

Arkansas Adult Education &
Literacy
Professional Development Catalog
2009 - 2010



Arkansas Adult Learning
Resource Center

Funding Provided by the
Arkansas Department of Career Education

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Introduction

Welcome to the AR Professional Development Catalog. The catalog is a listing of the professional development events that will take place in 2009/10 fiscal year. We hope this booklet will help adult education/literacy practitioners plan their professional development for this year.

The catalog can also be found on the AALRC web site at <http://www.aalrc.org>. Your opinions are very important to us. We request that you send us your comments. This web page offers a convenient way for you to E-mail us your comments.

AALRC Staff

Who	<p>Marsha Taylor, Director</p> <p>Toccaro Baker, Receptionist Wanda Johnson, Administrative Assistant Nancy Loftis, Professional Development Coordinator Klaus Neu, Media Coordinator Rob Pollan, Information Technology Specialist* Patti White, Disabilities Project Manager*</p>
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Homepage	<p>http://www.aalrc.org</p>

	Registration Information
Registration	<ul style="list-style-type: none"> We use an online registration system escWorks® . The Shoebox service allows participants to maintain a history of the courses they have taken. There is a personal transcript feature that allows the user to track credits earned from other organizations. The Website is http://www.escweb.net/ar%5Fesc/
Confirmation	<ul style="list-style-type: none"> As soon as you register online, you will receive a confirmation of registration.
Cancellation	<ul style="list-style-type: none"> Cancellations must be made online through escweb if participants cannot attend a workshop. If an event is canceled by the AALRC, participants will be notified by phone, fax, or e-mail.
Waiting Lists	<ul style="list-style-type: none"> Esc web will create a waiting list for the AALRC of full workshops.
Materials	<ul style="list-style-type: none"> Materials needed for professional development activities will be provided unless otherwise stated.
Special Needs	<ul style="list-style-type: none"> Please contact the AALRC with any special needs you may have. This includes any dietary needs!
Cost	<ul style="list-style-type: none"> Events in this catalog are open to adult education /literacy staff paid with state adult education funds with no registration fee, unless otherwise stated. Literacy Councils who do not have staff persons paid with state adult education funds will be eligible for one person to be reimbursed.

Professional Development Operational Guidelines

Attendees:	<ul style="list-style-type: none">• Anyone working in an adult education or literacy council in Arkansas is eligible for participation in professional development activities sponsored by the AALRC.
Messages & Telephones	<ul style="list-style-type: none">• Participants will be interrupted during training for emergencies only.• One telephone is set aside for use by visitors in the AALRC offices. It is in the copy room.• Long distance calls from this phone must be made with a calling card.• Please turn off (or put in vibrate mode) cellular phone/pagers while meetings are in session.
Travel	<ul style="list-style-type: none">• Travel reimbursement will be paid according to state adult education travel guidelines.• Literacy Councils who do not have staff persons paid with adult education funds will be eligible for one person to be reimbursed.• AmeriCorps are not eligible for reimbursement through the AALRC.
Meals	<ul style="list-style-type: none">• Participants will be reimbursed according to state adult education travel guidelines.

**Year at a Glance
2009**

August 19	AERIS Data Entry 101 for New Users
August 20	AERIS Make- up for Administrators and Data Entry personnel
September 15	Improving Student Retention and Promoting Success
September 17-18	Administrators' Meeting – Clarion Hotel – Hot Springs
September 22	Google Docs
September 23	Computer Security
October 1-2	WAGE Retreat
October 6	GED Examiners' Statewide Meeting – Crowne Plaza – Little Rock
October 14	Google Docs
October 15	Office 2007
November 3-4	Teaching with Manipulatives
November 17	Inspiration Software Training
November 18	Google Docs

**Year At a Glance
2010**

January 21-22	Literacy Strategies – Session 1 (Days 1-2)
February 18-19	Literacy Strategies – Session 2 (Days 3-4)
March 2-3	Teaching With Manipulatives
March 11-12	Literacy Strategies – Session 3 (Days 5-6)
April 13	Inspiration Software
April 15-16	Literacy Strategies – Session 4 (Days 7-8)
May 20-21	Spring Administrators’ Meeting (Tentative)

AERIS Data Entry 101 - New Users

What	This workshop is for new or novice AERIS data entry personnel. The training will begin with the lowest level needed by participants and go through the data entry process.
Where	Little Rock, AALRC
When	August 19, 2009 Workshop ID - 105427 Registration has begun

**AERIS Make-up for Administrators
& Data Entry**

What	This workshop is specifically for administrators and data entry personnel who missed their regional workshop in July/August 2009.
Where	AALRC
When	August 20, 2009 Workshop ID - 105429 Registration has begun.

