inc.](#))*

#### **Equipped for the Future**

*maintained by the EFF Center for Training and Technical Assistance at the [Center for Literacy Studies](#), University of Tennessee*

*Continued on page 8*



ADULT LEARNING NETWORK

*LINCS Special Collections*

<http://www.nifl.gov/lincs/collections/collections.html>

**Family Literacy**

*maintained by [Midwest LINCS](#) at the [Ohio Literacy Resource Center](#)*

**Health & Literacy**

*maintained by [World Education, Inc.](#)*

**Literacy & Learning Disabilities**

*maintained by [Southern LINCS](#) at the [Center for Literacy Studies](#)*

**Program Leadership and Improvement**

*maintained by [Southern LINCS](#) at the [Center for Literacy Studies](#)*

**Policy & Legislation**

*maintained by the [National Institute for Literacy](#)*

**Science & Numeracy**

*maintained by the [Western/Pacific LINCS](#)*

**Technology Training**

*maintained by the [Adult Literacy & Technology Network](#) and the [Sacramento County Office of Education](#)*

**Workforce Education**

*maintained by [Southern LINCS](#) at the [Center for Literacy Studies](#)*

*Continued from page 7*

You can access LINCS from  
the AALRC homepage  
<http://www.aalrc.org>

Each Special Collection is reviewed by a core knowledge group to guarantee the quality and timeliness of the resources.

If you have a site to recommend for inclusion in one or more of the *LINCS* Special Collections, contact Jo Maralit at [mmaralit@nifl.gov](mailto:mmaralit@nifl.gov).