

Arkansas Adult Learning
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Professional Development 2006-2007

Provided by Nancy Loftis

The Arkansas Adult Resource Center (AALRC) is excited to kick off another year of Professional Development (PD) opportunities. The first opportunity will be our third annual Summer Professional Development, which will take place at the AALRC July 18-20. There will be three training sessions every day. In the large training room, Dr. Charlotte Robertson will be discussing best practices for TABE administration. She will also discuss how to use TABE information to improve student performance. In the computer lab, Rob Pollan will have workshops on Beginning and Intermediate Excel and one day of Computer Basics. In the small conference room, Nancy Loftis will be presenting "A Peacock in the Land of Penguins" as a diversity workshop two days and as a creativity workshop on Thursday. Attending Summer PD is a good way to get off to a good start on the 60 required hours of professional development. By attending all three days, a participant can receive 18 hours of PD.

The following week, July 24-27, will be the English as a Second Language (ESL) Institute with Dr. Natalie Hess. She has many years of experience teaching ESL and presenting workshops. She has collaborated on several books written with Laurel Pollard who was last year's presenter. Participants will receive one of her books, Stories With a Twist. This year the Institute expanded back to four days after having been three days the past two years. Participants will receive 24 hours of PD.

This year the AALRC has started using online registration through the EscWorks, a program that many Coops and school districts throughout the state are already using. Through this program, all workshops that participants attend at the AALRC will become part of an official record that can be used to keep track of professional development for licensure renewal. These workshops will NOT require a certificate. The information in the official record is sufficient. There is also a place to keep personal records of PD activities that you have attended. These can include local activities, state or national conferences, such as AACAE and COABE. These records will require backup documentation, such as a certificate or program. The website to set up your **Shoebox**, which is a fully functional record tracking system that enables teachers and administrators to track their professional growth online:

http://www.escweb.net/ar_esc. The Shoebox component is free to users of the **escWorks**® system.

The Professional Development Catalog for 2006-07 will be available online by August 1. It will be a useful tool to help choose PD activities for individuals and staff for the upcoming year. A paper copy of the

Adult Learning Network

The Adult Learning Network is a quarterly publication of the AALRC.

The Arkansas Adult Learning Resource Center provides equal access to all programs and activities.

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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).



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**.

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 Little Rock
Dr. Charlotte Robertson
(501) 569-8933

University of Arkansas
at Fayetteville
Dr. Barbara Hinton
(479) 575-5119 or
(479) 575-4578

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



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.

When a workshop has a waiting list, participants may not send substitutes from their center to attend in their place. Registrations are held for participants and not for centers.

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TRAVEL Reimbursement



It is important to remember the guidelines when making travel plans to attend meetings/workshops at the AALRC. Programs must follow state travel guidelines and the policy written below. We have had to disallow many travel requests because the guidelines are not being followed. The AALRC would appreciate your cooperation in this matter.

Local programs funded with state or federal adult education funds must adhere to Arkansas Department of Finance and Administration guidelines when requesting travel reimbursement.

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catalog will be sent to each adult education and literacy council statewide. We are planning several new workshops that should be of interest to many. For example, Janie Carter will present a Learner Persistence Workshop. Dr. Philip Less and Nancy Loftis are preparing a workshop on Teaching Reading to ESL students.

The Arkansas Adult Learning Resource Center is striving to meet the professional development needs of adult educators and literacy providers throughout the state of Arkansas. We look forward to serving you this year

Center for Adult English Acquisition (CAELA) ESL Initiative

Photo and article provided by Danny Sheffield



From left to right: Carol Van Duzer (CAL), Danny Sheffield (NWACC), Nancy Loftis, Marsha Taylor (both AALRC), and Dr. Philip Less (DWE/AES)

On March 27-28, an Arkansas team met in Houston to report on the work on the state's ESL Initiative for the Center for Adult English Language Acquisition (CAELA), a section of the Center for Applied Linguistics in Washington D.C. The team members present were Marsha Taylor (AALRC), Nancy Loftis (AALRC), Danny Sheffield (ESL educator from NWACC), and Dr. Philip Less (DWE/AES). Twyla Ferguson (Arkansas State ESL Trainer) is also on the team, but was unable to make it to the meeting.

The purpose of this initiative is to develop capacity (increase services) of professional development for ESL teachers at the state level. In Houston, I reported on the progress of the initiative in Arkansas to date and where we are headed for the rest

of the program year. The team worked on a review of the work from Year 1 of the ESL Initiative and planned activities for Year 2. There will be three years of planned meetings with the national CAELA staff.