Improving Student Retention and Promoting Success

What

This workshop will be a reunion workshop for all adult education and literacy personnel who have completed the LD Comprehensive workshop (formerly Payne-Jordan Training)

Nancie Payne will address any issues participants may have from prior training and also present new information regarding effective and appropriate instruction for adult students who have learning disabilities. Workshop content includes metacognition and lesson planning, instructional strategies, transition strategies, and screening ESOL students for learning disabilities.

Where

AALRC

When

September 15, 2009

Workshop ID: **105075**
Registration has begun.

Fall Administrators' Meeting

What	The presentations will be about various subjects related to adult education administration. The state staff will present new information pertinent to local program management. This meeting will also have a presentation from the National College Transition Network.
Where	Clarion Hotel – Hot Springs
When	September 17-18, 2009 Workshop ID: 105046 Registration has begun.

Google Docs

What	Everyone has heard about the Google search engine, but are you familiar with Google Docs? It has Google versions of Word, Excel, and PowerPoint. These programs are free, plus you can access them from any computer and they are easy to share for online collaboration. We will also learn about Gmail, Google Calendar, igoogole, and Picasa. We'll cover these and many more as we explore the world of Google and all it has to offer.
Where	AALRC
When	September 22, 2009 Workshop ID: 105048 Registration will begin August 24, 2009.
Where	AALRC
When	October 14, 2009 Workshop ID: 105054 Registration will begin September 14, 2009.
Where	AALRC
When	November 18, 2009 Workshop ID: 105062 Registration will begin October 16, 2009.

Computer Security

What	Participants will learn how to keep their computer secure on the Internet, backup important files, and find out how you can reduce energy consumption of your computers and office equipment.
Where	AALRC
When	September 23, 2009 Workshop ID: 105049 Registration will begin August 24, 2009.

WAGE Retreat

What	This retreat is for programs offering WAGE. Only WAGE programs should register for this
Where	Mt. Magazine
When	October 1-2, 2009 Workshop ID: 105052 Registration will begin August 3, 2009.

AR GED Examiners' Meeting

What	The design of this workshop focuses on issues of concern to GED examiners in a regional format. Agenda items will include test security, administration, and procedures. Sessions will provide updates from the GED Testing Service on learning disabilities and requests for accommodations; This training is for Chief & Alternate Examiners only. The training will be a one-day statewide training at the Crowne Plaza in Little Rock.
Where When	Crowne Plaza - Little Rock, AR October 6, 2009 Session IDs: 105050 Registration has begun.

Office 2007

What

This workshop will be an overview of Microsoft Office Enterprise 2007. We will learn tips and tricks that will get you on the fast track to proficiency using this new Office suite. We will mostly cover Word, Excel and Outlook but we will also touch on some other parts of this recently renovated program.

Where

AALRC

When

October 15, 2009

Workshop ID: **105056**

Registration will begin September 14, 2009.

Teaching With Manipulatives
(Formerly Strategies & Accommodations)

What	<p>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.</p> <p>Cognitive skills targeted include:</p> <ul style="list-style-type: none">▪ Reading (vocabulary, guided reading, interpreting, drawing conclusions, determining cause and effect, determining relationships, and more....)▪ Writing (spelling, dictionary skills, writing sentences, writing paragraphs, writing essays, graphic organizers, mapping)▪ Math (from counting through geometry and algebra) <p>Metacognitive skills targeted include Attention, Memory, Concentration, Sequential Logic, Abstract Thinking, Critical Thinking / Insight, Cognitive Flexibility, Organization, Frustration Tolerance, Problem Solving, Generalization, Prioritization, Systematic Planning, Time Management, and Association.</p> <p>Patti White is the trainer.</p>
Where	<p>Little Rock, AALRC</p>
When	<p>November 3-4, 2009 March 2-3, 2010 - Repeat of the September Workshop</p> <p>Workshop ID for November 3-4 – 105061 Registration will begin October 1, 2009</p> <p>Workshop ID for March 2-3 – 105065 Registration will begin February 1, 2010.</p>

Inspiration Software

What

How do you INSPIRE your student?