The team members all received two notebooks full of excellent ideas for professional development for ESL teachers, including information on workshops, study circles, trainer tips, and resources, among others. Part of the Year 2 plan includes incorporating study circles into professional development for CAELA participants.

News from the Disabilities Project Manager



National Center for Learning Disabilities
The power to hope, to learn, and to succeed

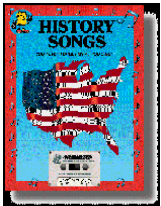
"Having a learning disability is like swimming with your clothes on. It makes the task harder, but not impossible.

Sometimes you feel like you might drown, but when you learn how to do it, you are stronger and more proud. I am a stronger person because I have learned how to succeed in spite of my learning disabilities."

-- Jonathan M., Indianapolis, IN, NCLD listserv, nclcd@nclcd.org, 06/22/06

Instructional Songs for Auditory Learners

For auditory learners, the Science Song Association (SSA) creates songs to teach science. Check out <http://www.sciencesongstore.com/> You will be amazed. The cds run about \$15/each.



There are history songs at <http://www.allstarreview.com/histsong.html> I couldn't make the link work on that site for purchasing the cd, but you can get it at www.amazon.com for \$12.95 – and they have used ones for about \$5.00.

My guess is that if you Google and/or search amazon.com enough, you can find songs for teaching just about anything.

Miscellaneous, Helpful Websites



Say it's one of those days. It's rainy, it's blah, it's uninspiring for whatever reason. You just can't seem to summon up your usual exhilarated self. If you're having one of those days, you might want to turn your students loose on any of the websites below, depending on what you thing may interest and/or help them the most. I do think this kind of access is great for students with disabilities, but I also think many students without disabilities would benefit from these sites.

www.onestoptoolkit.org for ADA, advocacy, and employment information.

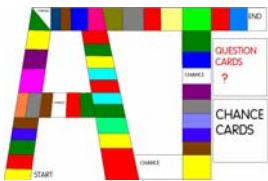
http://simple.wikipedia.org/wiki/Main_Page is an open-source encyclopedia that is a good resource for some adult learners working at the lower reading levels.

www.windows.ucar.edu has science & astronomy tiered-learning materials (beginning, intermediate, advanced) and a hard-coded translation to Spanish. The site includes science games, teacher resources, journal creation, and the latest in science news. It's a pretty fun site.

www.babelfish.altavista.com enables you to translate short passages of text or entire Web sites among 19 pairs of languages. Translation is word-by-word, so the syntax is a little goofy sometimes. Still, you can usually get the gist of what's written.

www.sparknotes.com is a free online study guide and is also available as podcasts (for \$) and as mobile text messages delivered to your cell phone. Free online study tools include (1) **General Reference:** Dictionary, Thesaurus, "How to Cite SparkNotes," Maps, and Translator; (2) **Math & Science:** Calculator, Unit Conversions, Physical Constants, and Periodic Table. The site includes a "Quote of the Day" that could be used to spark critical thinking skills discussions in the classroom, like "The definition of 'is' shall be my downfall."

Assistive Technology for Students with Learning Disabilities, Part 2



In the last newsletter, we ran the first of a series of articles about assistive technology available for check-out at the AALRC library. In it, we discussed the FM Loop Hearing Aid System and the AALRC's contract with RFB&D for books on tape/cd. For Part 2, here are two more items we would like to publicize.

The first item is the Orion TI-34 Talking Scientific Calculator. We have three of them, which we purchased as soon as we learned that GEDTS had approved this calculator for people with disabilities who request and receive a talking calculator accommodation on the GED tests. As with any accommodation, of course, the need is determined by the disability documentation and recommendations from the diagnostician.



If you have a student who may benefit from the talking calculator accommodation, especially if the request has already been approved, please contact Klaus Neu at the AALRC as soon as possible to borrow one. It's good for the student to get used to working with this specific calculator if that's the one they'll be using on the GED. These calculators are a bit pricey (about \$200/ea), so isn't it great that you can borrow one and not have to worry about buying it!

The other item is a cheapie but a goodie. For the extremely modest price of \$29, there's a great device called a Step Pad. It's like a little pocket tape recorder, and you can record the steps for a particular task for your student to refer back to.

So, say you just went over the steps for dividing fractions (or writing an essay, or using a chart, or whatever). You've gone over it at least three times with the student, who has watched you model the steps and practiced the steps while you watch. Everything is great. You get up and walk to the other side of the room where another student has been patiently waiting for your help, and the student you just left is amazingly, immediately, lost. You can run back and forth – which could be a healthy thing, I guess – or you could try the handy little Step Pad. Your student doesn't have to panic when you leave their side!



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Assistive Technology for Students with Learning Disabilities, Part 2

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They can push the buttons for Step 1, Step 2, Step 3....etc....and oh, the relief! It's like their teacher is still there talking them through it! But wait, what was Step 1? Just push the first button again! Wow! No more "rewind/stop/oops, wrong place; rewind/stop/oops, too far..."; that game was never fun.

So the best part is, you can borrow one from the AALRC (we have five of them) and try it out, and when you and your students just love it and can't live without it, you can get your own for only \$29! Can't wait? Order one now at www.attainmentcompany.com

Stay tuned for the next newsletter, when there will be even more information about the AT you can borrow.

Online "LD Talks" from the National Center for Learning Disabilities (NCLD)

The NCLD website has been hosting a series of "LD Talks," which consist of guest experts who answer questions posted by online participants. The online talks are then archived for any-time-reading, in case you are unable to participate as it occurs. The latest addition to the archive is about learning disabilities and AD/HD, facilitated by Dr. Karen J. Miller, a Developmental Behavioral Pediatrician at The Floating Hospital for Children, and an Associate Professor of Pediatrics at Tufts University School of Medicine in Boston, MA.



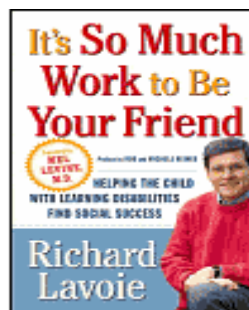
Dr. Karen J. Miller

Although most of the questions posted concern children, there are often questions and answers relating to adults. Either way, it's valuable information for teachers and tutors who want more information about their students who have learning disabilities.

New Rick Lavoie Book Available at AALRC Library

It's So Much Work to Be Your Friend, by Richard Lavoie, is the latest Lavoie addition to the AALRC library. The book is about helping children with learning disabilities find social success, but there is much in this book that applies to adults with learning disabilities as well.

Those who remember Rick Lavoie's video, *F.A.T. City*, will also be happy to know that there is also a free podcast available on Mr. Lavoie's website at <http://www.ricklavoie.com/podcast/index.html>.



The podcast, *Tales from the Road*, is a series of audio episodes that cover a variety of subjects of interest to anyone who works with students who has learning disabilities, knows someone with learning disabilities, or is a person with learning disabilities.

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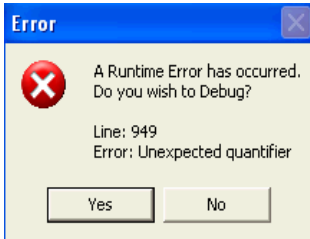
Tech



Talk

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.

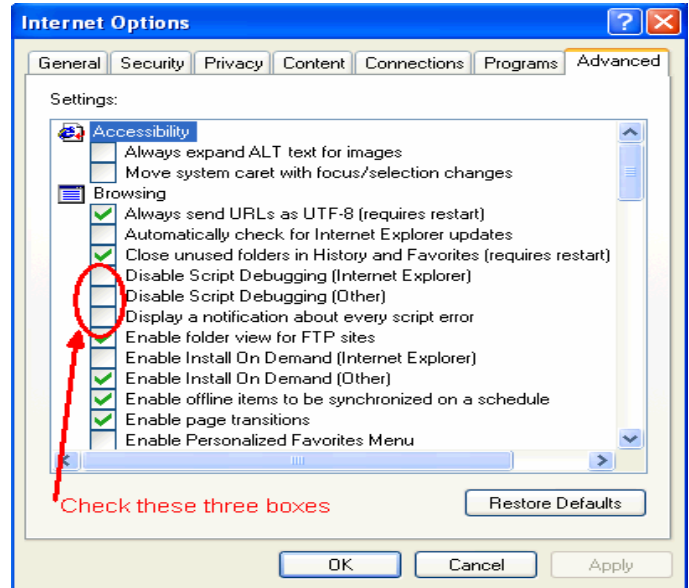
Internet Explorer Error



When browsing the web, you have probably encountered this annoying error message or one similar when opening a page. It's basically a useless message (to anyone besides the creator of the web

page), even if you knew how to debug the page, it wouldn't let you. (As a browser you don't have access to make changes to the page.) It's a Microsoft mystery as to why it is turned on by default - here's how to turn it off:

In Internet Explorer, at the top menu bar go to **TOOLS – INTERNET OPTIONS – ADVANCED** tab - put a check mark in the three boxes as pictured.