Built on a solid base of educational research, the Inspiration Software improves the performance of students to visualize, think, organize and learn. It strengthens critical thinking, comprehension and writing across the curriculum.

Inspiration integrates dynamic diagramming and outlining environments to help students organize ideas and information. Students can create and modify concept maps, webs and other graphical organizers. An intuitive interface keeps the student focused on ideas, not the drawing process. This workshop will give you a great start for using this software. Part One of the training will be learning Inspiration software applications hands-on in the computer lab. Part Two will be an exploratory learning experience in which every participant will complete a mapping task related to their adult classroom needs.

Upon training completion, each participant will be able to use Inspiration and teach adult students effective applications of the Inspiration writing approach and techniques. Best of all, each workshop participant will receive a valuable copy of the Inspiration software for their students' use in the adult education or literacy program.

Where

AALRC

When

November 17, 2009

Session IDs: **105064**

Registration will begin October 16, 2009.

Where

AALRC

When

April 13, 2010

Session ID: **105068**

Registration will begin March 12, 2010.

Literacy Strategies

What	<p>This workshop is a multi-day research based workshop on reading. It includes research-based practices in reading assessment, curriculum planning, readabilities and teaching strategies for students at all performance levels including those with special needs.</p> <p>This year the workshop is being divided into two - four day sessions with the first four days concentrating on assessment specifically TABE and Adult Diagnostic Reading Inventory (ADRI)</p> <p>The last four days will concentrate on instructional strategies. This year each part will need to be registered for separately.</p> <p>Dr. Charlotte Robertson will present the workshop.</p>
Where	Little Rock, AALRC
When	<p>Workshop ID: 105531 Meets on the following dates: January 21-22 & February 18-19, 2010 This session concentrates on assessment.</p> <p>Workshop ID: 105534 Meets on the following dates: March 11-12, April 15-16, 2010. This session concentrates on instructional strategies.</p> <p>Registration will begin December 7, 2009 for both sessions.</p>

State & National Conferences

The following national conference scheduling is provided for local program planning purposes only. Local programs are responsible for funding their decision to participate in these conferences.

AAACE

<http://www.aaace.org/>

November 3-6, 2009
Cleveland, OH

AACAE/ ALC, Inc. Conference

October 22-23, 2009
Springdale, Arkansas
Holiday Inn & Convention Center

COABE

<http://coabe.org>

March 16-19, 2010
Chicago, IL

LDA

<http://www.ldaamerica.org/conference/index.asp>

February 17-20, 2010
Baltimore, MD

NASSLN

<http://www.naasln.org/>

Regional Conference Format
see website for details

TESOL

http://www.tesol.org/s_tesol/convention2010/

March 24-27, 2010
Boston, MA

	AALRC Library Materials Procedures
Loan Period	All Arkansas Adult Learning Resource Center resource materials are checked out for one month. For example, any materials checked out on June 14 th are due on July 14 th .
Loan Forms	These forms are kept on file by the Media Coordinator. The information on the form includes the borrower's information, the material(s) borrowed and the date the material(s) were borrowed.
Request forms (Hold)	A request/hold system will be maintained when another patron has already checked out the material(s) you would like to check out.
Renewals	To extend your borrowing period, please contact the Information Resources Coordinator at the AALRC.
Information Resources Coordinator	Klaus Neu is the Media Coordinator at the AALRC. He is available to help you with checking out or renewing materials.
Phone	501-907-2490 or 1-800-832-6242 (AR only)
E-mail	klaus@aalrc.org

Please note that the library is now online on our website.
<http://www.aalrc.org>

Date: _____

Media Request Form

AR Adult Learning Resource Center
Attn: Klaus Neu
501/907-2490
Fax: 501/907-2492
3905 Cooperative Way, Suite D
Little Rock, AR 72209

Person Requesting Materials: _____

E-mail: _____

Program: _____

Address: _____

Item #	Title/Description of Material

The materials listed above are DUE one month from the date checked out. Please plan to pay the replacement costs of any materials you lose or fail to return.

Thank You!