Free Online Security Audit

Do you know if your computer and/or network is safe? Try an online audit:

<http://www.auditmypc.com/> Audit My PC – Click on Firewall, then try TEST 1 and then go to TEST2 and run the first COMMON test.

<https://www.grc.com/x/ne.dll?bh0bkyd2> Shields UP! This is another good free tester. Follow the on-screen instructions. Look for this newsletter online (<http://aalrc.org> click on newsletters on the left side) for clickable links to these sites.

If you need help with this process, or if you discovered you are not protected and need help securing your computer, contact Rob Pollan at rob@aalrc.org or 479-649-5830.

Computer Security Confusion

A common mistake that I have been seeing is having two firewalls or two antivirus programs running at once. This causes major malfunctions and confusion in your computer, plus it will run very slowly. Make sure that you only have one instance of a firewall and antivirus program running on your computer. Go to **START – CONTROL PANEL – ADD/REMOVE PROGRAMS** and remove the unwanted antivirus program (third party firewalls like ZoneAlarm can be removed from here too.)

If you have a firewall installed from a third party like Bitdefender, make sure that the Windows XP firewall is turned off (or vice versa). For the built-in Windows XP firewall go to **START – CONTROL PANEL – NETWORK CONNECTIONS** – right-click **LOCAL AREA CONNECTIONS** – **PROPERTIES** – **ADVANCED** tab – **SETTINGS** button – you can turn the firewall off or on from here. To access the Bitdefender firewall, double-click the red and black Bitdefender icon in your taskbar (bottom-right-hand corner by the clock.) On the left side, click on General, turn the firewall off or on here. Note: The Windows XP firewall is much easier to use, but the Bitdefender firewall is more secure if you know how to answer the security pop-ups correctly. If in doubt, choose the Windows XP firewall. (If you don't use Windows XP, use the Bitdefender firewall.) The AALRC has more copies of Bitdefender Antivirus/Firewall available. Please contact Rob Pollan at rob@aalrc.org or 479-649-5830.

All You Have Is Your Name

Provided by Paul Vitale

We have all heard the statement, "You don't get a second chance to make a first impression." Unfortunately, many times this is a painful lesson. Granted, some situations simply don't turn out the way we thought they would; however, when we are involved in a situation, whether good or bad, our names are attached and will be remembered.

Growing up, my parents did their best to teach my brother and me the importance of our family name. One particular example stands out for me. I was about six years old and was with my father in a local convenience store. While he was shopping, I noticed a package of gum lying on the floor and picked it up. As we were returning home from our outing, I reached into my pocket, opened the package, and began chewing "my" gum. I probably don't need to go into detail about the events that occurred when my father learned his son had placed a package of gum in his pocket knowing he had no money to pay for it.

Now, to some, the fact that I took a package containing five small sticks of "Juicy Fruit" gum might not be such a big deal. But to my father, it was a lesson waiting to be taught. After a long talk and questions about the entire incident, my father chose a dreadful, but memorable punishment for me. As we drove back to the store, I can remember the most sickening feeling come over me when my father said, "I want you to walk into the store and ask for the manager. Once you find him, introduce yourself and explain to him that you took a package of gum without paying for it. Then, ask him if you can pay for it now."

Needless to say, my age probably helped keep me out of jail that day, but I will never forget the feeling I had when confessing my actions. Luckily, I was able to pay twenty-cents for the package of gum and return home. However, the debt I owe to my father is one I can never repay. For I could never place a price-tag on the lesson he taught me that day. We are known through our actions and for every action there is a reaction. And whether we realize it or not, others are taking note. When we make mistakes, and we all do, the choice is ours – either we take responsibility for our mishaps or we don't. We must keep in mind, though - we are setting an example for others to follow. It's never too late to make a good impression and do what is right.



Maybe I would have learned my "Juicy Fruit" lesson somewhere else along the way, but I am sure that had I learned it later in life, it would have cost a lot more than twenty cents.

2006© Vital Communications - Paul Vitale is a national speaker and author. He speaks to organizations throughout the United States and Asia. To learn more about Paul's seminars and products, visit www.paulvitale.com!

*Luther H. Black Memorial Scholarship-
GED Graduates Are Encouraged to Apply*



The Luther H. Black Memorial Scholarship was set up to recognize an Arkansas High School Diploma (GED) graduate who demonstrates outstanding leadership, citizenship, and professional promise. The scholarship was established to honor Dr. Luther H. Black, the "father of adult education" for his years of dedicated and committed service to Arkansas Adult Education.

For more information about this scholarship and to download the application form, please go to <http://www.aalrc.org/resources/ged/lhb.aspx>.